

# Elizabeth Cady Stanton Elementary School

38 Garden Street  
Seneca Falls, NY 13148  
(315) 568-5834

Mrs. Amy Hibbard, Principal

## Family Handbook



### Mission Statement

The Elizabeth Cady Stanton Community is dedicated to developing academic excellence, character, independence and self-esteem in each child.

Updated 8/24

# Elizabeth Cady Stanton Handbook- 2024-2025

*Please Note: All information may be changed/alterd to meet any NYSED requirements and/or SFCSD policy changes. Any and all changes/updates will be shared with families.*

## TABLE OF CONTENTS

District and School Mission Statement and Pledge.....	1
Seneca Falls CSD Portrait of a Graduate .....	2
Calendar of Events and Important Phone Numbers.....	3
The School Day.....	4- 11
▪ School Hours	
▪ Attendance	
▪ Bicycles/Scooters	
▪ Skateboards/Rollerblades	
▪ Drop Off Procedures and Dismissal Procedures	
▪ Transportation/Bus Rules and regulations	
▪ Cafeteria	
▪ Emergency Contact	
▪ Emergency Drills and Closing & Delays	
▪ Health/Nurse’s Office	
▪ School Volunteers and Visitors	
▪ Course of Study	
▪ Recess	
▪ Field Trips	
▪ Snacks	
▪ Parties	
▪ Character Education/PBIS	
▪ Counseling	
Other Information .....	11-14
▪ Emailing Teachers	
▪ Homework	
▪ Lost and Found	
▪ Newsletters	
▪ Open House	
▪ Awards	
▪ Registration	
▪ Parent Conferences	
▪ Building Usage	
▪ Use of Student Photos	
▪ Student Placement	
Code of Conduct.....	15-20
DASA Policy .....	21-26
ECS Homework Philosophy .....	27
B.L.U.E. Expectations Matrix .....	28

**Seneca Falls Central School District Mission Statement:**

*The mission of the Seneca Falls Central School District is to provide quality educational opportunities and experiences for all students in a safe and positive environment that promotes academic excellence.*

**Elizabeth Cady Stanton Elementary School Mission Statement**

*The Elizabeth Cady Stanton Community is dedicated to developing academic excellence, character, independence, and self-esteem in each child.*

**Elizabeth Cady Stanton Elementary School Pledge**

*Today we pledge to be BLUE. We will Be Respectful, Live Responsibly, Unite Together and Excel Daily because we are Cady Stanton.*

# Seneca Falls CSD Profile of a Graduate

The Seneca Falls Central School District students will be...

## 1. Life-long Learners Who...

- demonstrate college-career readiness by learning new content & enhancing academic and life skills.
- reflect on and connect experiences to new learning.
- are motivated to continue learning in all aspects of their lives.
- take risks to initiate new tasks.
- see failure as an opportunity to learn.

## 2. Effective Communicators Who...

- effectively read, write, listen, speak, reflect, critique and present confidently.
- collaborate with others, build relationships, are willing to be flexible, listen, share and negotiate.

## 3. Resilient & Responsible Individuals Who...

- respond positively to changes, successes and failures by being adaptable.
- make healthy choices while challenging themselves to take measured, calculated risks.
- maintain physical and mental well-being.
- incorporate a strong work ethic and utilize time management skills.
- demonstrate confidence and self-advocacy.

## 4. Digitally Responsive Contributors Who...

- adapt to changing technologies to further their learning.
- think critically when using technology to evaluate, organize, produce, and share information.
- are responsible with their digital presence.

## 5. Socially Responsible Community Members Who...

- accept and respect others and differing points of view.
- engage with the community and respect the environment.
- are compassionate, empathetic, and informed.



## Elizabeth Cady Stanton Elementary School

### 2024-2025 Calendar of Events

*(all dates subject to change)*

August 29, 2024	3 <sup>rd</sup> grade Orientation and Open House 6 p.m. Cady Stanton Gym
September 3, 2024	First Day of School for Students (Dismissal at 11:30 AM)
September 4 & 5, 2024	Half day of school for Students (Dismissal at 11:30AM)
October 3, 2024	Open House for grades 4 and 5, 6:30 pm
October 8, 2024	School Picture Day
October 10, 2024	Emergency Early Dismissal Drill (Dismissal at 2:55 PM)
<b>October 14, 2024</b>	Columbus Day/Indigenous People's Day (NO SCHOOL)
<b>November 11, 2024</b>	Veterans Day (NO SCHOOL)
November 12, 2024	Picture Make-Up Day
<b>November 27-29, 2024</b>	Thanksgiving Recess (NO SCHOOL)
December 12, 2024	Parent/Teacher Conferences (Dismissal at 11:30AM)
December 13, 2024	Parent/Teacher Conferences (Dismissal at 11:30AM)
<b>Dec. 23, 2024 - Jan. 3, 2025</b>	Holiday Recess (NO SCHOOL)
<b>January 20, 2025</b>	Martin Luther King, Jr. Day (NO SCHOOL)
<b>January 29, 2025</b>	Chinese Lunar New Year (NO SCHOOL)
<b>February 17-21, 2025</b>	President's Week Recess (NO SCHOOL)
March 27, 2025	Parent/Teacher Conferences (Dismissal at 11:30AM)
March 28, 2025	Parent/Teacher Conferences (Dismissal at 11:30AM)
<b>April 14-18, 2025</b>	Spring Recess (NO SCHOOL)
April 29 & 30, 2025	NYS 3-8 ELA Exams
May 7 & 8, 2025	NYS Math Assessments
May 13, 2025	NYS Science Assessment – grade 5
<b>May 23 &amp; 26, 2025</b>	Memorial Day Holiday (NO SCHOOL)
<b>June 19, 2025</b>	Juneteenth Holiday (NO SCHOOL)
June 20, 2025	Field Days
June 24, 2025	Graduation and Awards Ceremony for 5 <sup>th</sup> grade, 9:30 am
June 23 & 24, 2025	Half day of school for Students (Dismissal at 11:30AM)
June 25, 2025	Last day of School (Dismissal at 11:30AM)

