



Principal

Gemma Salvia
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Assistant Principals

Denise Dolan
Georgia
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*Superintendent of
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Christopher J.
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850 Main Street
Holbrook, NY
11741
631.471.1850



#WeAreSachem

Sachem Central School District

Seneca Middle School

September 2020

Dear Parent/Guardian:

As principal of Seneca Middle School, it is my pleasure to welcome you to a new school year! This certainly is a different time in the world of education and we are very excited to have our students back at school! The faculty and staff are very happy 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 9, 2020. Students who are on the AC cohort should attend school on that day. On Thursday, September 10, 2020, students who are on the BD cohort will attend school. That will be a “B” day. Our school hours are 8:10 a.m. to 2:30 p.m. (Periods 1-8). Student schedules will be posted on Tuesday, September 7, 2020 after 2:00 p.m. 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 their first day of class and have it in their hands as they enter the building that morning. During homeroom on the first day, students will be given an ID card, lanyard, and an agenda, courtesy of Student Government and the Seneca PTA. Students will always need to wear their ID card every day. This will be necessary in order to align with our safety and security procedures. If students misplace or lose their ID, they can obtain a new one in the guidance office for \$2.00. It is important students adhere to this new protocol.

Over the summer, the installation of new lockers, new gymnasium floor, and auditorium seating and flooring was completed. We are excited for students to use these spaces during the day. Students will be permitted to use their lockers at the beginning, middle and end of the day. When students enter each morning, they should leave their backpack in their locker and pack for their morning schedule. Midday, they should switch out their items for the afternoon and only go back to their locker at the end of the day to pack up and go home. Students are permitted to use string bags during the day but not backpacks. Visits to the lockers will be minimal so students should plan accordingly for their day. Hallways have been taped down the middle to set one way lanes for hallway traffic. Stay to the right of the center divider! We have placed spacer circles in areas such as the cafeteria to keep students 6 feet apart while on lines.

When students enter the building on the first day of school, they will report directly to Period 1. All students must wear a mask while on the bus and in school. This is required. Students should have extra masks with them if needed along with the items outlined on the Supply List that was posted a few weeks ago on the Seneca website. The Student Policy Manual will be discussed during the week of September 9 will all students. A copy of the Student Manual can be found on the Seneca webpage. Please
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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.

Please be aware that there will be no after school activities or after school buses. We do not allow students to take any bus other than the one assigned. This is for health and safety reasons. As a reminder, cell phones are not permitted during school hours. Any student who has a cell phone in school must have it turned off completely and locked in his or her locker. We provide a telephone in the main office exclusively for student use. As an exception, any student who does not feel comfortable using the phone in the main office may use their cell phone to call home from the main office. Additionally, we remind students that in order to use the phone, you must have permission from your teacher.

All parents/guardians are required to complete a health screening questionnaire for each of their children prior to them getting on the school bus and/or arriving at school each school day. Students will not be permitted to attend their classes without this form being completed each school day. Please help us in keeping all students, staff and faculty safe. If your child is exhibiting a Covid-19 symptom, do not send them to school. If a student goes to the nurse with Covid-19 symptoms, they will be sent home as per the New York State Department of Health. Parents will receive a text from Remind every day in regard to the health screen.

When students are at home, they will be required to check in using a Google Form. This Form will be used for attendance purposes. The Form will need to be completed by 2:30 p.m. each day that students are home. If your child is in school (either AC days or BD days, they do not need to fill out the attendance Form). The expectations for students on remote learning are highlighted below.

Remote/Hybrid Learning Student Expectations

All students participating in remote instruction are subject to any applicable district policies and the Student Code of Conduct. As an online student, you are still a member of Seneca Middle School and will be held to the same standard as if you were physically present in the school building. Additionally, as an online student, there are rules and expectations regarding proper internet etiquette in place in order to protect all students. Online/remote activity must always be conducted in a responsible, safe, efficient, ethical and legal manner. All data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of the school and, as such, is subject to disclosure to the parent/guardian, administration or other third parties.

