

SOUTH SENECA ELEMENTARY
SCHOOL STUDENT
HANDBOOK

Margarete Couture, Principal

2011-2012

WELCOME
TO
PRE-KINDERGARTEN
(INDEX IN BACK OF BOOKLET)

An Information Book for
Parents



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' back-**ground 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

Language Arts

Essential early literacy teaching strategies make use of eight components on a daily basis . These include:

- *Rich conversations—large group, small group, and one-on-one
- *Read-alouds and repeated reading of stories, non-fiction and poems
- *Phonological awareness activities
- *Alphabet activities
- *Support for emergent reading and writing
- *Shared readings and writing experiences
- *Play and literacy linked across the preschool day

Pre-K demonstrates and encourages children to be active learners. We use both whole group and individual sharing of literature. There are also songs and finger plays to reinforce rhyming and repetitions skills. Children’s first writing experiences begin with their name. All students are required to sign in at the beginning of the day by using their nametags or on their own. Other writing pieces are scribed or self written depending on the student’s ability to hold and use pencil/crayon/marker. With assistance, children complete monthly journal entries.

Handwriting

Children are encouraged to begin writing their names using the D’Nealian style of writing. Throughout the year we model how to write numbers, other letters, and words.



Math

Early childhood mathematics is more than just arithmetic, counting, and learning to identify shapes. There are four curriculum principles for Pre-K. These are:

- *Content—number and operations, patterns, functions, algebra, geometry and spatial sense, measurement, data analysis (graphing) and probability
- *Process—solving problems, reasoning, communicating, making connections, and representing
- *Environment and materials—daily calendar, blocks, pattern blocks, simple games, and more
- *Child-centered choices—file folders, legos, simple games

Social Studies

Weekly Readers

BEST Program

Integrated into themes:

- *Rules and jobs
- *Community helpers—firefighters, postmaster, mail carrier, dentist, police officers
- *Thanksgiving and families
- *Celebrations and traditions
- *Mapping—Antarctica
- *Martin Luther King
- *Legend of Leprechaun, Ireland, and St. Patrick’s Day
- *Helen Keller
- *Job and life of a farmer
- *Job of a zookeeper and veterinarian

Science

Integrated into themes:

- *Life cycle of caterpillar
- *Seed to plant
- *Sink or swim
- *Magnets
- *Penguins and arctic animals
- *Healthy heart
- *Groundhog Day and shadows
- *Five senses
- *Life cycle of a plant and pond life
- *Farm animals, habitat, food, breeding,
- *Zoo animals and habitats

Parent Involvement

We believe strongly in parents are children's primary teachers. Staying involved and aware lets your child know you care. We encourage you to ask how you might help out in the classroom. Here are some suggestions:

- *Birthday parties
- *Field trips
- *Volunteer time in the classroom

School-Home Communication

- *Monthly informative calendar
- *Bi-weekly newsletters
- *Friday folders

Other Details

- *A change of labeled clothing to keep at school (socks, pants, shirt, sweatshirt or sweater and underwear) in the event of a spill or accident.
- ***Flip-flops and toys are strongly discouraged.**
- *A backpack or bookbag large enough to accommodate the variety of items carried to and from school (home papers, artwork, winter gear, etc.)
- ***Please label anything your child brings to school with his or her full name.**
- *We recommend 10 to 12 hours of sleep to help your child be physically ready for the preschool day.
- *Children are VERY proud of the artwork they bring home. Keeping and displaying this artwork for a time is a good way to boost self-esteem. Talking about it is a wonderful way to communicate.
- *We model and work on responsibility. By finding simple jobs for your child reinforces what we do at school. Some examples are:
 - *Picking up clothing and toys
 - *Setting the table
 - *Dressing and undressing self
 - *Tying and putting on shoes
 - *Zipping and buttoning clothes

Field Trips

Fields trips are very exciting. Our students are scheduled to visit an apple orchard each fall. We will also walk to the Interlaken Library monthly.

