

SOUTH SENECA
ELEMENTARY
SCHOOL STUDENT
HANDBOOK

Mr. Dan Fontanez,
Elementary Principal

2023 - 2024

An Information Booklet for Parents



South Seneca Families,

Our student handbook serves as a guide for students and families to understand the expectations, policies and procedures of our school. While we have outlined these processes and procedures for everything we can anticipate the students will experience, there may be adjustments to some plans as the school year progresses. Any changes will be communicated in every way possible so that you are all well-informed every step of the way.

As always, thank you so much for your continued support as we partner for another successful school year!

Sincerely,
Dan Fontanez
South Seneca Elementary Principal

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SOUTH SENECA MISSION STATEMENT

The mission of our district is to create and maintain an environment that ensures that every student reaches a high level of academic achievement as determined by state and national standards. We commit to a comprehensive system of social, emotional, and academic support to assure this outcome.

SOUTH SENECA LEARNING PRINCIPLES

1. Accomplished learners easily and effectively use what they have learned in a variety of settings.
2. The more learners see meaning and value in lessons, the more they will learn.
3. Successful learning requires students to reflect, self-assess, and make use of feedback to self-adjust. These kinds of metacognitive skills must be explicitly taught. Metacognition is the student's awareness of how s/he learns and what s/he does and does not know.
4. Teachers must draw upon a rich repertoire of instructional and assessment strategies carefully matched to learning goals and student need.
5. Effective learning occurs when differences in learners' background knowledge, interests, and strengths shape instruction.
6. Effective learning occurs with the right blend of challenge, persistence, comfort, and the belief that success is attainable.
7. Learners need multiple opportunities to practice in a safe learning environment that values risk taking, timely feedback, and opportunities to use the feedback to progress on learning objectives.
8. All learning should be measured in relation to state and district standards. Effective instruction is based on how people learn.
9. A healthy school learning community requires the continuous pursuit of knowledge from every member.
10. All students will learn well when the right conditions for learning are established. High expectations are the cornerstone of right conditions for every learner.

Approved by the Board of Education on June 24, 2009

SCHOOL DAY SCHEDULE

UPK through 5 — 8:45 a.m. - 3:30 p.m.

SAFETY AND SECURITY

Entrance to the Elementary Building

A district-wide security system is in place. This system includes cameras, monitors, motion detectors, and key card access to the exterior doors of each building. The access point for parents, community and other visitors is through the main office door.

Access to the Elementary Building:

Our school day begins at 8:45am. However, students can begin entering the building at 8:15 am for breakfast. Any student arriving before 8:15 am must wait outside with an adult until we begin allowing students to enter the building.

ALL visitors will be asked to do the following:

- ◆ Visitor will be buzzed in to the building.
- ◆ Give your name and child's name (if visit involves your child).
- ◆ State your reason for visiting the school.

Guests must sign in and take a visitor's pass in order to proceed into the building.

Dismissal runs from 3:15-3:30 p.m. everyday. Please do not arrive earlier and ask to be buzzed in as the main office staff are busy preparing for dismissal. All parents/guardians are to wait outside for their child to be dismissed.

STUDENT DROP OFF/ PICK UP **GUIDELINES**

The following is information for you on our procedure for student drop-off and pick-up:

- *All school doors will be locked during the school day.
- *All parents and visitors must sign in at the main office and wear a visitor badge at all times. Please understand that even if we know you very well or you have your own identification tag, we require that you wear our visitor badge.
- *Teaching and learning happens from 8:45 a.m. - 3:30 p.m.. If you need to see a staff member during that time, please check in at the office to see if that person is available. If not, we can help you make an appointment.
- *All items delivered to school should be left at the main office. We will make sure your child receives the item.
- *When picking up or dropping off your child during the day, please sign him/her out or in at the main office.
- *Morning drop-off begins at 8:15 a.m. unless your child is in the SsAFE program. All student drop-offs and pick-ups take place by using the south parking lot.
- *Afternoon pickup for students begins at 3:15 p.m. Please park in the south parking lot.
- *Please wait outside behind the roped off fencing.
- *Make contact by speaking directly to your child's teacher. Do not take your child from a line without direct teacher contact.
- *If your child has numerous dismissal arrangements, please send in a note for the week every Monday with their schedule.

TO THE PARENTS:

AFTERNOON DISMISSAL PROCEDURES

Elementary students are dismissed by their teachers:

- *to their designated bus
- *to walk home
- *to parents who pick up their children

PLEASE NOTE:

- Parents are NOT to go to individual classrooms at dismissal time or at other times during the day. Please wait outside. Your cooperation in this procedure makes our school day and dismissal safer and more organized.
- For safety reasons, we do not allow children to change their dismissal plan without a **WRITTEN NOTE OR PHONE CALL FROM THE PARENT.**
- If you wish your child to go somewhere other than his/her usual 3:15 p.m. location, or you wish us to dismiss your child to someone other than his/her parent (sitter, relative, friend) please be sure to send a written note with your child's name, his/her teacher's name, the date, and your dismissal instructions.
- Should you have an emergency and need to change dismissal plans after the school day has begun, you may call the elementary office and ask that we give your child's teacher your changed dismissal instructions. **Please call by 12:00 p.m.**
We cannot guarantee that we can change dismissal arrangements after 12:00 p.m.

****If you have confidential custody or safety concerns for your child, please call or write the Elementary Principal.**

ASSEMBLIES

We hold assemblies during the day for the students. Students are recognized for demonstrating the Falcon Four principles of kindness, respect, responsibility and safety. Students are also recognized for their hard work and academic achievement.

Other assemblies throughout the year may include author visits, theatre productions, and concerts.

AWARDS

Students receive recognition for citizenship, academic performance, honor roll, and principal report card recognition. These awards are generally given in the form of a certificate. Students may be recognized over the public address system, at an assembly or in the classroom.



FIELD TRIPS

Field trips are scheduled by teachers to provide visits to places as a means of enriching and expanding the school curriculum. While away on such trips, students are expected to observe the highest standards of conduct and to dress appropriately. Permission slips for field trips must be signed and returned to school before students are allowed to go on any trip.

All students must stay with their assigned group. Teachers will provide chaperones with a list of trip rules & chaperone responsibilities. If a parent chaperones and drives his/her own vehicle, only a parent's child is permitted to ride home with him/her. No other student may ride in a private vehicle.

A written note must be provided prior to the field trip.

EXTENDED DAY PROGRAM

- ◆ We offer an Extended Day Program for all students in grades K-5 from 3:30-5:30 every Tuesday-Thursday starting in October and ending in May.
- ◆ Programs include but are not limited to: Art Club, Book Club, Cooking Club, Dance Club, Golf Club, Spanish Club, Fitness, French Club, Math Club, Music Enrichment, Sewing Club, STEM/4-H Tutoring, ELA/Reading, Math, Science, Social Studies, and Writing Club.
- ◆ K and 1st grade students will have Extended Day 2 days/week while grades 2-5 will have Extended Day 3 days/week.
- ◆ Students are provided an afterschool snack and transportation home if needed.
- ◆ Programs are not offered on half days or on days heading into a long weekend/vacation.
- ◆ Information will be sent home in the beginning of the school year.

Birthdays

Please check with the classroom teacher regarding the birthday celebration policy of the grade level. We announce the names of the students who have birthdays each morning at the start of the day. Each student receives a birthday book on their special day. Distributing party invitations at school causes hurt feelings for children of any age. Please mail invitations or call parents of the children you would like to invite.

SOUTH SENECA ELEMENTARY SCHOOL PROGRAM

The South Seneca Elementary School Program consists of grades UPK through 5. There is an emphasis on Language Arts (reading, writing, and speaking) and Mathematics. All other curricular subjects required by the State Education Department are taught. This includes Science, Social Studies, Music, Art, Physical Education, Library, and Health. Use of technology is encouraged to enhance instruction at all grade levels. All students in Grades K-5 are issued personal 1:1 Chromebooks. All devices are kept in the building.

STUDENT HANDBOOK CURRICULUM SECTION

Home to School Connection

We strongly encourage you to keep in constant communication with your child's teachers throughout the school year. Our staff can be reached through school email or the school phone (607-869-9636, EXT 4154). All staff members have the same format for their school email address:

first letter of first name/lastname@southseneca.org.

Example: dfontanez@southseneca.org

We also like to share positive events throughout the school year on social media. Please follow us on the South Seneca Central School District Facebook page. Many of our classrooms and special area classes are active on Facebook, Instagram, and Twitter. The two hashtags that are used are #SouthSenecaES and #ForeverFalcons. In addition, the elementary school can be followed on Instagram and Twitter at:

⇒ Instagram: south_seneca_elementary

⇒ Twitter: @SouthSenecaCSD, @dan_fontanez

ELA

All students will receive 90 minutes of ELA instruction daily. All grade levels (UPK-5) will use the NYS Common Core Modules to guide instruction towards meeting Common Core Standards.

Grades 3-5 have departmentalized ELA, which means one teacher/grade level will teach ELA only allowing for that teacher to become an expert and for all students to receive the same instruction from their expert teacher. The ELA teachers are as follows:

- ◆ Grade 3—Janie Witt
- ◆ Grade 4—Kim Higgins
- ◆ Grade 5—Jamie Jensen (Leader)

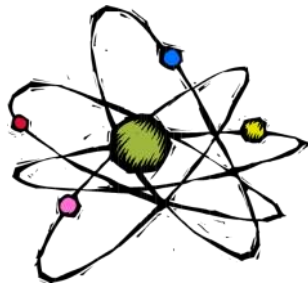


Social Studies and Science

1. Social Studies will be taught through a combination of the NYS Common Core Modules and the integrated Social Studies/ELA curriculum created by the PNW BOCES.
2. Science will be taught through a combination of the NYS Common Core Modules and our BOCES science kits.

Grades 3-5 have departmentalized Social Studies and Science, which means one teacher per grade level will teach Social Studies and Science only allowing for that teacher to become an expert and for all students to receive the same instruction from their expert teacher. The Social Studies and Science teachers are as follows:

- ◆ Grade 3—June Bedore
- ◆ Grade 4—Jessica Pfeil
- ◆ Grade 5—Liz McCheyne

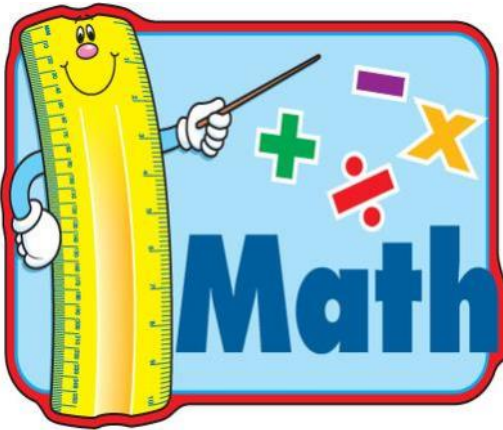


Math

All students will receive 90 minutes of Math instruction daily. All grade levels (UPK-5) will use the NYS Common Core Modules to guide instruction towards meeting Common Core Standards.

Grades 3-5 have departmentalized Math, which means one teacher/grade level will teach Math only allowing for that teacher to become an expert and for all students to receive the same instruction from their expert teacher. The Math teachers are as follows:

- ◆ Grade 3 - Heather Neville
- ◆ Grade 4 - Patrick Reynolds
- ◆ Grade 5 - Jon Dufour (Leader)



SPECIAL AREAS

Art:

UPK - 5th - 1 time/week

Band:

4th—5th - 2 times/week

Library:

UPK - 5th - 1 time/week

Music:

UPK - 5th 1 time/week

*4th and 5th grade students will have Chorus once a week and the opportunity to join Band, which meets two times a week.

Physical Education:

-UPK - 30 minutes - 1 time/week, plus daily gross motor time

-Kindergarten and 1st - 30 minutes - 3 times/week

-2nd - 5th - 30 minutes - daily

*Please remember to have your child wear sneakers to school everyday. When they wear boots during the winter, please have them bring sneakers in their back pack.

ART PROGRAM



The art program in the elementary school provides a wide range of activities and media for children in grades UPK through 5. The Art teacher meets with each class each week to explore drawing, painting, collage, clay, wood, scrap sculpture, paper mache, etc. Art history, music, appreciation of aesthetics, and many other strands are interwoven into the classes. The joys of creating, of experimenting, and of achieving are encouraged at all times. Students in grades UPK through 2 should have a smock for art class to protect their clothing. These can be kept in the classroom. Old shirts work well!

BAND PROGRAM

The elementary band teacher provides instruction on musical instruments to all interested students in grades 4 and 5. Instruments are made available to rent or purchase through a local music company, and all details are outlined at the 4th Grade Band Parent/Guardian Organizational Meeting in September. The school provides “loaner” instruments at no cost for students unable to rent or purchase them.

Each student attends a 30-minute lesson in a small group setting and two band rehearsals per week. In their lessons, students learn basic music reading skills as well as the techniques of playing a musical instrument. Both the 4th grade and 5th grade bands perform two yearly concerts.

In the spring, all band students begin learning the techniques of marching band. The students will memorize a piece of music and learn to march while playing instruments. All marching band students will participate in local parades. At parades all students must wear their hair away from their faces.

Jazz Band is offered to those students wishing for more musical involvement. Jazz Band meets before school, twice a week throughout the school year, and is offered only after an audition with the band teacher.



PHYSICAL EDUCATION PROGRAM

Physical Education is a sequential program based on a variety of activities undertaken in an active, caring, supported, and non-threatening environment in which every student is both challenged and successful. Students with disabilities are provided with a learning environment that is modified, if necessary, to allow for maximum participation. **We can only excuse a child from P.E. for one day without a dr.'s note. When a child is excused from P.E. they will also be restricted from recess. If a child has an injury or illness that requires further restriction, please provide us with dr.'s orders so modifications can be made.** In grades UPK through 2, the students will perform basic manipulative and loco-motor skills and activities. These include running, jumping, hopping, galloping, skipping, use of balls, and other equipment. Games and other activities will be utilized to reinforce these concepts.

First and second grades will begin to work on some team-oriented activities and concepts as the year progresses. They will begin to develop mastery of fundamental motor skills. They will also develop an understanding of fundamental principles of movement, and the relationship between physical activity and individual wellbeing. In grades 3-5, students will experience a variety of low to intermediate organizational games that provide lead-ups to games such as soccer, basketball, softball, baseball, and volleyball. It is anticipated that through appropriate progressing activities based on a strong foundation of motor, nonloco-motor, and manipulative skills all students, regardless of ability, can engage in physical activity with competence and confidence.

Additionally, to address an ever increasing sedentary population, personal fitness/wellness must be integrated into a well-balanced program. At this level of physical education, physical fitness can be taught as a unit of instruction or in the context of physical activities. Students will begin to understand the importance of developing and maintaining fitness in the areas of cardio/respiratory/muscular strength and endurance, and flexibility.

UPK will have physical education one time per week. They will also have gross motor exercise daily. K and 1 students will have physical education three times per week. Grades 2-5 students will have physical education 5 times per week. In order to participate, they are expected to wear proper (tie or velcro) sneakers that fit well. Slip-ons, high heels, crocs, sandals, boots, or roller blade sneakers are not acceptable.

LIBRARY PROGRAM

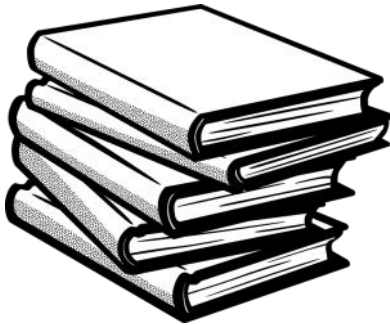
Students in grades UPK-5 attend library class once each week to hear stories, learn about authors and literature, and conduct research for classroom and personal needs. They also have time to choose books to borrow. Individual students are welcome to exchange books whenever their classroom teachers allow them time to do that. The normal loan period is one week. Students who lose or damage library books are expected to pay for this loss or damage.

Librarians at South Seneca continue to update our services through the use of electronic resources. We have access to the internet and teach students to use and evaluate this vast source of information. Our catalog is available on the web, and we also have subscriptions to several online databases to facilitate student and staff research. Inter-library loans are available during the school year.

If you have any questions regarding the elementary library program, please feel free to contact Mrs. Beth McCheyne, the UPK-5 librarian, by calling the elementary school, sending a note with your child, or sending an email message to:

bmccheyne@southseneca.org

Current information on our library program is also posted at <http://ssex-southseneca.libguides.com>



MUSIC PROGRAM

The elementary music teachers provide a developmental program for students in grades UPK-5. Children are introduced to many different concepts of music through singing, playing rhythmic and melodic instruments, movement and listening experiences.

UPK-5 students meet once a week. Students in grades K-3 perform in one concert each year., while students in grades 4 and 5 perform in two concerts each year.

Every fourth and fifth grader is in chorus that meets once a week.



ACADEMIC INTERVENTION SERVICES

Support services are offered for students in Language Arts and Math. These services are offered to students who fall below grade level on standardized assessments. Academic intervention services include: Reading or Math specialist support, Speech, and Language.

Students who need extra services are referred by teachers of parents to the Instructional Support Team. The team reviews the best ways to service a student with support needs and recommends a course of action or program.

The Response to Intervention Team reviews each student's situation every three weeks to determine the best academic course of action to assist each individual student.

The Committee on Special Education examines referrals for possible handicapping conditions and recommends special education programs according to individual student needs. Parents are included in this process.

WIN TIME

“WIN (What I Need) time” groups will occur every Monday – Thursday for 60 minutes outside of the ELA and Math blocks of time. Our Reading support teachers Gennie Bartholomew and Andrea Puls, along with our Math support teacher, Deb Stasierowski, play an integral part during “WIN Time.” These support teachers will provide additional support to students in ELA and/or Math, while at the same time the classroom teacher will be providing targeted, challenging, and enriching opportunities to students at/above grade level.

Math & Reading
Grades K-5

Deb Stasierowski - Math
Gennie Bartholomew - Reading
Andrea Puls - Reading



The intent of the RTI Committee is to provide targeted, intensive, and supplemental instruction to those students who indicate, on multiple measures, to be at risk of not attaining the New York State Learning Standards in Math, ELA, or reading below grade level.

Our Math and Reading support teachers will provide interim reports to the families of the students they are working with throughout the year based on targeted, academic progress.

0 1 2 3 4 5 6 7 8 9



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SECOND STEP

Second Step is a character education program that is used to help teach children personal safety skills in order to reduce aggression, prevent violence and increase social competence.

Units covered throughout the year include the following:

- ◆ Empathy Training
- ◆ Impulse Control and Problem Solving
- ◆ Anger Management

About Second Step- Developed by the Committee for Children
www.cfchildren.com

SECOND STEP is nationally recognized and based on 15+ years of application.

SECOND STEP uses the most current academic, social and emotional research.

SECOND STEP is based on three competencies:

Empathy

Impulse control and problem solving

Anger/emotion management

The problem solving model from the Second Step curriculum:

- What is the problem?
- What are the solutions?
- For each solution ask yourself:
 - Is it safe?
 - How might people feel about it?
 - Is it fair?
 - Will it work?
- Choose a solution and use it.
- Is it working? If not, what can I do now?

PARENT TEACHER CONFERENCES

Conferences are held twice a year. All parents/guardians are strongly encouraged to attend. Classroom teachers meet with all students while RTI teachers are available to meet with all students who they provide additional support to.

PARENT-TEACHER COMMUNICATION

Special notices are sent home with children. Please make it a daily routine to ask your child for his/her papers, review his/her day, check the backpack, etc. The school menu is sent home each Friday with updated school information. Information can be found on the school website at:
www.southseneca.org

PARENT TEACHER CONFERENCE DATES

- ◆ November 29, 2023
- ◆ December 7, 2023
- ◆ May 1, 2024
- ◆ May 7, 2024

MENU

Each Friday, every child is given a copy of the menu to take home. It contains much more than the following week's food choices. It includes school and community announcements.

BREAKFAST

Free breakfast is available in the cafeteria each morning beginning at 8:15. Children enter the building and either report to breakfast or to an assigned area.

LUNCH

All school lunches are free for grades UPK-5. Students wishing to get additional drinks or any snack from the cafeteria will still need to pay. If they are getting lunch, milk comes free. There will still be a fee for the following food items: additional drinks, all snacks, ice cream and any ala carte items.

TESTING

The elementary school has a regular schedule of tests to give us the data/information to measure student growth. Students are assessed three times a year. The Star Math and Reading are administered in grades K-5 by our RTI teachers. This provides information about math and reading progress. Beginning in grade 3 and continuing through grade 5, students take the New York State English Language Arts test and the New York State Math Assessment in March/April. The New York State Science Test for grade 4 is given in May/June.

STUDENT SUPPORT SERVICES

Many problems affect the way a child learns in school. The elementary school has a school psychologist, social worker, and a guidance counselor. In addition, we have a part-time counselor that is funded through the Seneca County Community Counseling Center. These professionals are available to counsel children. They also connect home to school or in some cases help connect home with outside supporting agencies.

Sometimes the school will contact you with a concern. You may call the school for assistance through the elementary office—869-9636, EXT 4154.

**STUDENT USE OF COMPUTERIZED INFORMATION
RESOURCES
(ACCEPTABLE USE POLICY)**
**The complete policy is available through the elementary office
Policy #7315**

The Board of Education will provide access to various computerized information resources through the District's computer system ("DCS" hereafter) consisting of software, hardware, computer networks and electronic communications systems. All use of the DCS, including independent use off school premises, shall be subject to this policy and accompanying regulations. Further, all such use must be in support of education and/or research and consistent with the goals and purposes for acceptable student use.

District students shall also adhere to the laws, policies and rules governing computers including, but not limited to, copyright laws, rights of software publishers, license agreements, and student rights of privacy created by federal and state law.

Students who engage in unacceptable use may lose access to the DCS in accordance with applicable due process procedures, and may be subject to further discipline under the District's school conduct and discipline policy and the District Code of Conduct. The District reserves the right to pursue legal action against a student who willfully, maliciously, or unlawfully damages or destroys property of the District. Further, the District may bring suit in civil court against the parents/guardians of any student who willfully, maliciously, or unlawfully damages or destroys District property pursuant to General Obligations Law Section 3-112.

Student data files and other electronic storage areas will be treated like school lockers. This means that such areas shall be considered to be School District property subject to control and inspection. The Computer Coordinator may access all such files and communications without prior notice to ensure system integrity and that users are complying with the requirements of this policy and accompanying regulations. Students should NOT expect that information stored on the DCS will be private.

Students in Grades K-5th will have Chrome Books. Students are expected to keep these devices at school and use them for school appropriate accounts.

Student access to the DCS will automatically be provided unless the parent has submitted written notification to the District that such access not be permitted.



EMERGENCY DRILLS

To maximize student and building safety, all student and staff will practice both fire drills and lockdown drills throughout the school year.

FIRE DRILLS

- Total of 8
- 4 in the fall, 4 in the spring
 - All Unannounced

LOCKDOWN

- Total of 4 during entire school year
 - The first is announced.
 - All others are unannounced.



COMMUNICABLE DISEASES

Every effort is made to keep communicable diseases out of the school to protect both your child and others. Your assistance in teaching your child the importance of good hand washing can be very important. Good hand washing is a key part in stopping the spread of many of these illnesses. Parents are asked to keep children at home when any of the following symptoms appear:

- Fever-during the course of the fever and for 24 hours after the fever has passed. The school considers anything over 100 to be a fever.
- A bad cough or cold symptoms-if the child is not “acting his or her usual self,” has a fever, has difficulty breathing, or is not drinking enough fluids. Keep child home and call the doctor.
- Diarrhea and/or vomiting-more than one incident of either or both, or in combination with stomachache. Return after symptom-free for 24 hours.
- Sore throat-if he or she is not “acting right,” has difficulty swallowing, or has other symptoms present at the same time (such as fever, stomachache, nausea, rash, etc.).
- Eye itching, burning, redness, discharge-call the doctor.
- Ear pain or infection-call the doctor.
- Antibiotics from the doctor for infections-return after the child has had 24 hours of medication.
- Head lice-keep home until initial treatment is completed.
- Students found to have head lice will be excluded from school (phone call home and remain in health office until picked up by parent/guardian).
- Students may return to school the day after treatment for head lice as long as there are no live lice upon reinspection by designated school personnel/school nurse.
- Students will be reinspected by designated school nurse in 14 days after initial treatment to make sure there are no live head lice.

MEDICATIONS

Many children are required to take medication during the school day. ALL medications, including Tylenol, eye drops, etc. must be brought in their original container and be accompanied by a physician’s order for dispensing. Your current physician must renew this order each school year. We also require a signed permission slip from a parent. Children should not transport medications themselves – if you are unable to bring it to school, please call the Health Office to make other arrangements.

A form will be sent home with all students at the beginning of each school year that allows us permission to treat minor injuries or ailments with over-the-counter items such as cough drops, Neosporin, Anbesol, Calamine lotion, etc. This form must be signed by a parent and the school physician in order for ANY such substances to be used at school. Without this form, New York State law only allows us to use ice, Band-Aids, and soap/water to treat any injuries.

STUDENT ACCIDENT INSURANCE

If an accident occurs in school, initially all students are covered by their parents' health insurance. South Seneca Central School does provide a Student Accident Policy through Pupil Benefits Plan, Inc. as a secondary payee if there is no insurance through the parents.

Reimbursement for medical services is based upon the usual customary cost of these services as determined by the area in which we live. If you have questions directly related to coverage, please contact the school business administrator. All other questions should be directed to the school nurse.

ABSENCE FROM SCHOOL

You will want to send your child to school regularly, but please **DO NOT SEND YOUR CHILD TO SCHOOL IF HE/SHE IS SICK.** When your child is absent from school, please **CALL THE SCHOOL HEALTH OFFICE** at 607-869-9636, EXT 4141 on the first day of absence to let us know the reason for the absence.

On the day of your child's return from an absence, it is required that he/she bring a written excuse to the health office stating:

1. Date(s) of absence
2. Cause of absence
3. Type of illness (if absence is due to an illness)
4. Parent's or guardian's signature

If the school does not receive a note, the absence will be considered unexcused.

MEDICAL APPOINTMENTS DURING THE SCHOOL DAY

If it is necessary to take your child for a doctor, dental, or other appointment during school hours, please pick him/her up at, and bring him/her back to the main office. A written notice should be sent to the teacher in advance, if possible. In an emergency, parents should call the main office at 869-9636, (EXT 4154) regarding medical appointments. **Your child must be signed in and out at the main office.**

ATTENDANCE

Students who attend school on a regular basis are more successful in school than students who miss school. Each day is important! If you miss three or more consecutive sick days, a dr.'s note may be requested.

The school day begins at 8:45 a.m. and ends at 3:30 p.m. Students may begin arriving at school at 8:15 for breakfast. For safety reasons, students who arrive before 8:15 must be enrolled in the SSAFE Program. They may not wait outside the building unless they are with an adult.

Attendance: The Law

The New York State Education Law mandates that children enrolled in school must attend regularly scheduled classes.

Excused Absences

Personal illness, illness or death in the family, religious observance, quarantine, court appearance, or medical appointment. **Parents and guardians of students missing more than 15% of the days in a marking period will receive written notice from the principal. Late arrivals and early dismissals will be included in this 15%.**

Unexcused Absences

Oversleeping, vacation, shopping trip, and any other appointment that can be done on personal time. Unexcused absences violate the law. **Parents and guardians of students missing more than 15% of the days in a marking period will receive written notice from the principal.**

LATE TO SCHOOL ~ TARDY

Children are late to school if they arrive after 9:00 a.m. They need to be signed in at the main office.

FAMILY MATTERS

At times, families have confidential matters that they choose to share with the school because they feel it will benefit their child. Sometimes they believe the school needs to know about a particular event in a child's life, (the loss of a relative, the death of a pet, a new person in the home, etc.) because it may affect his/her behavior or performance in school. Sometimes families experience changes in their family structure they want the school to be aware of so that the school knows whom to contact. Occasionally a family may have safety concerns or custody issues the school needs to know about.

If you have information you believe someone at school should know, please call the elementary principal, school nurse, director of special programs, or the school guidance counselor. We will do our best to assure your privacy. We appreciate your keeping us informed so that we can work together.

CUSTODY AND ACCESS TO STUDENT RECORDS

The Buckley Amendment, which has come to be known as the Freedom of Information Act, plus the NYS Education Department's practice and policy, gives the right to parents to access their child's academic records. Both parents have the right to access these records, regardless of who has custody unless a court order blocks access. If you wish us to release information about your child to anyone other than his/her parents (such as a counseling agency, law guardian, etc.,) we will need your written release or court papers. **If you have court papers preventing someone from contact, visitation, etc., please contact the elementary principal.**

STUDENT EMERGENCY NUMBERS

There is nothing more frightening to a child than being unable to reach a parent when they are sick, injured, or when you are late to pickup. Parents must give the school at least one **emergency number** where a parent, guardian, or babysitter can be reached. **The emergency information card you complete in September is our way of knowing how to reach you or persons you select as contacts in the event of an emergency. This information is very important.**

PLEASE KEEP YOUR INFORMATION UP TO DATE. If you have a change in address, phone, job location, contact persons, etc., please send a note to the school office or call us so that we will have accurate records. Thank you for your help.

EMERGENCY CLOSING

If school is to be closed because of weather conditions, road conditions, or some other emergency, the following radio and television stations will broadcast this information:

Seneca Falls – 98.5 FM
Ithaca - 97.3 FM, 870AM
Geneva – 1240 AM
Channel 5 – Syracuse TV
Dundee 95.9 FM, 1570 AM

Should an emergency require us to dismiss students early, this will also be broadcast on area radio stations. Parents are advised to review with children an emergency plan should we be forced to dismiss students early.

South Seneca uses an automated phone calling system (School Messenger) to announce school closings, delays, and early dismissals. We will also use the system in the event of emergencies and will occasionally use it for other reasons. We are also on www.southseneca.org, Facebook, and Twitter. It is imperative that we have your updated information in our systems, including home phone numbers and emergency numbers. If you have questions about the system, please call the superintendent's office at EXT 4147.

TELEPHONE

The office telephone is a business phone and is not to be used by students, except in an emergency. **Students are not allowed to use the phone to make personal arrangements such as requesting permission to go to another student's home after school.**

Students are not allowed to call a parent if they are sick. They must go through the nurse.

PROPER CLOTHING

Clothing appropriate to the weather should be worn, since **students go outside every day for recess, weather permitting.** Students who come to school without proper outdoor clothing will also go outside and remain in the cleared areas. **If a student is too ill to go outside, we cannot honor a parent's note to have a student stay inside.** Fresh air every day is healthful for a child. No facilities are provided for remaining inside at recess. WARM WEATHER NOTE: Clothing such as 'short-shorts' and bare midriff shirts are not permitted. Sunscreen is very important during sunny weather. Flip-flops are not safe footwear for recess.

LOCKERS

Students in grades 4 and 5 have assigned lockers.

PERSONAL ITEMS

Valuable articles should not be brought to school. We are not responsible for their loss, destruction or theft. Children need to keep card collections, games, toys, cell phones, electronic games, and other expensive items at home. All items must be turned off and put away during school hours. If not, they will be confiscated by a staff member.

PARENT PARTICIPATION

You are encouraged to participate in the following ways:

- ◆ Volunteer for classroom activities.
- ◆ Join the Shared Decision Making Team
- ◆ Join the Parent Teacher Student Association (PTSA).
- ◆ Plan to regularly attend parent conferences and all possible school functions.

Please remember to sign in at the office when you visit school. If you would like to volunteer, please call the Elementary Office at 869-9636.

REPORTING TO PARENTS

There are four marking periods for grades UPK-5.

REPORT CARD DATES

Report cards are either mailed or sent home with students.

- ◆ 1st Marking Period—November 17, 2023
- ◆ 2nd Marking Period—February 2, 2024
- ◆ 3rd Marking Period— April 26, 2024
- ◆ 4th Marking Period—June 26, 2024



CAFETERIA INFORMATION
FALL 2023

*All students receive free breakfast and lunch.

*A lunch application is only needed if your child is attending SSAFE. This determines your rate of pay.

*Snacks are available for purchase:

Baked chips/Doritos	1.00
Fruit snacks	.50
Ice cream bars	.75
Ice cream Dixie cup	.50
Rice Krispy Treats	1.00
Milk 8 oz. carton (Choc. Or plain)	.50
16oz. Low fat chocolate milk	1.50
Juice 4 oz. carton	.50
Bottled water	1.00
Extra Portions	1.00

Money may be deposited for snacks in any amount.

*A permission slip must be filled out in order for your child to purchase snacks. You may indicate what he/she may purchase and how often.

*Menus are sent home weekly.

*If your child is going on a field trip we will gladly pack their lunch.

Contact information:

Adam Snell 607-869-9636, EXT 4111

asnell2@southseneca.org

CAFETERIA EXPECTATIONS

Respect

- ◆ Use quiet voices
- ◆ Raise hand to leave seat
- ◆ Touch only your food and tray

Responsibility

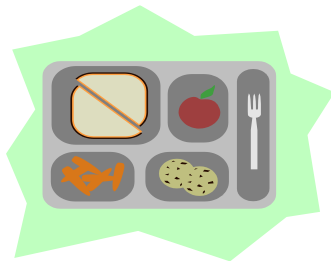
- ◆ Throw garbage away carefully
- ◆ Return tray to window
- ◆ Do not remove food or drink from cafeteria without permission
- ◆ Check your area for trash before leaving

Safety

- ◆ Remain seated while eating
- ◆ Walk
- ◆ Do not share food
- ◆ Hands and feet to yourself
- ◆ Be aware of choking dangers

Kindness

- ◆ Say please and thank you
- ◆ No saving seats
- ◆ Be considerate of others' feelings, welcome all
- ◆ Practice tolerance and empathy



CLASSROOM SNACKS

The elementary building in collaboration with the Elementary Shared Decision Making Team has adopted classroom snack guidelines.

We highly suggest snacks that consist of fruit and vegetables. Fruits and vegetables have vitamins, minerals, are low in fat, sugar, and salt. They are also high in fiber.

The following is a list of classroom snack suggestions. Sweets may be brought in for birthday celebrations. Please consult the list or think “fruits and vegetables” for other snack events.

Please check with teachers about student food allergies.

Fruits

Bananas – small or ½ a banana

Grapes – cut in half for Pre K and K

Apples

Oranges/tangerines

Pears

Plums

Kiwi

Pineapple

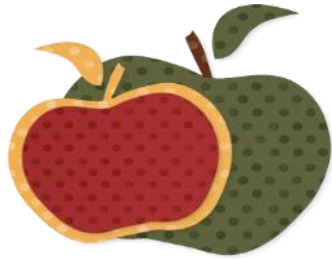
Apple sauce

Melon – cantaloupe, watermelon, honeydew

Berries - strawberries, blueberries, raspberries

Fruit leathers (non-sugared, 100% fruit)

Dried fruit – apricots, bananas, raisins, pineapple, apple, cranberries, cherries (un-sugared, un-sulfured)



Breads, Crackers, Cereals (Please avoid those with artificial flavors or food dyes and white flour.)

Breads or muffins – banana, pumpkin, zucchini, bran cornbread, apple, cinnamon, etc.

Bagels (quartered)

Mini-bagels

Bagel chips

English muffin

Pita wedges with cheese

Crackers – whole wheat

Rice or corn cakes

Pretzels

Popcorn – lightly buttered or no butter

Goldfish

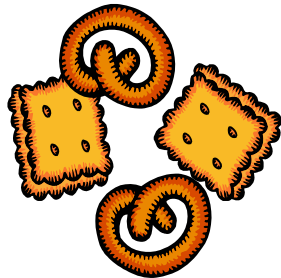
Plain or cinnamon graham crackers

Granola bars (low-sugar variety)

Veggie Chips

Trail or granola mix (with low-sugar cereals)

Cereals (Cheerios or other low-sugar kinds)



Dairy

Sliced cheese
String cheese
Cheese cubes
Yogurt stick
Yogurt (low-fat)

Dips

Cream cheese
Peanut butter**/almond butter
Salad dressing (low-fat ranch, etc)
Salsa dip
Bean dip
Veggie dip
Hummus
Yogurt or cottage cheese base dips



Vegetables

Baby carrots
Celery (with cream cheese or peanut butter**)
Cucumber slices
Broccoli crowns
Red, green or yellow peppers (sliced)
Cauliflower crowns
Zucchini – sliced
Snap peas
Green beans
Cherry tomatoes – cut in ½ for Pre K and K



Seeds and Nuts

Sesame sticks
Sunflower seeds
Pumpkin seeds
Walnuts
Cashews
Peanuts **
Almonds
Add the above into a trail mix or serve with raisins

Drinks

Milk (2%, 1% or skim)
Water
100% juice

****Check with your child's teacher before bringing in peanuts, tree nuts or peanut butter due to allergy concerns.**

PROMOTION AND RETENTION OF ELEMENTARY SCHOOL STUDENTS

The South Seneca School District in its mission commits to a comprehensive system of social, emotional, and academic supports to meet the goal of academic achievement including but not limited to the following:

1. Classroom intervention
2. Differentiated instruction
3. Behavior plans
4. Title I Services
5. Academic Intervention Services
6. Response to Intervention
7. Counseling Services
8. Community Resources
9. Health Office Support
10. Special Education Services
11. Grade Level Retention



Grade level retention is an intervention for students whose progress in school is connected to being in the wrong grade. These students tend to be chronologically and/or developmentally at a minimum a year behind their peers in their ability to attain academic achievement as determined by state and national standards. The South Seneca Elementary School has developed a process to determine if a student, based on data and professional input, will benefit from repeating another year at the same grade level. The data will include but is not limited to local and state assessments, student work, and documented interventions.

Student Progress and information as well as recommendations for retention will come from the Instructional Support Team (IST). The team includes: the school psychologist, counselors, classroom teachers, principal or his/her designee, specialists (as needed), and other personnel who have data that would assist with the retention decision. The parent(s)/guardian(s) are partners in the retention procedure and decision. They will be invited to all meetings. They will be kept informed of the student's progress and the retention process by the classroom teacher.

RESPONSIBILITIES OF RESPECT

Parent Responsibilities:

- ◆ Instill respect for all school staff and children.
- ◆ Assist school personnel by actively supporting practices.
- ◆ Consult school personnel directly when questions arise.
- ◆ Accept responsibility for guiding the child's behavior by working with school personnel to implement appropriate consequences.
- ◆ Stay informed about your child's school throughout the year.

Teacher Responsibilities:

- ◆ Establish an environment that encourages unconditional, mutual respect.
- ◆ Establish expectations and consequences with students.
- ◆ Address disrespectful behavior as it occurs by consistently following up with logical consequences.
- ◆ De-escalate disrespectful behaviors through management strategies.
- ◆ Maintain regular communication with parents.