### School & District Telephone Numbers

<b>Elizabeth Cady Stanton</b>	<b>568-5834</b>	Principal, Mrs. Amy Hibbard
<b>Grades 3-5</b>	Ext. 4109	Main Office, ECS Secretary, Ms. Callie Lindsey
Health Office	Ext. 4500	School Nurse, Mrs. Deanna Clemenson
<b>Seneca Falls District Office</b>	<b>568-5500</b>	Superintendent, Dr. Michelle Reed
Director of Special Programs	Ext. 3600	Mrs. Karissa Blamble
Cafeteria Manager	Ext. 1276	Ms. Stephanie Lyon-Lawrence
Transportation Director	Ext. 5410	Ms. Shelley Dyson, Transportation Supervisor

# The School Day

## School Hours

School starts at 9:05 a.m. Students who are dropped off and those who are walking may begin entering the school building at 8:55 a.m. either in back or front. Please note: students who want breakfast may enter at 8:45 and report directly to the cafeteria. **It is important that students do not arrive to school before 8:55 a.m. (8:45 for breakfast), unless they are attending a school activity or club, as supervision is not guaranteed before that time.**

Students being picked up after school will be dismissed to the back of the building at 3:10 p.m. We do have a late bus that leaves at 4:00 p.m., **Monday through Thursday** for any students who are staying after school for extra help or to attend an after-school club or activity. The late bus will start on September 23 and end on June 12. **There will be no late bus on the day before a holiday. The late bus may be cancelled for meetings or other events.**

## Attendance

All students are encouraged to be present and on time for school each day. When your child is unable to attend school, parents are encouraged to call or email [csoffice@senecafallscsd.org](mailto:csoffice@senecafallscsd.org) before 9:30 a.m. to report the absence. A Parent Square message will be sent and/or the nurse will call to confirm the reason for the student's absence. ***A written excuse for any absence must be brought to school on the day the student returns to school. ALL absences will be recorded as unexcused unless written documentation is provided by a parent/guardian that specifies the absence as an excused absence.*** The excuse must include the student's name, date(s) of absence, the reason for the absence, and the parent's or guardian's signature. The following are legal excuses for absences (can be written or sent through email/Parent Square):

1. Personal Illness
2. Illness or death in the family
3. Remedial health treatment
4. Religious observance
5. Required appearance in court

**Late Arrivals:** A student arriving late to school, after 9:05 a.m., **must be walked to the main office and ring the bell for entrance.** The student must stop at the main office prior to going to his/her classroom.

**Leaving School Early:** Parents are encouraged to schedule appointments for their children outside of the school day. If your child needs to leave school early, the following procedure will be observed:

1. The student must bring a note to school (or parent send a message) indicating the need to be released and reason.
2. The adult picking up the student must ring the bell at the main entrance. The Office will then contact the student.
3. The adult picking up the student **must** have prior approval from the parent or guardian to pick up the child. This approval is given on the "Student/Family Information Sheet" required to be filled out for each student.
4. This Student/Family Information Sheet form must be kept updated when changes occur.

***\*If at any time you need to change your child's dismissal procedure (i.e., a student who normally takes the bus needs to get picked up by a friend or babysitter) we ask that you send a note with your child or notify our main office by 2:15 p.m. on that day. This will allow us to be sure that your child is aware of the change well in advance of our dismissal time. Late requests may not be able to be accommodated.***

**Family Vacations:** We strongly encourage that family vacations be scheduled during school vacations; however, if the need arises that your child will be absent from school due to travel, please notify the main office and your child's teacher. Teachers will do their best to assist students who are absent. Upon returning, your child must have a written excuse explaining the reason for the absence.

**Attendance Procedures:** Research has shown that consistent and prompt school attendance is an important factor in a student's academic success in school. In order to ensure regular attendance, parents will be notified when your child is approaching or has been absent 10% of the enrolled days. Continued tardiness and absences may result in direct communication with parents by the principal or counseling staff member via phone call or conference. The goal is to strengthen home and school communication and to promote school attendance. Depending on individual circumstances the administration may work with families to develop a plan that will encourage student attendance.

### **Bicycles/Scooters/ Skateboards/Rollerblades**

Bicycles and scooters may be ridden to school. They should be locked and must be parked in the bicycle rack in front of the main doors or in the back of school. A note to the teacher is requested if your child will be riding his/her bike or scooter home instead of following his/her regular dismissal procedure. Bicycle safety rules should be stressed with your child. **Students may not ride up and down the driveway, in the bus loop, on sidewalks, or through the parking lot.** New York state law requires students wear helmets.

Skateboarding and Rollerblading are **not** permitted on school grounds. All such equipment should stay home. In the event a student skateboards or rollerblades to school students must not use their equipment once they are on school grounds and their equipment will be kept in the office until the end of the day.

### **Drop off Procedures**

Parents/Guardians can drop students off at school beginning at 8:55 a.m. **There is a parent drop off site in the back of the building off of Chapin Street. Parents may drop off students at that location to avoid interfering with the buses in the front loop. After 9:05, all students must be signed in at the main office. Parents may not enter the building using the back entrance. Please follow the directions of adults in the back drop-off loop as well as any signage/cones.**

Buses will unload students and begin to exit the loop at 8:55 a.m. (those eating breakfast will unload at 8:45)

### **Dismissal Procedures**

Students who walk have access to a crossing guard at the front of the building. Pickups and walkers will be dismissed at 3:10 pm. **The back entrance of the building serves as a parent pick up site for students at dismissal. Any parents who are picking students up at regular dismissal time should park in the back of the school and wait outside the door where their child will be dismissed.** A detailed dismissal procedure form is mailed home in August so families can plan accordingly.

**Dismissal Procedure Reminders:** Please complete and keep accurate your child's dismissal procedures. Students who always walk or who are always picked up will be given a tag to attach to their backpack. **Teachers will follow the Dismissal Procedures form that you submit for your child unless the school is notified in writing, or by a parent phone call, that the dismissal will be changed for that day.**

## Transportation

Students in Grades 3-5 are eligible for busing if they live outside a .2 mile radius from the school. Information about routes and schedules is available by contacting our transportation department. All students eligible to ride a bus will be issued a bus pass before the beginning of the school year. Students should be at bus stops five minutes before bus arrival times. If you have any questions relating to a busing issue, please contact the transportation department at 568-5500 (press #5).

## Bus Rules and Regulations

- A. Rules for behavior on school buses reflect state law and are designated to provide safety at all times. Bus rules are posted at the front of each bus.
- B. The bus driver shall report any infraction of these rules and regulations to the supervisor of transportation who shall report to the principal of the school involved. Appropriate disciplinary measures will be taken which could result in a suspension from the bus.

### **Appropriate Bus Behavior** (Students will follow BLUE Behavior):

- a. Be courteous to the driver and other passengers.
- b. Be respectful and keep the bus clean.
- c. Be seated, and remain seated, and keep head and hands inside the bus.
- d. Keep hands and feet to yourself at all times.
- e. Bus driver is authorized to assign seats.
- f. Eating or drinking is not permitted on the bus.
- g. Use of inappropriate language is not allowed.
- h. **Lacrosse Sticks, Lacrosse Balls, Baseballs, Softballs are not allowed on the bus.**
- i. Consequences for inappropriate behavior on the bus may include the following:
  - i. Warning by driver
  - ii. Seating assignment
  - iii. Written referral by driver to administrator and parents
  - iv. Detention or Loss of Privileges
  - v. Bus suspension- duration to be determined by school administrator

**Seat Belts:** The Seneca Falls School District recognizes that seat belts on school buses provide an important safety benefit to student passengers. All students riding buses equipped with seat belts shall wear their seat belts at all times, except when boarding or exiting the bus.

## Cafeteria

The Seneca Falls School District uses My School Bucks ([www.myschoolbucks.com](http://www.myschoolbucks.com)), a computerized system that allows our students to purchase lunches and single food items in the cafeteria by using a cashier touch screen procedure to debit their cafeteria account. The program allows parents to pre-pay for lunches and track food purchases.

There are two options for payment of food choices. Students may pay with cash (*no change is given as cash is not kept in the cafeteria registers*) or debit their cafeteria account. If there is no money in a student account, students must pay cash or are allowed a limited number of charges. Parents can place money in student accounts by sending in a check payable to the Seneca Falls Cafeteria or can set up a child's account at home by accessing Meal Pay Plus on the District webpage under the department heading "Cafeteria." Breakfast & Lunch is free for all students this year. ***Free and reduced lunch applications are available through our main office, cafeteria, and through the district webpage.*** Students may bring lunch from home or purchase only milk or a snack item. Box lunches for field trips are available from the cafeteria upon request. **Students are not allowed to bring in glass bottles or containers, soda, "monster drinks," or energy drinks.**

Parents can contact Stephanie Lyon-Lawrence, the district cafeteria manager, by phone at (315) 712-0514, or by e-mail ([slawrence@senecafallscsd.org](mailto:slawrence@senecafallscsd.org)). For information or questions regarding the Stanton Cafeteria, parents may call 315-568-5500 extension 4126. Students are expected to behave in the cafeteria as they would in any dining situation and to follow all posted BLUE expectations.

Lunch time is an opportunity for students to socialize in a courteous and orderly fashion. Students must follow the directions of our cafeteria monitor and/or teacher aides who supervise. When students do not respond to warnings, students may lose cafeteria, recess or other privileges. Students will be taught BLUE expectations for the cafeteria.

### **Emergency Contact Information**

The Seneca Falls Central School District utilizes **Parent Square** to inform parents of any emergency situation at school. It is vital that all parents/guardians fill out the Student/Family contact information sheet that comes home at the beginning of the year. This information will determine what number the system utilizes to contact you in an emergency. If your address, phone number or email changes during the school year it is critical that you contact the main office to update your information so that we have that on file.

### **Emergency Drills**

The Seneca Falls Central School District has developed a District Safety Plan to safeguard the safety and health of students and staff. As part of the safety plan, the district has developed procedures to be followed if an emergency should arise. Throughout the course of the year the procedures for various emergency drills will be practiced. Emergency drills that may be practiced throughout the year include, but are not limited to, fire drills, shelter drills, lock-down drills and emergency "go home" drills. It is very important for parents to review with their children what to do in an emergency if children are sent home early. Each family should have an emergency plan in place for such situations, and plans should be clearly communicated.

### **Closings and Delays**

The decision to close school is made by the Superintendent of Schools. When closings become necessary because of weather or other emergencies, closings will be announced on area radio stations (**WNYR 98.5 FM**), local TV stations, and via our **Parent Square** messaging system. Information on school closings may also be found on our district webpage, <https://www.senecafallscsd.org>. If the weather looks bad, stay tuned to your radio. The radio stations are the first to receive information from the Superintendent about the closing of school(s). Notification of closings is usually announced between 6:00 and 7:00 a.m.