Transportation

Your child's safety to and from school, during the school day and on the bus is a high priority. For these reasons we ask you to observe the following:

- *Please have your child ready and waiting outside when the bus arrives. We understand that it will take a while for the bus schedule to settle in a pattern. Please be patient.
- *Please instruct your child to remain seated while the bus is in motion.
- *For your child's safety, when on the big buses, they should be in the front two seats. The bus drivers are aware and will enforce this.
- *In the morning, children are met at the bus as it stops. They are escorted from the bus to the Pre-K classrooms by Pre-K staff. At the end of the day they will be assisted directly to the front seats by the Pre-K staff.
- *Children will be in school supplied booster seats until they turn four years of age.
- *NO PRE-K CHILD WILL BE DROPPED OFF AT HOME OR AT A SITTER'S UNLESS A DESIGNATED ADULT IS VISIBLY PRESENT.



SCHOOL DAY SCHEDULE

Pre-K through 5 ~ 8:45-3:30

Students arriving before 8:30 must be registered in the SsAFE Program.

ENTRANCE TO 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:

7:45 a.m.-9:00 a.m.—doors will be open for students attending clubs, conferences, and student drop-off beginning at 8:30 a.m.

9:00-3:00—ALL DOORS WILL BE LOCKED. Visitors will need to **“buzz in” to enter the building. ALL visitors will be asked to do the following:**

- ◆ **State your name and child’s name (if visit involves your child).**
- ◆ State your reason for visiting the school.

Example: Visitor arrives at door and presses buzzer.

- ◆ Office Personnel: Hello, please state your name and reason for visiting us today.
- ◆ Visitor: Hi, this is Mr. Couture. My wife, Margaret Couture, is the principal and I am here to drop off her lunch that she forgot at home today.
- ◆ Office Personnel: Thank you.
- ◆ Visitor is buzzed in to the building

3:00-3:45—Doors open at 3:00 for student pickup. Please do not arrive earlier and ask to be buzzed in as the main office staff are busy preparing for dismissal.

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

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 Pre-Kindergarten through grade 3 students at their home without a parent or sibling present.



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 in our main office where they sign them out.

PLEASE NOTE:

*Parents are asked NOT to go to individual classrooms at dismissal time or at other times during the day. Wait at the main office, please. 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 FROM THE PARENT.
- If you wish your child to go somewhere other than his usual 3:15 p.m. location, or you wish us to dismiss your child to someone other than his parent (sitter, relative, friend) please be sure you 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 four assemblies a year during the day for the students. Students are recognized for demonstrating good citizenship through responsibility, effort, attitude, caring, and honesty. Students also receive awards for perfect attendance.

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

AWARDS

Students receive recognition for citizenship, perfect attendance, 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.

SECURITY/SAFETY

All of our doors are locked. Guests must sign in and take a **visitor's pass in order to proceed into the building.**

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 own **vehicle, only a parent's child is permitted to ride with him.** No other student may ride in a private vehicle. (10)

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.

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 as a secondary payee or primary 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 ILL. When your child is absent from school, please CALL THE SCHOOL HEALTH OFFICE at 869-9636 (XT 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 up at, and/or bring him 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, XT 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!

The school day begins at 8:45 a.m. and ends at 3:30 p.m. Students may begin arriving at school at 8:30. For safety reasons, students who arrive before 8:30 must be enrolled in the SSAFE Program. They may not wait outside the building or in the hallways 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. **If you miss three or more consecutive days, a doctor's note may be requested.**

Excused Absences

Personal illness, illness or death in the family, religious observance, quarantine, court appearance, or medical appointment.

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 arrivals and early dismissals will be included in the 15%. Students who have perfect attendance will be recognized each 10 weeks for 10-week perfect attendance. Students with perfect attendance all year will be recognized at school assemblies.

LATE TO SCHOOL

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,) 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 or frustrating than being unable to reach a parent when a child is sick or injured. 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 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 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. It is imperative that we have your updated information in our systems, including home phone numbers and emergency numbers. Thanks for your help. If you **have questions about the system, please call the superintendent's office at extension 4147.**

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 stop is required.

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 ill. 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. Hats are to be removed upon entering the building. Sunscreen is very important during sunny weather. Flip-flops are not safe 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.

SOUTH SENECA ELEMENTARY SCHOOL PROGRAM

The South Seneca Elementary School Program consists of grades Pre-K 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 stressed at all grade levels with formal classes taught in grades 3-5.

Pre-Kindergarten is offered as a half-day and full-day program.

The federally funded Even Start Program is housed in the elementary building. Families qualify for the program through income eligibility and the desire of one family member to pursue a high school equivalency diploma. Contact XT 4127 for information.