Student Responsibilities:

- ◆ Respect others.
- ◆ Think before acting.
- ◆ Accept responsibility for own behavior.
- ◆ Stop disrespectful behavior at first request.
- ◆ Seek adult assistance when respect is violated.

SCHOOL-WIDE EXPECTATIONS

Appropriate student behavior and self-discipline produce a positive and safe learning atmosphere.

All students shall . . .

- ◆ speak kindly to and about others.
- ◆ wait for their turn to speak.
- ◆ keep hands, feet, and all objects to themselves.
- ◆ display a cooperative and positive attitude.
- ◆ use appropriate language.
- ◆ follow directions.
- ◆ act in a safe manner.
- ◆ be prepared with homework and materials.
- ◆ produce quality work.
- ◆ use time wisely.

Computers and other technology should be used for learning and communication. Communication is to be appropriate and respectful.

Dress appropriately to show respect for school, self and others.

- ⇒ Shirts that fit.
- ⇒ Shirts with writing appropriate for school. An example, but not limited to-clothing advertising alcohol, tobacco, drugs, or of a sexual nature are not allowed.
- ⇒ No revealing shirts, shorts or skirts.
- ⇒ Pants/shorts that fit and worn at the waist.
- ⇒ Straps fastened and secure.
- ⇒ Hats and coats kept in lockers or cubbies during the school day.
- ⇒ Exercise shoes and socks worn for gym.

BUS EXPECTATIONS

Respect

- ◆ Kind words only.
- ◆ Obey all directions.
- ◆ Hands and feet to self.

Responsibility

- ◆ Keep bus clean.
- ◆ Face the front.
- ◆ Bottom on seat.
- ◆ No food on bus.

Safety

- ◆ Wait for crossing signal.
- ◆ Stay seated when bus is in motion.
- ◆ Keep aisle clear.
- ◆ Quiet voices.

Kindness

- ◆ No bullying.
- ◆ Help others in need.
- ◆ Practice tolerance and empathy.

BATHROOM EXPECTATIONS

Respect

- ◆ Leave door open when finished.
- ◆ Respect privacy of others.
- ◆ Use bathroom at proper times.

Responsibility

- ◆ Follow bathroom procedure.
- ◆ Do not put objects or paper towels in the toilet.
- ◆ Clean up any messes or ask for help.

Safety

- ◆ Wash hands with soap and warm water.
- ◆ Flush toilets.

Kindness

- ◆ Be considerate, keep bathroom trip short.
- ◆ Practice tolerance and empathy.

HALLWAY EXPECTATIONS

Respect

- ◆ Respect classes in session.
- ◆ Quiet voices
- ◆ Hands off walls

Responsibility

- ◆ Be aware.
- ◆ Go directly to your destination.

Safety

- ◆ Walk at all times.
- ◆ Stay in line to the right side.
- ◆ Hands and feet to yourself

Kindness

- ◆ No budging
- ◆ Be considerate of others in hallway.
- ◆ Practice tolerance and empathy.

PLAYGROUND EXPECTATIONS

Respect

- ◆ Show good sportsmanship.
- ◆ Show tolerance for all skill levels.
- ◆ Work problems out.
- ◆ Take turns.
- ◆ Keep playground clean.
- ◆ Hands and feet to yourself.

Responsibility

- ◆ Report to adult in charge if arriving late
- ◆ Report injuries/problems immediately.
- ◆ Ask adult permission to leave playground
- ◆ Line up when class is called.

Safety

- ◆ Follow adult directions.
- ◆ Wear proper clothing and footwear (sneakers, winter clothing, etc.).
- ◆ Stay in playground area.

BUS STOP

Students should be at their bus stop on time for daily pick-up. Parents are expected to have a supervising adult/childcare person at the bus stop in the afternoon when students in grades UPK through 3. For safety reasons, drivers will not drop off students if there is no supervising person present.

When a parent, guardian, or child caretaker is not at the stop, we will use the following procedures:

1. Driver will report the situation to transportation. Transportation will direct the bus driver how to proceed. The elementary principal will send a letter of concern home to the parent/guardian.
2. If a second incident happens, the same procedure as above will be followed. The elementary principal will contact the parent/guardian by phone, and issue a second letter.
3. If a third incident occurs, the student will be taken to the Interlaken office or to the Ovid bus garage. The parent or guardian will be expected to pick the student up.



TRANSPORTATION

Walking zone for Interlaken: Students living 1/2 mile from the elementary building campus will walk to and from school. No bus service will be provided.

South Seneca provides transportation from home to school and back. Any other stops will need to be planned in advance. The criteria to be considered for exceptions to the transport of students to an established stop will include but not be limited to:

- ⇒ Available space on the bus
- ⇒ No change in normal bus routing~existing bus stop only
- ⇒ Hardship on student and parent
- ⇒ Minimum of one week's notice of change in stop unless in the case of an emergency.

If you have a circumstance whereby you will not be available at your child's regularly scheduled bus stop, please make arrangements with family or friends to be there instead. Per school policy, the bus driver is not able to drop off UPK through grade 3 students at their home without a parent or sibling present.

BUS NOTES

If you wish your child to ride home on a bus other than the one regularly ridden, please send a note to the teacher, stating which bus is to be ridden and where your child is to be dropped off. **THE NOTE SHOULD BE DATED AND SIGNED BY A PARENT. Please do not call the school to request a dismissal change unless it is an emergency. A MINIMUM OF ONE WEEK'S NOTICE OF CHANGE OF DESTINATION IS REQUIRED.**

PLANNING ROOM

The planning room is used to help support student behavior. Students spend time in the planning room if:

- ◆ They need a place to cool down or take a time out;
- ◆ They receive a detention or in-school suspension;
- ◆ They have a student harassment concern;
- ◆ They would like to have a mediation with another student;
- ◆ They need to process or discuss a problem.

SOUTH SENECA LEARNING COMMUNITY BEHAVIOR PRINCIPLES

Everyone has the right to:

- ◆ Safety of Self (Personal Safety)
- ◆ Order
- ◆ Property Protection (Safety of Property)
- ◆ Respect
- ◆ Learning
- ◆ Respectful Expression and Contribution

These principles will come true when all members of the learning community accept responsibility for their words, actions, and choices.



GUIDING PRINCIPLES

We believe all members of our school community:

- ◆ Are capable people.
- ◆ Can contribute in meaningful ways and are genuinely respected.
- ◆ Can influence what happens to them.
- ◆ Can understand personal emotions and use that understanding to develop self-discipline.
- ◆ Can work with others and develop relationships through communication, cooperation, negotiation, sharing, empathizing and listening.
- ◆ Can respond to the limits and consequences of everyday life with responsibility, adaptability, flexibility and integrity.
- ◆ Can evaluate situations using sound judgments.

We believe:

- ◆ Behavior can be changed.
- ◆ Behavior can be taught.
- ◆ Behavior must be modeled.
- ◆ Behavior is a result of an individual responding to his/her environment to meet basic needs.
- ◆ Behavior is non-negotiable in instances of safety and security.
- ◆ Behavior has consequences.

We believe:

- ◆ Consequences can lead to solutions.
- ◆ Consequences should relate to behavior.
- ◆ Consequences should be respectful.
- ◆ Consequences should be reasonable.
- ◆ Consequences should teach responsible behavior.

DISCIPLINARY POLICIES AND PROCEDURES

Introduction:

The ultimate purpose of any discipline policy is to foster the ability of every student to discipline himself/herself. In order for education to take place, there must be order. If one student's misbehavior affected only that student, our policy would be simpler. But the reality is that usually many others have their right to an education disrupted when misbehavior occurs. Consequently, for the good of the district as a whole, disciplinary policies and procedures have been formulated. These rules shall apply on all school grounds, in all school vehicles and/or while participating as a representative of South Seneca Central School District.