A more difficult situation might arise if for some reason the schools need to close early, i.e. bad weather, no heat, emergency evacuation, etc. Even though they do not occur often, no one knows when one of these early dismissals will arise. It would be very helpful if you would review with your child the procedure they should follow if for some reason Stanton needs to close early. They need to know where to go and/or whom they should call if their normal after school setting is not available to accommodate them. Public announcements would be made over area radio stations alerting people of the emergency closing. Radio announcements during the day, however, don't always reach everyone. With this in mind, it's important for your child to know what to do or where to go in such an emergency. It should be noted that the district uses unplanned, early dismissals only if an extreme emergency arises. **Parents will also be notified of early closings through a telephone message on Parent Square. Please be sure all phone numbers are up to date to ensure you are contacted. It is helpful if your child knows the number where they can reach you.**

### **Health/Nurse's Office**

There is a health office in each school building in the district. If your child is ill or injured, he/she should report to the teacher who will in turn refer them to the nurse's office. When necessary, the nurse will contact you to take your child home. In case of severe injury or illness, the local ambulance will be called and parents will be notified immediately. **We will continue to follow NYS, CDC and DOH guidelines related to all communicable diseases.**

**Physicals** – Students in grade 3 & 5 are required to have a physical done by their health care provider within 12 months from the start of the calendar year and a copy of the physical must be sent to our health office. If a student is unable to get a physical, our school medical director will be available in the Fall or Spring to complete them.

**Screenings** – All students in 3rd and 5th grade receive hearing and vision screenings by the school nurse. Parents will be contacted if further evaluation is suggested. Additionally, scoliosis screenings are completed on all 5<sup>th</sup> grade females. Dental screenings are available annually from our partners at Finger Lakes Community Health.

**Medications – In School** The nurse may give students medication only when they have a written request on file from their family physician which indicates the frequency and dosage. Parent permission is also required for the nurse to administer medication. A parent or guardian should deliver the medication to the health office. These requirements apply to prescribed and over-the-counter medications (this includes Ibuprofen and Tylenol). The medication must be kept in the health office--not with a student--unless permission is given by the student's doctor, the nurse and administration.

**Medications – Field Trips or After-School Activities** If a student is self-directed in administering his or her own medication, the student's medication will be permitted on a field trip or at a school-related activity. Designated staff with approval of and training by the school nurse may assist self-directed students with administering medication.

When a student is not self-directed and is on a field trip or at an after-school activity, the school will contact the child's parent/guardian to make arrangements for the child's medication to be administered on the field trip or after school activity.

**Fever-** In order to ensure the well-being of all students, anyone with a fever of 100 degrees or above is asked to remain out of school for a recovery period of 24 hours after the fever drops below 100. For special medical/health situations please contact the school nurse.

**Lice-**Head lice are not caused by poverty or unsanitary conditions. Head lice do not respect socio-economic class distinctions and their presence does not indicate a lack of hygiene or personal cleanliness. If live lice are discovered by the school nurse, the parent/guardian will be notified to pick up the student from school and instructed by the school nurse regarding appropriate treatment of head lice. Cady Stanton will follow the district policy and regulation regarding head lice. (policy #7510)

### School Volunteers

Parents/guardians are welcome to serve our school as volunteers in a wide variety of ways. Volunteers may be needed on field trips, for special classroom events, for special school events, or may be needed in individual classrooms on an occasional or routine basis. All volunteers are required to fill out a district volunteer application form that can be obtained through and returned to our main office for approval. If you are interested in learning about volunteer opportunities please contact your child's teacher.

Cady Stanton also has a very active and supportive Parent Teacher Organization (PTO). Please consider attending meetings and supporting the PTO in any way you can. The PTO can be reached by email at [cadystantonpto@gmail.com](mailto:cadystantonpto@gmail.com).

### Visitors

*Thank you in advance for your full cooperation with the following procedures and making our students and safety a top priority.*

- All visitors must activate the "buzzer" and state their full name and specify the purpose of the visit
- After the information is verified, the visitor will be "buzzed in" and report directly to the Main Office where they will **provide photo identification (license)** to be scanned on our Raptor security system, **sign in on the visitor's log**, and receive a visitor's ID badge.
- All visitors must wear their visitor badge the entire time they are in the school. Upon leaving the school, the visitor **badge must be returned to the office** and the **visitor must sign out in the log**.
- Visitors should not interrupt teachers during instructional periods. To help limit interruptions to the instructional day we ask parents who are volunteering in the building to refrain from making spontaneous visits to other classrooms.
- If you are dropping off or picking up a student or item you will wait outside after ringing the bell and speaking with the office staff.

### Course of Study

All students are provided with classes in the following subjects/areas:

Reading	Mathematics	Language Arts	Social Studies	Science
Art	Health	Music /Chorus	Physical Education	Library

*In addition to these classes, all fifth graders have the option to join Band. Remedial Reading and Math, Speech Therapy, and Occupational & Physical Therapy are provided for eligible students during the school day.*

## Recess

Students are afforded an opportunity to participate in recess every day. Recess will be outside unless it is raining, the “feels-like” temperature is below 32 degrees or there is other inclement weather. Please make sure that children come to school prepared appropriately for recess (students must wear sneakers or rubber-soled shoes at recess. Dress boots/shoes, heels, and open-toed shoes are not allowed). Please be sure to label coats and other items students may be taking to recess with them. **Students are not allowed to bring electronics, toys or other items to lunch or recess.** Playground equipment, including basketballs, are provided.

## Field Trips

Student field trips provide experiences that extend and enhance classroom curriculum and instruction. Teachers and administrators are charged with the responsibility of determining curricular and extra-curricular experiences that are advantageous and meaningful. Written permission from parents is required for all field trips to locations off district property. Bus transportation is provided for any trip that is not within walking distance. All students must ride the bus to and from a field trip. If teachers need parent chaperones, they will request volunteers. Any chaperone must have an approved volunteer form on file and must ride the bus to and from the trip.

## Snacks

In the event a classroom teacher affords students an opportunity to eat a snack during the day, students are encouraged to bring healthy snacks to school. All snacks should be as healthy as possible (e.g. fruit, pretzels, veggies, granola bars, cheese, and crackers). Please observe any special requests your child’s classroom may have due to food allergies. Please note: students may drink water ONLY in the classroom.

## Parties/Classroom Celebrations

Parties or classroom celebrations must be directed by the classroom teacher. For a birthday, a child may bring in a treat to be shared with the class. This should be cleared with your child’s teacher in advance to ensure proper accommodations are made for any students with food allergies. Parents should provide any serving materials such as napkins/plates.

**Pre-packaged, store-bought food items ONLY are to be brought in for class parties. Homemade treats are not allowed.**

- Send food in the original container, and please include the student’s name.
- Treats/snacks can be dropped off at the office, and the secretary will then contact the student. Parents/guardians are not to bring food items directly to the classroom during the school day.
- Instruct your child not to touch the food while passing it out to classmates unless he/she has been given a plastic glove to wear. (Plastic gloves are available in each homeroom.)

**PLEASE DO NOT SEND BALLOONS TO SCHOOL** – transporting them home on the bus can be a safety issue, some students have allergies to latex, and balloons can be distracting to learning in the classroom.

## Character Education-P.B.I.S

Our Character Education program involves both formal and informal work with students. It is our goal to help students recognize and implement the core values of Respect, Responsibility, Honesty, Caring, and Citizenship in their daily interactions. We continue to use P.B.I.S (Positive Behavior Interventions and Supports). PBIS seeks to teach students appropriate behavior with targeted lessons and practice. Our K-5 PBIS motto is “Be B.L.U.E” which stands for **Be** respectful, **Live** responsibly, **Unite** together, and **Excel** daily. Look for the monthly newsletter for much more information and highlights of school events celebrating our goal to BE BLUE! (*see last page of this handbook for our expectations matrix*). Each month, October – May, homeroom teachers recognize a Student of the Month who shows consistent BLUE behavior and/or significant growth in BLUE behavior. Additionally, throughout the year, each special area class will recognize a Student of the Month in each grade level. All Students’ of the Month are treated to a pizza lunch from Pat’s Pizzeria and receive a certificate.

## Counseling

In order for students to learn effectively, they must feel comfortable and happy in their school environment. To help accomplish this goal, school counselors provide individual and group counseling programs to students who qualify through our student support referral process (MTSS). Counseling services may include the following: individual/personal counseling, group counseling, classroom presentations, and parent-staff conferences.

You are encouraged to contact your child’s teacher and/or Mrs. Susan Moulton, school counselor/social worker, at 315-568-5500 (extension 4133), or your child’s teacher, if you have any concerns about your child’s social/emotional progress or well-being. By working closely together, parents, counselors, teachers, and administration can help each student reach their highest potential.

## Other Important Information

### E-Mailing Teachers

The quickest way to contact your child’s teacher is through e-mail or through Parent Square. Although parents are always welcome to call school to speak with their child’s teacher, we do not put calls through to classrooms during student instruction times. If you call the office we will make sure your child’s teacher gets a message to contact you when they can. E-mail is often the most efficient way to reach your child’s teacher or a member of our faculty and staff. You can reach any teacher via e-mail by using the teacher’s first initial and last name followed by @senecafallscsd.org (example: Bob Smith can be reached at bsmith@ senecafallscsd.org). A staff directory is also on the school’s website. If you have any questions about the e-mail address of a teacher or support staff member please contact our main office or check the district website for assistance.

<https://www.senecafallscsd.org>

### Homework

Homework for young children should help them develop good study habits, foster positive attitudes toward school, and communicate to them that learning should take place at home as well as at school. Homework can have a positive impact on character development and can serve as an additional link between the school and home. Homework assignments keep parents informed about what a child is learning at school. Research indicates that study skills are widely recognized as one of the keys to successful learning. The most effective way to achieve a high level of study skills for all students is through a partnership between the school and home. Homework expectations vary by grade level based on needs of students. **Please check page 27 of the handbook for the ECS Homework Philosophy.** If you have questions about the homework policy of your child’s teacher we encourage you to contact them via e-mail or call to set up a parent/teacher conference.

**Grading:** For grade 5, ELA and Math subjects only will be recorded on the Progress Reports and Report Cards using a numerical format (i.e., 87, 76, 90, etc.). A grading scale of 1- 4 will be given for various skills/standards to show you how your child is performing on specific grade-level material. Grades 3 and 4 will use a grading scale of 1 -4 only with no percentage grades. Grades for other academic subjects and all special subject areas will report student progress using an effort coding (i.e., S=Satisfactory, U=Unsatisfactory).

### **Lost and Found**

If your child loses an item during the school year we encourage them to follow the following procedure:

1. Go back and look where he/she last remembers having the item.
2. Check the lost and found area located outside the main office.

Lost items can be returned more easily if they are labeled. We encourage parents/guardians to label clothing, water bottles, backpacks, books, or other items brought from home. Please remember that if an item is valuable and is not necessary to have at school it should be left home. Any items not claimed in a reasonable amount of time are donated to the Center for Concern.

### **Newsletters**

Each month a brief parent newsletter will be sent through Parent Square. The newsletter will contain updates and information regarding school events and programs. Individual teachers may send newsletters or other information home with students making parents aware of special events, activities or important information pertaining to their individual classrooms. Please check your child's take-home folder every day for important communication.