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 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.

ACADEMIC INTERVENTION SERVICES
Grades 1-4
Math

Todd Kurzweil
869-9636, Extension 2136
Tkurzweil@southseneca.k12.ny.us

The intent of the Math AIS 1-4 Program is to provide focused, 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.

Mr. Kurzweil is eager to communicate with all families who would like help affecting Math achievement. If you would like to discuss what is expected at your grade level and/or be provided with any extra materials, please use the contact information above.

0 1 2 3 4 5 6 7 8 9

PARENT PARTICIPATION

You are encouraged to participate in the following ways:

- ◆ Volunteer in the classroom. Join the Shared Decision Making Team.
- ◆ Help in the library, cafeteria or on the playground.
- ◆ Plan to regularly attend parent conferences, parenting skill groups, and school functions.

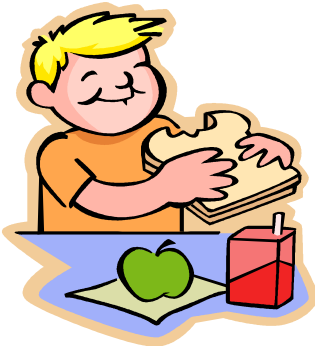
Please remember to sign in at the office when you visit school. If you would like to volunteer, please call the Elementary Office at 869-9636.

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.com.

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.



FOOD SERVICE STUDENT CHARGING POLICY

Students will be allowed to occasionally charge meals that qualify for reimbursement under the National School Breakfast/Lunch Programs. No charges will be allowed for snacks. Students are expected to repay their charges promptly. When students reach over - \$10.00 on their account, a letter will go home in the mail.

In addition, when the student's account reaches

-\$15.00, a letter will go home informing the parents there will be no further charging until the bill is paid. If a third letter is mailed, a student will no longer be able to charge.

On May 30th, all charging will stop in both buildings to close accounts and collect all money.

Accounts that are left unpaid at the end of the school year will result in report cards being withheld until payment is received.

REPORTING TO PARENTS

There are four marking periods for grades Pre-K-4. Grade 5 completes an interim report every 5 weeks.

REPORT CARD DATES

- ◆ 1st Marking Period—November 18, 2011
- ◆ 2nd Marking Period—February 3, 2012
- ◆ 3rd Marking Period—April 27, 2012
- ◆ 4th Marking Period—June 21, 2012

PARENT TEACHER CONFERENCES

Conferences are held twice a year. All parents/guardians are encouraged to attend.

PARENT TEACHER CONFERENCE DATES

- ◆ November 15, 2011
- ◆ November 29, 2011
- ◆ April 24, 2012
- ◆ May 1, 2012

SCHOOL LUNCH

The school lunch program in the cafeteria is kept to a minimal cost set by the Board of Education each summer. Free and reduced price lunches are available to those families who meet income guidelines. The school events calendar is on the menu that is provided each month. Menus are printed each Friday. Regular price for breakfast is \$1.35. Lunch is \$1.90. Milk is \$.40. Everyone is encouraged to fill out a free/reduced meal application. These are available in the office.

BREAKFAST

Breakfast is available in the cafeteria each morning from 8:30-8:45. Children exit the busses and either report to the cafeteria or to an assigned area if they are not having breakfast. All Kindergarten and grade 1 students report to the cafeteria. Second grade students report to the art room. Third grade students report to the small gym. Grades 4 and 5 report to the big gym.

BOOK CLUB/BOOK FAIRS

Book Club information will be sent home periodically. This service is optional. If you wish to pay for book club purchases with a check, please make it payable to the book club involved or the **teacher, whichever your child's teacher prefers.** We do have a book fair in the spring.



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.

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

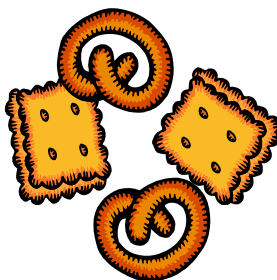
Plain or cinnamon graham crackers

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 or peanut butter due to allergy concerns.**

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.

ART PROGRAM

The art program in the elementary school provides a wide range of activities and media for children in grades K 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. Enrichment opportunities are available in grades 3-5 depending on the daily schedule.

