



Sachem Central School District

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

Seneca Middle School

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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 4, 2019. Our school hours are 8:10 a.m. to 2:30 p.m. (periods 1-8). A copy of the bell schedule follows this letter. The first day of school is an “A” day. Students should bring a copy of their schedule with them on the first day of class and keep it with them throughout the year. During homeroom on the first day, students will be given an ID card and an agenda, courtesy of Student Government and the Seneca PTA. Students will always need to keep their ID cards with them during the day. They do not need to wear it, but they must have it on their person all day. This will be part of our continued security procedures.

Over the summer, the construction began for our security vestibule. This will be completed by opening day of school and we ask parents who visit our school during the day to please have with them a valid ID. It is important that everyone present it to the greeter especially if they are taking their child out of school early on any given day.

When students enter the building on Wednesday, they will report directly to period 1. The Student Policy Manual will be discussed during the week of September 9 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. A copy of the Student Manual can be found on the Seneca webpage. Please read and discuss all 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, an Acknowledgement Sheet will need to be read and signed on the parent portal. Students and parents must complete this process prior to viewing the quarter I progress report (October 12, 2019).

This summer, construction began for a vestibule as part of the district’s enhancement on school security. This project should be completed by the opening of school. As per Dr. Graham’s letter, there are some revised protocols for all visitors to Seneca.

Upon entering a district building, visitors will be asked to present a valid state-issued ID (driver's license or non-driver identification), which will be scanned into our visitor management system. More information on the visitor management system will be posted to the district website in the upcoming days. The system will run the identification through a scanner that accesses the sex offender registry and searches for other identifying information that the district has input necessarily. Additional visitor data from the driver's license is not gathered nor is the system connected to any other system such as the Department of Motor Vehicles. Therefore, any other information on the ID is not scanned by the system and is not accessible to any of the users. Once entry is approved, the visitor will be issued a badge that identifies the visitor, the date, and the purpose of his/her visit. In addition to the ID check, parents and guardians dropping off items that students forgot to bring to school will be left in the security vestibule for students.

All students entering the 7th grade must have received the Meningitis vaccine and have provided documentation to the health office prior to September 4, 2019. 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 4, 2019 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 7th or 8th 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 September 26 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 10. 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 on the first day of school. 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.

Your child's bus number can be found under the "Bus" tab on the portal. This year there will be 22 buses. 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 5th and those buses will be located on the gym side of the building. These bus stops are also located on the Sachem webpage under the Transportation 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 30th. Please do not wait until the last minute to complete the assignment. 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 4th. If you have any questions or concerns, please do not hesitate to contact me at gsalvia@sachem.edu or at 471-1850.

Sincerely yours,

Gemma M. Salvia

Gemma M. Salvia
Principal

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

SENECA MIDDLE SCHOOL

BELL SCHEDULE

2019-2020



Doors open for students - 7:55am

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



Seneca Middle School PTA Membership Drive

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**. Anyone can become a member; parent, child, grandparent, etc.

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 of our children!

There is no obligation to volunteer as a member.

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 and include cash or a check, made payable to: **Seneca PTA**.

Please put the completed form and payment in an envelope marked "**PTA Membership**." Send the envelope to school with your child to give to his/her homeroom teacher. You can also sign up as a PTA member online. Please use the following link: "**seneca.memberhub.store**"

Your membership cards will be EMAILED to you.

Any PTA membership purchased between now and October 15th will be entered into a raffle for a chance to win a \$25.00 gift card to the movies! One lucky PTA member winner per grade level!

****Please note, one raffle entry per every paid membership. If you have more than one child, you must purchase more than one membership. ****

Your **Seneca PTA Membership** may be purchased all year long!!

Your Membership Counts!!

Seneca PTA Membership--\$8.00 per person

Member(s) Name: _____

Phone#: _____ E-Mail: _____

Student's Name:

HR Teacher:

HR#:
