



# *Sachem Central School District*

Kenneth E. Graham, Ed.D. - Superintendent of Schools

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## *Seneca Middle School*

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## **August 2018**

Dear Parent/Guardian:

As principal of Seneca Middle School, it is my pleasure to welcome you to a new school year! The faculty and staff are very excited to have our hallways filled with enthusiastic students who are ready to learn and take advantage of all we have to offer. At Seneca, we will continue to focus on making our school mission the core of our daily work with all students. A new school year presents opportunities for various beginnings – new classes, new faces, and new courses.

The first day of school for students will be on Wednesday, September 5, 2018. Our school hours this year are 8:10 a.m. to 2:30 p.m. (periods 1-8). A copy of the bell schedule is follows this letter. The first day of school is an “A” day and during homeroom each student will receive two (2) Emergency Cards that should be filled out, signed and returned to your child’s “A” day homeroom teacher no later than Friday, September 7. Emergency information is vital for the safety of your child. **Reminder: Students cannot be released from school to any person not listed on the emergency card. This includes brothers, sisters, and grandparents, as well as other family members. Anyone entering and/or signing a student out of Seneca Middle School will be asked to show photo identification at our main entrance.** Please remember to bring your ID with you every time you come to the building.

When students enter the building on Wednesday, they will report directly to period 1. Student schedules will be available on the Parent Portal on Tuesday, August 28 at 9:00am. Your child should bring a copy of their schedule to school on Wednesday. Please note that changes to a student’s schedule will **not** be made unless there is a course missing or there is a request to add or drop an elective class (band, orchestra, chorus). Please do not contact the guidance office to request a specific teacher or lunch period. The Student Policy Manual will be discussed during the week of September 5 during an assembly period. The manual will include Building Rules as well as District Policies on Internet Use, Hazing, Sexual Harassment, Smoking, Discipline, Co-curricular and Extra Curricular Code of Conduct, Student Dress Code, and Academic Integrity. In an effort to go green, the Student Policy Manual will not be given to students this year; however, it will be available online on the Seneca home page. Please read and discuss all of the information with your child. All students will be responsible for reading and following all District Policies during the course of the school year. At the end of the Policy Manual, the Web Page Pictures and Student/Parent Policy Understanding Acknowledgement Sheets will need to be read, signed, and returned to your child’s “A” day homeroom teacher no later than Friday, September 7. Copies of those forms are also included with this letter.

All students entering the 7th grade must have received the Meningitis vaccine and have provided documentation to the health office prior to September 5, 2018. Please note that students will not be permitted to remain in school without the proper documentation. Also, all 6th grade students who will be 11 years old prior to September 5, 2018 must have received the Tdap vaccine or have a note with an appointment to receive the vaccine on file in the Seneca health office. Students that still need a 2nd Varicella or a Polio booster vaccine are also required to receive these vaccines or provide a doctor’s note with a pending appointment date. All pending appointment dates should not exceed past September. Students without proper documentation will not be permitted to remain

in school. Students that are 10 years old at the beginning of the school year will be required to receive the Tdap vaccine by the time they reach their 11th birthday.

Any 7<sup>th</sup> or 8<sup>th</sup> grader trying out for a fall sport, including Cheerleading and Kick-line, should have a completed Sports Physical. **No student may try out for any sport without clearance from the nurse.** The nurse will need at least 24 hours' notice to clear a student before any tryouts so please do not wait until the last minute to submit the proper paperwork for tryouts.

Every year we invite our parents – urge them in fact – to volunteer at Seneca in any capacity. This year's PTA President is Nicole D'Introno and the PTA Membership information is included. All of the membership money that is collected will go directly to our students for programs and scholarships. The PTA is an extremely vital part of Seneca Middle School, and we encourage you to participate in whatever capacity you choose. The first PTA meeting will take place on October 4 at 7:00pm in the Seneca library. We hope you can join us.

As in the past, the PTA will continue to operate a School Store that will be available to all students. Your child will be able to purchase items during his/her lunch period. The first day for the School Store will be September 7. Various school items will be sold in order to make life easier for all students should they need supplies at the last minute. The PTA and Student Government will supply every student with an agenda book. All students are encouraged to use their agenda book for homework. In the event your child loses their agenda book another one can be purchased in the main office for \$5.00.

This year, we will also continue with Box Tops for Education; so save those box tops and hand them in to the homeroom teacher throughout the school year.

Please remember that students will not be permitted to carry their backpacks during the school day. They can use a string bag to carry their belongings. The backpack can be used to and from school. Thank you in advance for your cooperation.

All bus information can be found on line on the Seneca homepage under the General Information tab. This year there will be 22 buses so please take a look at the information on the website so you know what the correct bus number is for your child. Buses 1 – 11 will pick-up and drop-off will be on the H-wing (south side) of the building and buses 12-22 will be on the gymnasium side of the building. Dismissal buses will be lined up in numerical order so that students will be able to find their buses easily every day. **All parent drop-offs and pick-ups will take place in front of the building.** The doors will open for all students at 7:55am so parents are encouraged to not drop off their child prior to that time. No student may be dropped off in the bus designated areas. We ask for your full cooperation in order to guarantee that all students are safe as they enter and leave school each day. This route will also allow for a smoother traffic flow in the morning as well as in the afternoon. If you plan on picking up your child at the end of the school day, please park in the designated parent pick up spots. Please do not park in the parking lot but park along the curb in the outlined parking spots. Please note that cars will not be permitted to leave school until all buses have departed from the building. This will ensure safety for all students. Your cooperation is greatly appreciated.

Late buses will begin on Thursday September 6<sup>th</sup> and those buses will be located on the gym side of the building. These bus stops are also located on the Seneca website under the General Information tab. Please note that these buses may not stop at your usual bus stop. Please check the website to be sure of your late bus route number and bus stop.

Breakfast and lunch will be available to all students on the first day of school. The school menu and prices can be found on the Seneca website on the left side of the Home Page.

All students are expected to be in school on time each day. Good attendance is important and sets the standard for good habits. If your child is absent from school, please call our attendance office the morning of the absence at 471-1850, option 1. A written absence note is required when your child returns to school. If you are requesting homework for your child that will be provided if your child is absent for three or more days and 24 hours is required to fulfill your request. For shorter absences, please encourage your child to contact a friend or utilize the teacher's websites for all homework and classwork information.

Just a reminder, the Summer Reading Assignment is due September 28. Please do not wait until the last minute to complete the Story Map. All information regarding the Summer Assignment can be found on the main page of the Seneca web site.

If you have any questions or concerns about anything at all, please reach out to us at any time. All information, flyers, trip information, and newsletter will be sent via email and posted on the Seneca web site. If you have not already done so, please sign up for "Remind" to receive text messages about all important information. Instructions on how to sign up is available on the Seneca website. Anything that is disseminated during school, including morning announcements, can be found on the website. This will help keep the lines of communication open and will foster a better relationship between home and school.

As we continue to work with students each day, the staff at Seneca is dedicated to the growth of every child by assisting them with developing a positive self-image, a strong desire for learning and a sense of respect for self and others.

Enjoy the rest of the summer! I look forward to seeing all of you on Wednesday, September 5<sup>th</sup>. If you have any questions or concerns, please do not hesitate to contact me at [gsalvia@sachem.edu](mailto:gsalvia@sachem.edu) or at 471-1850.

Sincerely yours,

*Gemma M. Salvia*

Gemma M. Salvia  
Principal

**\*\*Please remember all  
Emergency Cards, Student/Parent Handbook Understanding  
Acknowledgement Form and Web Page Authorization are due  
in homeroom by  
Friday, September 8.**

**Be Kind. Be Honest. Be Humble. Be your Best.**

# SENECA MIDDLE SCHOOL



## BELL SCHEDULE

2018-2019

Doors open for students - 7:55am

<b>PERIOD</b>	<b>TIME</b>
<b>1</b>	<b>8:10am – 8:53am</b>
<b>Homeroom</b>	<b>8:53am – 8:59am</b>
<b>2</b>	<b>9:03am – 9:46am</b>
<b>3</b>	<b>9:50am – 10:33am</b>
<b>4</b>	<b>10:37am – 11:20am</b>
<b>5</b>	<b>11:24am – 12:07pm</b>
<b>6</b>	<b>12:11pm – 12:54pm</b>
<b>7</b>	<b>12:58pm – 1:41pm</b>
<b>8</b>	<b>1:45pm – 2:28pm</b>
<b>PM Announcements</b>	<b>2:28pm – 2:30pm</b> (no bell will sound at 2:28pm)
<b>Extra Help/Clubs</b>	<b>2:35pm – 3:20pm</b>
<b>Sports bus</b>	<b>4:45pm</b>