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Student Rules and Expectations

- **Students are responsible for good behavior on the network.** Always use a computer in a way that shows consideration and respect. It is not acceptable to use obscene, profane, threatening, or disrespectful language. Sending or posting discriminatory, harassing, or threatening messages or images is strictly prohibited. Examples of unacceptable content may include, but are not limited to, cyber bullying, sexual comments or images, racial slurs, gender specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.
- **Integrity and authenticity of student work is extremely important.** Do not cut, copy, or plagiarize Internet content or the work of your classmates. Copying, knowingly allowing others to copy from you, and/or misusing Internet content will result in disciplinary action.
- **It is illegal to create harmful computer viruses or attempt to hack the District's system.** Security of our systems is of high priority.
- **Email and online forums are not private.** Never say anything online or via email that you wouldn't mind being made public. Whatever is posted online is public and permanent. Also, beware of emails from anyone, particularly adults you don't know, asking for personal information, attempting to arrange meetings, or engaging in personal contact. Alert your teacher or another trusted adult immediately of any message you receive that is inappropriate or makes you feel uncomfortable.
- **All correspondence with teachers via email, Google Classroom, etc. should be respectful and reflect good character.**
- **Protect your account and your passwords.** Do not share your passwords or account log-ins with anyone except your parents. You should not attempt to impersonate a classmate while using their log-in or account.

If you need to bring something to your child while they are in school, you can leave the item(s) in the security vestibule. Also, if you need to pick your child up from school for any reason, you must have valid identification with you. No student will be released without proper identification and the person's name must be listed in eschool. The information on the emergency listing in eschool should be updated as needed.

Our lunch and breakfast program will be available for all students and will initially involve a limited menu for purchase. Social distancing will be required while all students are eating in the cafeteria. The school menu and prices can be found on the Seneca website. If your child is eating lunch in a classroom, they will be able to purchase lunch. There will be a Google Form available on the Seneca Home Page that parents and students should fill out each morning by 9:00 a.m. in order for lunch to be delivered to the classroom during the designated lunch period. If your child is eating in the cafeteria or Little Theatre, there is no need to fill out the Form. In the event the Form is not completed, limited lunch options will be available for purchase in the designated hallway prior to your child's lunch period. www.sachem.edu



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All students entering the 7th grade must have received the Meningitis vaccine and have provided documentation to the health office prior to September 21, 2020. 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 9, 2020 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 21, 2020. 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.

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 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 7:55 a.m., 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.

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.

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.

I look forward to seeing the students this week. 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

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Principal

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September 2020

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9 <i>A Day AC Cohort</i>	10 <i>B Day BD Cohort</i>	11 <i>C Day AC Cohort</i>	12
13	14 <i>D Day BD Cohort</i>	15 <i>A Day AC Cohort</i>	16 <i>B Day BD Cohort</i>	17 <i>C Day AC Cohort</i>	18 <i>D Day BD Cohort</i>	19
20	21 <i>A Day AC Cohort</i>	22 <i>B Day BD Cohort</i>	23 <i>C Day AC Cohort</i>	24 <i>D Day BD Cohort</i>	25 <i>A Day AC Cohort</i>	26
27	28 School closed	29 <i>B Day BD Cohort</i>	30 <i>C Day AC Cohort</i>			

School photos - September 14 (D Day) and September 15 (A Day)

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

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SENECA MIDDLE SCHOOL **BELL SCHEDULE**



PERIOD	TIME
1	8:10 a.m. – 8:53 a.m.
Homeroom	8:53 a.m. – 8:59 a.m.
2	9:03 a.m. – 9:46 a.m.
3	9:50 a.m. – 10:33 a.m.
4	10:37 a.m. – 11:20 a.m.
5	11:24 a.m. – 12:07 p.m.
6	12:11 p.m. – 12:54 p.m.
7	12:58 p.m. – 1:41 p.m.
8	1:45 p.m. – 2:28 p.m.
PM Announcements	2:28 p.m. – 2:30 p.m. (no bell will sound at 2:28 p.m.)

2020-2021

Doors open for students - 7:55 a.m.

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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!!
Seneca PTA Membership--\$8.00 per person

Member(s)

Name: _____

Home#: _____ E-Mail: _____

Student's Name: _____ HR Teacher: _____

HR#: _____

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