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 with a dr.'s note. 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 Pre-k 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. All students will participate in a daily morning fitness program that will run for six minutes. All students will have physical education three times per week. In order to participate, they are expected to wear proper (tie or velcro) sneakers that fit well. Slip-ons, high heels, or roller blade sneakers are not acceptable.



MUSIC PROGRAM

The elementary music teacher provides a developmental program for students in grades K-4. Children are introduced to many different concepts of music through singing, playing rhythmic and melodic instruments, movement and listening experiences.

Kindergarten, first, second and third graders meet twice a week for 30-minute classes. Grade 4 meets once a week for 40 minutes.

Students in grades 1-3 perform two concerts each year; one in December and one in March. The concerts are a time for students in grades 1-3 to dress up.

Every fourth and fifth grader is in chorus that meets once a week. There are chorus concerts in both December and May. Concert dress requirements for students in chorus are black shirts and white blouses for the girls and black pants and white

If you have any questions, please contact me (Miss Dersch) via a note from your child, a phone call at school, or email: ddersch@southseneca.k12.ny.us.

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 35-minute lesson in a small group setting and two 35-minute band rehearsals per week. In their lessons, students learn basic music reading skills as well as the techniques of playing a musical instrument. Each lesson group performs a short piece on the Coffee House/Talent Show in March. 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 band students will participate in three 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, once a week throughout the school year, and is offered only after an audition by the band teacher. Students must maintain a B average or higher in order to participate.



ELEMENTARY SCIENCE LAB

The Elementary Science Lab provides children in second grade **through fifth grade with a “hands-on and minds-on” approach** to science that supports and enriches classroom Science curriculum. Using inquiry-based units children use science process skills and equipment to explore the world of science. These skills include classifying, communicating, creating models, gathering and organizing data, generalizing, identifying variables, inferring, interpreting data, making decision, manipulating material, measuring, observing and predicting. The lab provides opportunities for the children to have direct experience with science equipment (e.g. microscopes), common objects, materials, and living things in their environment.

LIBRARY PROGRAM

Students in grades PK-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 PK-5 librarian, by calling the elementary school, sending a note with your child, or sending an email message to: bmccheyne@southseneca.k12.ny.us. Current information on our library program is also posted at <http://www.southseneca.com/elemlib>.

TESTING

The elementary school has a regular schedule of tests to give us the data/information to measure student growth.

In Pre-K, much of our learning occurs through social interactions with peers as well as students. We see childhood as a journey. Students are formally assessed three times throughout the year by the classroom teachers. We use age appropriate Brigance Preschool Screens in the fall and spring. In the middle of the year, we use a district created assessment. Each time the students are assessed, the teachers use the information gathered to better serve student individual needs.

The Gates-MacGinitie is administered in grades K-5. This provides information about student reading progress.

Beginning in grade 3 and continuing through grade 5, students take the New York State English Language Arts test in May and the New York State Math Assessment in May. The New York State Science Test is given in April/May in grade 4.



STUDENT SUPPORT SERVICES

Many problems affect the way a child learns in school. The elementary school has a school psychologist 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, XT 4154.

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.

SNEAKERS AND SMOCKS

Students in grades Kindergarten through 2 should have a smock for art class to protect their clothing. These can be kept in the classroom. Old shirts work well!

Sneakers are needed for physical education classes. Please do not purchase sneakers with black soles as they mark up the floors.



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.

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. Examples but not limited to: 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.

EXPECTATIONS FOR SPECIAL AREAS

Auditorium:

- ◆ Use restroom before a program.
- ◆ Sit appropriately.
- ◆ Be good listeners, use quiet voices.
- ◆ Be courteous towards performers.
- ◆ Applaud only to show appreciation of the performance.

Hallway and stairs:

- ◆ Walk on the right in line.
- ◆ Keep hands, feet and all other objects to self.
- ◆ Use quiet zone behavior.
- ◆ Show courtesy to learners in classrooms.
- ◆ Keep hand on rail at all times.
- ◆ Step on one stair at a time.

Cafeteria:

- ◆ Walk in single file into cafeteria.
- ◆ Buy everything at one time.
- ◆ Use utensils properly.
- ◆ Use indoor voices.
- ◆ Sit and eat using good manners.
- ◆ Raise your hand for help.
- ◆ Shake tray gently in trash can.
- ◆ Exit in orderly manner. Teacher will meet his/her class at the door.
- ◆ Clean up eating area (including floor and table).