### **Open House**

Open House is a special opportunity for parents to visit the school with their child to see student work and meet their child's teachers. The 2024-2025 Open House is scheduled for: **Thursday, October 3** from 6:30-7:30 p.m. The book fair will be open in the gymnasium from 6 – 8 pm. **Please note:** the October 3 open house is for grade 4 and 5 students and families ONLY. Grade 3 teachers will have their open house/orientation on August 29 and will not be available on October 3.

### **Awards**

At Elizabeth Cady Stanton, we promote personal achievement, improvement, work ethic, and good character. **At our events in June, we will NOT be recognizing students for perfect/exceptional attendance.** Although we value and understand the importance of our students attending school, we do not want students to come to school ill. If you would like to know what awards will be given in June, please ask your child's homeroom teacher.

### **Registration**

Families new to the district and those children coming from a non-district school must register their school age child at the main office of the school their child will be attending. All registration information is also available on the main page of the district website <https://www.senecafallscsd.org>

## **Parent Conferences**

Parent conferences occur twice a year. Parent conferences are designed to allow parents an opportunity to meet with their child's teacher in the fall and spring of each school year to review progress and further develop the home school partnership. Two early release days in the fall and two early release days in the spring have been scheduled specifically for conferences to occur.

Students will be dismissed at **11:30 am** on the following days to allow conferences to take place:

- Thursday, December 12 and Friday, December 13
- Thursday, March 27 and Friday, March 28

**Report Cards & Interim Reports** Three times a year Report Cards are sent home (or shared at conferences) with each student indicating the student's performance in school. At approximately 6-7-week intervals between marking periods 1 & 2 and between marking periods 2 & 3, Progress Reports will be mailed home. Parents are encouraged **NOT** to wait for these reports if they are aware of a problem that could detract from their child's education. If there is a problem, parents are asked to contact their child's homeroom teacher as soon as possible.

## **Building Usage**

All meetings and activities held on school grounds must be approved by the administration. Forms used to apply for use of the school building or grounds after school hours are available online and through our district office.

## **Use of Student Photos**

Throughout the school year, photographs are taken of students for use in Seneca Falls School District publications, the district website, district social media and local news media. Parents who do not wish to have their child's photograph to appear in these outlets should notify the district in writing through the school's main office.

## **Student Placement**

In an effort to minimize confusion and to maintain continuity of program, the following guidelines summarize criteria for student placement:

1. **Special Needs-**  
Some students have specific learning needs that are being handled jointly by the classroom teacher, various specialists and support staff members, and building instructional specialists. Their recommendations will receive primary consideration in the placement process.
2. **Program Continuity –**  
Present teachers are asked to provide information to the building principal about students' strengths and developmental needs. This input is very helpful and can assist with student grouping for the new school year.
3. **General Educational and Administrative Considerations-**
  - a. Enrollment limitations- classes must remain within reasonable class sizes.
  - b. Reasonable social mix- some children do not work well together and need to be separated.
  - c. Maintaining reasonable balance between the number of boys and girls is important.

d. Avoiding social, academic, economic and other forms of segregated class groupings of any kind.

4. Parent Input-

Your input about your child's learning needs and strengths is valuable in class placement. No one knows or understands your child better than you, and your perspective on the upcoming school year for your child is important. **Parents are requested to refrain from making specific requests as they can be difficult to honor and this input does not provide the developmental information necessary for child placement.** Please understand that all input is reviewed carefully prior to making placements, and descriptive information is most valuable and useful.

The final responsibility for student placement lies with the building principal who makes informed decisions based on the aforementioned guidelines. Student placement information is mailed home in August.

# ELIZABETH CADY STANTON ELEMENTARY SCHOOL

## Discipline Code for Student Behavior

The Seneca Falls School District Code of Conduct lists a range of consequences related to student discipline. All students are held to the tenets in the Code of Conduct. Please refer to the complete Code of Conduct (District Policy 5300.30) found on the district webpage: <https://www.senecafallscsd.org>. **The regulations listed below** explain how some of the code of conduct is applied at the elementary level. At the Elementary level, response to student conduct and disciplinary issues takes place in a graduated manner when appropriate. The school recognizes that while inappropriate student behavior must be addressed, it is equally important to examine and resolve the factors causing the behavior. With this goal in mind it is important for staff members and parents to join together in an effort to quickly identify and intervene in situations involving poor conduct.

Student discipline and support policies and practices will be implemented in a manner which is caring and equitable, respectful and based on trust among administration, staff, students, and families and holds all individuals accountable, but is restorative and solutions oriented, rather than punitive. This will help students: *(from district policy 5300.00)*

- learn from their mistakes;
- understand why their behavior was unacceptable;
- acknowledge the harm they caused or the negative impact of their actions;
- understand what they could have done differently;
- take responsibility for their actions;
- learn pro-social strategies and skills to use in the future; and
- understand that further consequences and/or interventions will be implemented if their unacceptable behavior persists.

The following is a list of unacceptable behaviors, actions, and attitudes with disciplinary consequences:

### PERSONAL PROPERTY

1. Students may not bring to school or have any items that are unsafe, illegal, or dangerous (e.g. knives, sharp objects, fireworks, matches, lighters, vapes, etc.). Toy weapons are also not allowed.

Disciplinary Measure: Items will be taken away and returned by the teacher or principal at a conference with parents. The school district policy regarding weapons and firearms will be followed:

**GUNS:** Students that are in possession of a gun on school grounds or in a school building will be subject to interventions outline in the district's "Gun-Free Schools" regulation.