## **Seneca Middle School PTA Membership Drive**

**Welcome to the 2018-2019 school year!  
The PTA is looking forward to a wonderful year with the students and families of Seneca.**

**We would like to invite you to join the Seneca Middle School PTA.**

**When you join the PTA, you immediately become a member of the State and National PTA Organizations as well as your local unit.**

**Help us have a stronger voice for all our children.**

**The cost of membership is \$8.00 per person.**

**If you would like to become a PTA member, please complete the bottom of this form with along with a check payable to Seneca PTA.**

**Please send paperwork in an envelope marked PTA membership with your child to his/her homeroom teacher.**

**Your membership cards will be emailed to you.**

**Your membership will enter you into a raffle with a chance to win a gift card.**

**Be sure to join anytime from now until open school.  
One lucky member will win!**

### **Your Membership Counts!!**

Member(s) Name: \_\_\_\_\_  
\_\_\_\_\_

Phone#: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Student's Name:

HR Teacher:

HR#:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Seneca Middle School

## Student/Parent Handbook Understanding Acknowledgement

Parents, teachers, students and administrators must all work together to insure a successful school year. In order to work together, we must share common expectations for appropriate school behavior. The Seneca Middle School Student Handbook includes several important policies related to student behavior. Please take the time to read the manual and refer to it frequently. It is very important that students and parents read and understand each one. If you have any questions, please contact building Principal Mrs. Gemma Salvia, Assistant Principal Mrs. Denise Dolan or Assistant Principal Mr. William Holl at 471-1850, and we will be happy to speak with you.

Parents and students are expected to complete the form on the bottom portion of this letter and return it to school with your child **no later than Friday, September 7, 2018.**

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### SENECA MIDDLE SCHOOL – STUDENT HANDBOOK – 2018-2019

I have been informed of the school rules regarding Code of Conduct, NJHS, Lateness/Absence from school, Building Rules, Discipline, Student Dress Code, Sexual Harassment, Hazing, and Academic Integrity, and I acknowledge that I have been provided with a copy of these rules. As a condition of my participation in any school activity, I agree to abide by these rules and understand that failure to follow them will result in disciplinary action which can include suspension, and/or loss of participation in all extra-curricular activities.

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Student Signature

DATE

Print Students Name

Homeroom Number

I have reviewed the Seneca Student Handbook with my child.

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Parent/Guardian Signature

DATE



# Sachem Central School District

Samoset Administrative Office • 51 School Street • Lake Ronkonkoma, New York 11779

Kenneth E. Graham, Ed.D.  
*Superintendent of Schools*

Dear Parent/Guardian:

During the 2018-2019 school year, the opportunity may arise for your child's image/photograph or work to be included in classroom, school or district projects and events, which could be used in one of the following ways:

- Posted on the school or district web pages
- Appear in videos made during a student presentation of their project, or in broadcasts or videos demonstrating multimedia in general
- Used in a printed publication such as a newspaper or magazine
- As a demonstration or example in an educational workshop/class/conference
- Submitted as contest entries
- Recorded to appear in a school-related programs or news broadcast to be used by a local television station or school/county project

Posted student work may be accompanied by a first name only to be used as identification, but any posted student images **WILL NOT** include your child's name, without express permission. Under no circumstances will an address or phone number for any student be included in any such posting.

While the Sachem Central School District values the merits associated with the use of the district website, associated websites and media outlets, we are also cognizant of the public nature of online content. We also understand that there are individuals in this world who misuse information that is available through the Internet. While we do not suggest that any of the information that is on the Sachem web pages has been misused, or will be misused, it is important that the appropriate parent/guardian grant permission for the our use of pictures of students on our web pages.

## WEB PAGE PICTURES

I  do  do not authorize the Sachem School District to use any pictures of my child

\_\_\_\_\_, grade \_\_\_\_\_, as outlined in the above in the 2018-2019  
school year.

\_\_\_\_\_  
(Parent or guardian signature)

\_\_\_\_\_  
(Date)

**PLEASE RETURN TO YOUR CHILD'S HOMEROOM TEACHER.  
PLEASE USE ONE FORM FOR EACH CHILD.**