Restroom:

- ◆ Follow classroom teacher procedure for restroom use.
- ◆ Leave restroom clean and tidy.
- ◆ Report any problems to your teacher immediately.
- ◆ Use the restroom quickly and quietly.
- ◆ Flush the toilet after use.
- ◆ Wash hands after use.
- ◆ Do not put any objects such as toys or pencils in the toilet.

Playground:

- ◆ Keep hands, feet and all other objects to self. No aggressive play such as poking, grabbing, hitting, wrestling, etc.
- ◆ Use sports equipment appropriately in games. No other items are to be thrown.
- ◆ Climb only on appropriate playground equipment.
- ◆ Sit on slides, swings and seesaws.

BUS

1. Cross the road properly under the direction of the driver.
2. Stay clear of the bus. Do not go under the bus at any time! Ask the driver for help.
3. Use a backpack for loose items.
4. Remain seated-seats may be assigned.
5. **Obey the bus driver instantly for safety's sake.**
6. Speak in a quiet voice with respectful language.
7. Keep hands and body parts to self and inside the bus.
8. Food and drink should be consumed off the bus (no food or drink).
9. Please place all trash in the garbage can provided. Keep your area clear.

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 Pre-K 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.

RESTROOM

Follow classroom teacher procedure for restroom use.

Leave restroom clean and tidy.

Report any problems to your teacher immediately.

Use the restroom quickly and quietly.

Flush the toilet after use.

Wash hands after use.

Do not put any objects such as toys or pencils in the toilet.

PLAYGROUND

Keep hands, feet and all other objects to self. No aggressive play such as poking, grabbing, hitting, wrestling, etc.

Use sports equipment appropriately in games. No other items are to be thrown.

Climb only on appropriate playground equipment.

Sit on slides, swings and seesaws.

Remain within playground area, under supervision at all times unless otherwise directed by staff or if there is an emergency situation.

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. (37)

Inappropriate behavior includes:

- ◆ Disruption of class
- ◆ Disobeying school expectations and class rules as set up at the beginning of the year
- ◆ Running in the building or to and from the busses
- ◆ Insubordination to ANY school adult
- ◆ Creating a disturbance during special activities
- ◆ Damaging school property
- ◆ Spitting
- ◆ Profanity
- ◆ Lying, cheating, falsification, stealing
- ◆ Fighting
- ◆ Harassment-inappropriate actions, comments, or jokes that refer to a person's **disability, socioeconomic status, ethnic background,** or family members
- ◆ Sexual harassment-unwelcoming touching, comments, name calling, jokes, or pictures of a sexual nature
- ◆ Repeated violation of bus rules
- ◆ Bringing expensive items to school including cell phones.

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, child study team, etc.
- ◆ Verbal or written self-evaluation of offense by student

CONTACT PRINCIPAL (IF POSSIBLE) TO SEND CHILD TO THE PLANNING ROOM.

In the planning room, the child must complete a Behavior Improvement Plan. Parents must also be contacted by letter, phone, or e-mail.
SENT TO PRINCIPAL 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.

- ◆ 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
 Item will be confiscated by staff and turned over to 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

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.

BULLYING/HARRASSMENT/HAZING

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

Bullying or harassment is understood to be behavior that harms or produces fear through threat, aggression, or terror. Bullying can be verbal, physical, or social emotional. Harassing behavior includes appropriate actions, comments, and/or jokes that refer to a person's **disability, socioeconomic status, ethnic background, family members, religion, sex, sexual orientation, gender identity or expression.**

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, 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.

The document on the next page 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 Kevin Webster, Guidance Counselor, at 869-9636, XT 4160.

EDUCATION LAW 903 AND 704 REQUIREMENTS 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:

KAREN WILLIAMS
SOUTH SENECA ELEMENTARY SCHOOL NURSE

Please do not include my child's weight status information in the 2009-10 school 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.

Sincerely,

Margarete Couture
Pre-K~5 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:

Date: _____

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** Margarete Couture, Elementary Principal, XT 4154. 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 insectidal 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:

Paul Brown

South Seneca School District

7263 Main Street

Ovid, N.Y. 14521

Telephone #: (607) 869-9636 ext. 4107

Fax #: (607) 869-2529

E-mail address: pbrown@southseneca.k12.ny.us

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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.

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.



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