**WEAPONS:** Students that are in possession of a weapon (e.g. knife) that could result in personal injury, may be subject to the following disciplinary interventions:

- a. 5 day Out of School Suspension
- b. Contact made with the local Police Department
- c. Contact made with other building principals
- d. Superintendent's Hearing (to determine additional penalty)

2. The use of cell phones, smart watches, and other electronics for any purpose is strictly prohibited during the instructional day. Cell phones are permitted for emergency use only before 8:55 a.m. and after 3:10 p.m. If a

student needs to make an emergency call from school during the instructional day the call should be placed by the school secretary or school nurse. If a parent/guardian needs to get in touch with a student in an emergency, the call should be routed through the main office, and our secretary can assist you. **We strongly encourage cell phones and all electronics to be left at home.** If, however, they are brought to school, all electronic devices, including cell phones and smart watches, should be off and kept in a student's bag during the school day. The school is not responsible for any items that are lost or stolen.

Disciplinary Measure: Items will be taken from students and returned to student at the end of the day. Repeated offenses will result in the item being taken away and written communication will be made with the parent. In this case, the item(s) will only be returned to the parent.

Administrators may search book bags, desks, etc. on the basis of general suspicion without either student or parent/guardian permission.

3. Students may not smoke, chew tobacco or vape on school grounds.

Disciplinary Measure: Parents will be notified by the principal. The school district policy regarding smoking on school grounds will be followed.

4. Students may not possess or use illegal substances and/or objects.

Disciplinary Measure: Parents and appropriate authorities will be notified by the principal. The school district policy regarding drugs and alcohol will be followed.

5. Students may not steal or intentionally damage someone else's property.

Disciplinary Measure: Students will return or may be required to pay for the item stolen or damaged. Parents will be notified in writing by the teacher or principal. Additional violations will be referred to the principal and may result in a conference with the parent, teacher, and principal.

### **DRESS CODE**

The Seneca Falls School District and the Board of Education recognize that each student's mode of dress and grooming is a manifestation of personal style and individual preference. Student dress and personal appearance is and always has been the responsibility of each student and their parents or guardians. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choice affects the educational process of the schools. The Superintendent designates the principal as the arbiter of student dress and grooming in his/her building to ensure the regulations below are enforced: (5300.25)

1. To promote the health and safety of student body, footwear must be worn at all times. Open-toed shoes are **NOT** allowed at outdoor recess or in physical education classes.

2. Teachers of special classes or activities such as physical education, may regulate students' dress when appropriate for health, safety or educational reasons.

3. Students may not wear clothing (includes accessories; hats, jewelry, belts, backpacks, outerwear) that causes either a disruption or interference with the educational process or discipline in the school. Underwear must be covered by outer clothing; extremely brief and see-through garments are not appropriate.

4. Students may not wear clothing (includes accessories; hats, jewelry, belts, backpacks, outerwear) which promotes or endorses the use of alcohol, tobacco or controlled substances or illegal drugs and/or encourages other illegal or violent activities.

5. Clothing (includes accessories; hats, jewelry, belts, backpacks, outerwear) may not include items that are vulgar, obscene, libelous, or denigrate, harass, or discriminate against others on account of race (including traits historically associated with race, such as hair texture and protective hairstyles like braids, locks and twists), color, weight, religion, religious practice, disability, creed, national origin, ethnic group, gender (including gender identity and expression), sex, sexual orientation or disability.

6. All clothing and accessories must be safe. Masks (unless used for medical reasons) and tails are not allowed.

7. Students may not wear hats, hoods, headgear or head coverings (except for medical or religious reasons) in school.

In those instances of student dress which are contrary to health and safety standards, or are deemed distracting to the educational process, the administration reserves the right to decide on individual cases and take remedial action consistent with the school's disciplinary procedures.

Disciplinary Measure: Students in violation of the dress code will not be allowed to attend class until after the violation has been corrected. Discipline actions include:

- a. change
- b. cover-up
- c. item(s) subject to being confiscated
- d. parent contact
- e. suspension.

Nothing in this policy shall be interpreted to limit the responsibility of the teachers or enforce regulations concerning control of hair or clothing in the interest of health and safety.

### **CAFETERIA**

1. Students must follow directions given by the school faculty and staff.

2. Students must remain in their seats while eating unless given permission to move.

Disciplinary Measure: Students may be placed in alternative seating away from their class. (The student may be referred to the teacher.) Continuous violations will result in possible removal from the cafeteria and communication with parents by the teacher or the principal.

3. Students must not take food and drink from the cafeteria without permission.

Disciplinary Measure: Student will be instructed to return item to the cafeteria or to dispose of the item.

4. Students must not throw food. They must leave their eating area clean.

Disciplinary Measure: Student will be instructed to pick up thrown food. Continuous violations will result in possible removal from the cafeteria and communication with parents by the teacher or the principal.

### **BATHROOMS**

1. Students are to use bathrooms, wash hands, and return to class without unnecessary delay.

Disciplinary Measure: Staff members will instruct students to return to class immediately.

2. Students are to help maintain clean bathrooms by depositing paper towels in waste baskets, turning off water, etc.

Disciplinary Measure: Student will be required to clean up the littered area and/or turn the water off. Continuous violations will be reported to parents by the teacher.

3. Students may not deface bathroom property. (e.g. climb on stalls, write on walls, etc.)

Disciplinary Measure: Students will be referred to the principal. Communication will be made with the parents. Students will be disciplined according to the degree of the infraction. An out of school suspension could occur for severe violations.

### **ATTITUDE AND BEHAVIOR**

1. Students are expected to follow requests made of them by any school personnel.

2. Students are expected to use courteous and appropriate language. Students must be respectful to others.

3. Students are expected to act in an attentive (non-disruptive) manner during instructional time.

Disciplinary Measure: If the behavior is disruptive to class instruction, students will be referred to the principal. Parents will be notified in writing by the teacher or principal. Additional violations may result in principal's request for a conference with the parent. Continuous violations may result in an out of school suspension.