Disciplinary actions are listed in this document for the various violations of school district rules. It should be noted that repeat or severe offenses would result in escalating disciplinary responses. Furthermore, district administrators have the ability to determine if additional consequences are required.

BEHAVIOR INCIDENT DESCRIPTION

MINOR INCIDENTS:

- * Inappropriate Language
 - Language that is profane, obscene or disrespectful and is
 - NOT specifically directed at another person.
- * Disrespect/Noncompliance
 - Reluctance to follow adult directions in a timely manner.
 - Rude responses or interactions.
- *Disruption
 - Behavior that interrupts instruction or an activity.
- *Physical Contact/Horseplay
 - Contact that is not malicious in nature but unintended safety risk or causes a minor disruption. Inappropriate contact or displays of affection.
- *Theft
 - Taking others' belongings without permission, such as school supplies, toys, clothing or food.
- *Lying/Cheating
 - Making a statement that is untrue, copying another's work and/or presenting it as one's own or providing answers for another student.
- *Leaving School or Class Without Permission
 - Student has purposely left an area and the adult in charge does not know where the student has gone.
- *Teasing
 - Comments such as name-calling with no intent to hurt the other person.
- *Property Misuse
 - Use of materials for purpose other than intended which causes minor disruption or potential unintended safety risk.
- *Technology Violation
 - Minor engagement in inappropriate use of technology.
 - Personal cell phones/electronic devices used for non-emergencies during the school. If caught we these items, student will be told to put away or they will be confiscated for parent pickup.

MAJOR INCIDENTS:

- *Abuse of Language
 - Language that is profane, obscene or disrespectful, harassing or hurtful directed at another student.
- *Defiance/Disrespect
 - Chronic refusal to follow directions or comply to adult requests or redirection. Repeatedly socially rude interactions with adults and peers. Arguing or talking back to adult in charge.
- *Major Disruption
 - Chronic behavior causing an interruption in the class or activity that was not redirected or contained by verbal directions from the supervising adult.
- *Physical Aggression/Fighting
 - Acts that involve physical contact with the intent to harm another person.
- *Theft
 - Chronic theft or in possession of having, passed on or being responsible for removing someone else's personal items of value.
- *Lying/Cheating
 - Chronic lying that includes making a statement that is untrue, copying another's work and/or presenting it as one's own or providing answers for another student.
- *Left Area/Missing from Class or School Without Permission
 - Student purposely exits the classroom or building in a state of uncontrolled behavior.
- *Harassment/Bullying
 - Student delivers disrespectful messages (verbal or gestural) to another person that are intended to hurt. This includes threats and intimidation, obscene gestures, pictures, words or written notes.

***Property Damage/Vandalism**

- Substantial destruction or disfigurement of property that is intentional.

***Technology Violation**

- Ongoing or substantial engagement in inappropriate use of technology.

***Use/Possession of Tobacco/Alcohol/Drugs**

- Student is in possession of or is using tobacco, alcohol, illegal drugs/substance or imitations.

***Use/Possession of Weapon**

- Student is in possession of knives, guns or other objects readily capable of causing bodily harm.

Inappropriate behavior will result in the following steps:

WARNING: The teacher/supervising adult will talk to the child about the rule(s) being disregarded and future consequences if the behavior continues.

POSSIBLE INTERVENTIONS:

- ◆ Timeout and/or removal to another classroom (not the alternative classroom).
- ◆ Phone call to parents.
- ◆ Information notice to parents.
- ◆ Restricted activity: the denial of participation in school activities and extra-curricular events or the use of common areas or other parts of the school.
- ◆ Referral to school counselor, support team, etc.
- ◆ Verbal or written self-evaluation of offense by student

CONTACT DEAN OF STUDENTS OR PRINCIPAL TO SEND CHILD TO THE PLANNING ROOM.

In the planning room, the child will work with our Dean of Students. If a student receives a discipline referral, the parents will be contacted by letter, phone, or e-mail.

SENT TO DEAN OF STUDENTS FOR IN/OUT OF SCHOOL SUSPENSION.

- ◆ Mandatory staff/student/parent conference.
- ◆ Repeated bus referrals may result in loss of bus transportation.

Parent required to pick up electronic item, cell phone, or other expensive items.

BULLYING/HARRASSMENT/HAZING

The South Seneca Central School District prohibits all forms of harassment, hazing, and bullying.

THE DIGNITY ACT (July 2012)

This act signed into law by Governor Cuomo went into effect school year 2012-13.

The law requires that all school staff report any incident of bullying, harassment, or cyber bullying to the school principal.

The Dignity for All Students Act prohibits harassment with respect to certain no-exclusive protected classes including but not limited to:

- ◆ Actual or perceived race
- ◆ Color
- ◆ Weight (size)
- ◆ National origin
- ◆ Ethnic group
- ◆ Religion
- ◆ Religious practice
- ◆ Disability
- ◆ Sexual orientation
- ◆ Gender identity
- ◆ Sex

TYPES OF BULLYING/HARASSING BEHAVIORS:

PHYSICAL

- ◆ Hitting, punching, tripping
- ◆ Kicking, pushing, scratching
- ◆ Damaging/stealing property

VERBAL

- ◆ Name calling, teasing, taunting
- ◆ Making offensive remarks
- ◆ Making discriminatory remarks
- ◆ Verbally threatening, intimidating

SOCIAL/EMOTIONAL/RELATIONAL

- ◆ Excluding or threatening to exclude
- ◆ Spreading rumors, gossiping
- ◆ Ostracizing, alienating
- ◆ Using threatening looks or gestures
- ◆ Extortion

CYBERBULLYING

- ◆ Use of the internet or cell phone to harass and intimidate

REPORTING AND INVESTIGATING

Students who have been bullied, parents whose children have been bullied, or other students who observe bullying behavior are encouraged to make a verbal and/or written complaint to a supervising adult (teacher, bus driver, or administrator).

Bullying offenders will receive in-school guidance in making positive choices in their relationships with others. If appropriate, disciplinary action will be taken by the administration in accordance with the district's code of conduct.

A complete copy of the Board of Education Policy Number 5320 is available through any school office. This policy includes more in-depth definitions, prevention, training, investigation, discipline consequences, and non-retaliation.

More extreme behaviors:

The previous section dealt with consequences for less severe behaviors. However, there are a number of behaviors that violate a student's and staff member's right to attend school in safety, free of harm, threats and/or harassment. These major offenses will be dealt with quickly and decisively. Depending on severity, they will result in automatic in or out-of-school suspension and if repeated may lead to a Superintendent's Hearing and even expulsion from school for up to one year.

Furthermore, we do have the right to physically remove a child from a situation where he/she is a threat to themselves, others, property or the operation of the school program. We must also maintain supervision of children at all times. However, we are not permitted by State regulations to use corporal punishment (the use of physical force to punish a child.)

- ◆ Disorderly conduct which endangers the health/welfare or safety of another student or staff member such as fighting, throwing objects, destroying property, etc.
- ◆ Verbal or physical abuse of a staff member.
- ◆ Possession of tobacco, alcohol or any illegal drug on any school property.
- ◆ Leaving school grounds without permission.
- ◆ Theft or vandalism that results in major damage or loss. Student may be responsible for repayment or replacement of item.
- ◆ Hazing
- ◆ Insubordination - refusing to follow a staff member's directive, especially in a problem situation.

“Hazing” means committing an act against a student, or coercing a student into committing an act that creates a risk of emotional, physical, or psychological harm to a person in order for the student to be initiated into or affiliated with a student organization or for any other purpose.

- ◆ Bringing a weapon to school. A weapon is defined as any item that can be or is used to threaten or inflict harm. Including the following, but not limited to:
 - ⇒ anything with a blade
 - ⇒ any type of slingshot
 - ⇒ projectiles / sharp objects
 - ⇒ blunt instruments
 - ⇒ explosives / chemicals
 The item will be confiscated by staff and turned over to an administrator. Parent will be required to come in to retrieve the item and attend a conference with the staff member and administrator involved with confiscation.
- ◆ Possession of gun - See Gun Free Schools Policy. Having firearms is a federal offense. In accordance with the Gun-Free school Act of 1994, the punishment for any student who is determined to have brought a firearm to school (as defined by Section 921 of Title 18, U.S. Code) shall be suspended of not less than one year.
- ◆ Sexual Harassment

BEHAVIOR AND EDUCATIONAL LAW

Education Law 3213 (2-a) (b) grants to a teacher the power to remove a student who is substantially disruptive from the teacher's classroom. The statutory definition of a disruptive student is as follows:

“A disruptive pupil is an elementary or secondary student, under twenty-one years of age, who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.”

Disruptive can be defined as an act to throw into disorder. Substantially is defined as being considerable, material or essential. This type of removal is different from a student sent to the office for a behavior referral. Removal generally is the result of an extreme behavior.

The following procedure will be followed when a teacher invokes his/her legal right to remove a student:

- Notification to principal includes a written report using District Form A, Report of a Disruptive Student.*
- Action by the principal. This includes a written report using District Form B, Action of Building Principal.*
- Principal's notification to parents if it is determined that removal is the action to be taken.*
- Parent(s) or guardian(s) may request an informal conference. This includes a written report using District Form, Request for An Informal Conference.*
- Final determination regarding removal of student.*

Complete information on removal procedure and Board of Education Policy is available in the South Seneca Board of Education Policy Handbook located in the Elementary Office.



The following document is about your rights under the Family Education Rights and Privacy Act. This is different from the Photo Release Form. The Photo Release Form is one we have developed so that we have your permission to share good news about our school.

REHABILITATION ACT OF 1973

SECTION 504

Section 504 of the Rehabilitation Act of 1973 is a federal civil rights statute that prohibits discrimination against persons with disabilities in programs receiving federal financial assistance.

The Act protects individuals who:

- ◆ Have a major physical or mental impairment which substantially limits one or more major life activity (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working).
- ◆ Have a record of such impairment; or
- ◆ Are regarded as having such an impairment.

The South Seneca Central School District does not discriminate against persons with disabilities and provides access to qualified disabled individuals to all of its activities and programs.

The Act also obligates school districts to identify, evaluate, and to extend to every qualified student who has a disability and who resides in the district, a free appropriate public education, including modifications, accommodations, specialized instruction or related aids as deemed necessary to meet their educational needs as adequately as the needs of non-disabled students are met. If you believe your child may have a disability that required modifications or accommodations to his or her educational program, please contact Stacey Clark, Director of Special Programs, at 607-869-9636.

**EDUCATION LAW 903 AND 704 REQUIRE-
MENTS FOR STUDENTS HEALTH APPRAISALS**

As part of a required school health examination, a student is weighed and his/her weight is measured. These numbers are used to figure out the student's body mass index or "BMI." The BMI helps the doctor or nurse know if the student's weight is in a healthy range or is too high or too low. Recent changes to the New York State Education Law require that BMI and weight status group be included as part of the student's school health examination. A sample of school districts will be selected to take part in a survey by the New York State Department of Health. If our school is selected to be part of the survey, we will be reporting to New York State Department of Health information about our students' weight status groups. Only summary information is sent. No names and no information about individual students are sent. However, you may choose to have your child's information excluded from this survey report.

This information sent to the New York State Department of Health will help health officials develop programs that make it easier for children to be healthier.

If you do not wish to have your child's weight status group information included as part of the Health Department's survey this year, please print and sign your name below and return this form to:

Elizabeth Borst
SOUTH SENECA ELEMENTARY SCHOOL NURSE

Please do not include my child's weight status information in the current survey.

Print Child's

Name: _____

Date: _____

Print Parent's Name

Parent's Signature

Dear Parent or Eligible Student:

This is to advise you of your rights with respect to student records pursuant to the Family Educational Rights and Privacy Act (FERPA). FERPA is a federal law designed to protect the privacy of student records. The law gives parents and students over 18 years of age (referred to in the law as “eligible students”) the following rights:

1. The right to inspect and review the student’s education records within 45 days of the day the district receives a request for access.

Parents or eligible students should submit to the building principal a written request that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parent or eligible students of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the district to amend a record that they believe is inaccurate or misleading by writing the principal, clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board, a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting responsibility.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the district discloses education record without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue SW
Washington, DC 20202-4605

**NOTIFICATION OF DIRECTORY INFORMATION
DESIGNATIONS**

In addition to the rights outlined above, FERPA also gives the school district the option of designating certain categories of student information as “directory information.” Directory information includes a student’s name, address, telephone number, date and place of birth, major course of study, participation in school activities or sports, weight and height if a member of an athletic team, dates of attendance, degrees and awards received, most recent school attended, class schedule, photograph, email address, and class roster.

You may object to the release of any or all of this “directory information,” however, you must do so in writing within 10 business days of receiving this notice. If we do not receive a written objection, we will be authorized to release this information without your consent. For your convenience, you may note your objections to the release of directory information on the enclosed form and return it to the building principal.

Dan Fontanez - South Seneca Elementary Principal

OBJECTION TO THE RELEASE OF DIRECTORY INFORMATION DESIGNATIONS

If you object to the release of any or all of the directory information listed above, you must do so in writing within 10 business days of receiving this notice. For your convenience, you may note your objections to the release of directory information on this form and return it to the building principal.

Please do not release directory information without my consent.

Parent, Guardian, or Eligible Student Signature:

Staff Qualifications

In accordance with the federal No Child Left Behind Act of 2001, parents and guardians have the right to request specific information about the professional qualifications of their children's classroom teachers. As a parent/guardian of a student in the South Seneca Central School District, you have the right to request the following information:

- ◆ If the teacher has met New York State qualifications and licensing criteria for the grade levels and subject areas he or she teaches;
- ◆ Whether the teacher is teaching under emergency or other provisional status through which the State qualification of licensing criteria have been waived;
- ◆ The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- ◆ If your child is provided services by any instructional aides or similar paraprofessionals provide services to your child, and if they do, their qualifications.

Request for information about the qualifications of your child's teacher(s) can be directed to:

Dan Fontanez - South Seneca Elementary Principal

All requests will be honored in a timely manner. Thank you for your continued support and interest in your child's education.

Pesticide Application Neighbor Notification for Schools

Dear Parent, Guardian and School Staff:

Pursuant to New York State Education Law Section 409-H, effective July 1, 2001, South Seneca School District is required to provide written notification regarding the potential use of pesticides throughout the school year and to maintain a list of parents, guardians, faculty and staff who wish to receive a 48-hour prior written notification of certain pesticide applications. The following pesticide applications are exempt from the prior notification requirements:

- A school remains unoccupied for 72 hours following an application
- Anti-microbial products
- Non-volatile rodenticides in tamper resistant bait stations inaccessible to children
- Non-volatile insecticidal baits in tamper resistant bait stations inaccessible to children
- Non-volatile ready to use pastes, foams or gels in areas inaccessible to children
- Boric acid and disodium octaborate tetra hydrate
- EPA designated biopesticides
- EPA designated exempt materials under 40 CFR 152.25

Aerosol products with a directed spray in containers of 18 fluid ounces or less when used to protect individuals from an imminent threat from stinging and biting insects including venomous spiders, bees, wasps and hornets

In the event of an emergency application to protect against a threat to human health, a good faith effort will be made to supply written notification to those on the 48-hour notification list.

For further information or if you would like to receive 48-hour prior notification of pesticide applications that are scheduled to occur in your school, please feel free to contact the South Seneca School District pesticide representative:

Guy Rathmell
South Seneca School District
7263 Main Street
Ovid, N.Y. 14521
Telephone: (607) 869-9636 EXT. 4148
E-mail address: grathmell@southseneca.org

FALCON FOUR

RESPONSIBILITY

SAFETY

KINDNESS

RESPECT



REACH "FOUR" THE SKY!