4. Students may not strike teachers and/or staff members. Students may not threaten to physically harm faculty, staff and other students.

Disciplinary Measure: Parents will be notified by the principal. Students will be removed from class (or school) for the remainder of the day. Students may be placed on a three to five day Out of School Suspension, contact may be made with the local Police Department, and a Superintendent's Hearing may be held (to determine additional penalty). Continuous offenses may result in a referral to the School Psychologist and/or the Committee on Special Education.

### **SCHOOL PROPERTY**

1. Students may not purposely damage, deface or misuse any school property.

Disciplinary Measure: Students will be referred to the principal. Communication will be made with the parents. Students will be disciplined according to the degree of the infraction. An out of school suspension could occur for severe violations.

2. Students may not litter on school property.

Disciplinary Measure: Students will be instructed to clean the littered area.

## **HALLWAYS**

1. Students are to line up quietly with no pushing or shoving. They are to move along with their class, staying in line.
2. Students are required to walk in the hallway without disturbing other students and/or classes.

**Disciplinary Measure:** Students will be warned by the teacher to discontinue the inappropriate behavior. Parents will be informed if the inappropriate behavior continues. Students will be referred to the principal for continuous violations.

## **PHYSICAL CONTACT THREATS**

1. Students are not permitted to fight, push, shove, hit, bite and/or threaten to harm others.

**Discipline Measure:** Students will be reprimanded by the teacher and principal. Parents will be notified by the principal. The consequence will depend on the severity of the altercation. Possibilities include a loss of privileges, lunch detention, parent/teacher/principal conference, and/or the child being sent home or suspended out of school.

2. Students are not permitted to throw objects at others (e.g. rocks, snowballs, pencils, etc.).

**Disciplinary Measure:** Students will be reprimanded by the teacher. For more severe offenses, students may be referred to the principal. In this case, parents will be notified of the offense in writing.

## **SIDEWALK SAFETY**

1. Students are required to walk on the sidewalk when entering or leaving the school. Students are to enter the building by the front entrance of the building on Garden Street (or at the Chapin Street entrance from 8:55 – 9:05 only).
2. Students may not pick up stones, snow, and/or rocks that could result in personal injury and/or damage to property.

**Disciplinary Measure:** Students will be reprimanded by school personnel. For more severe offenses, students may be referred to the principal. In this case, parents will be notified of the offense in writing.

## **HONESTY**

1. Students are expected to act in an honest manner. Cheating and/or copying will not be tolerated.

**Disciplinary Measure:** Students will lose credit for the work. For more severe cases, the teacher will contact the parent to discuss the student's actions. For continual offenses, the student will be referred to the principal. Parents will be contacted and the student may be required to stay after school to make up the work.

## **RESPECT**

1. Elizabeth Cady Stanton Elementary School seeks to maintain a safe, supportive learning environment for all students and promotes respect and dignity throughout the school year. Students are expected to show respect to all students, staff, and adults on school property and during school functions.

Disciplinary Measure: Efforts will be made to educate students about expected behaviors and strategies put in place to help students learn the importance of treating others with respect, civility, and dignity. Students may also lose building and classroom privileges. For more severe cases, the teacher will contact the parent to discuss the student's actions, students may be referred to the principal, and a parent-teacher conference to discuss the student's behavior may be requested.

## **AUTHORIZED AREAS**

1. Students may not be in any part of the school building that is not supervised by a teacher or staff member.

Disciplinary Measure: Students will be instructed to return to the teacher/classroom.



The  
**Dignity For All  
Students**  
Act

WE ARE  
**KIND**

WE ARE  
**COMMITTED**

WE ARE  
**ONE**



SENECA FALLS CENTRAL  
SCHOOL DISTRICT

# DASA GUIDE

***Seneca Falls Central School District DASA Coordinators  
(315) 568-5500***

***Mynderse Academy: Ms. Carrie Heffron, ext. 1128***

***Seneca Falls Middle School: Mr. Kevin Korzeniewski, ext. 2123***

***Elizabeth Cady Stanton School: Mrs. Susan Moulton, ext. 4133***

***Frank M. Knight Elementary: Mrs. Christine Tompkins, ext. 3115***

# Table of Contents

<b>What is the Dignity Act?</b> .....	<b>22</b>
<b>Who is Protected Under the Dignity Act?</b> .....	<b>23</b>
<b>Key Terms</b> .....	<b>23</b>
<b>What Does DASA-Level Incident Look Like?</b> .....	<b>24</b>
Examples of Bullying .....	24
Characteristics of Bullying.....	24
Possible Signs of Bullying.....	24
<b>Information for Parents</b> .....	<b>24</b>
How to Talk to Your Child About Bullying.....	25
What Should I Do if I Think My Child is a Victim?.....	25
What Should I Do if I Think My Child is Bullying Others? .....	25
Signs That Your Child May be Bullying Others.....	25
<b>Reporting &amp; Investigation Process</b> .....	<b>25</b>
Anonymous Reporting .....	25
Investigation .....	26
Notification.....	26
District Reporting Responsibilities.....	26
Responding .....	26
Disputing Outcome .....	26

## What is the Dignity Act?

The Dignity for All Students Act (DASA) is a New York State law that has been in effect since July 2012 in New York State. DASA states that no student shall be subjected to bullying, cyberbullying, harassment, or discrimination by employees or students on or off school property, at a school function, electronically, and when the act may create a risk of substantial disruption at school. DASA provides a framework for schools to respond to bullying (including cyberbullying), harassment, and discriminatory behavior. Within DASA, there are requirements for training, reporting, and investigation to protect students from bullying (including cyberbullying), harassment, and discrimination. According to the New York State Education Department, the goal of DASA is not to increase punishment, but to maintain a safe learning environment and to encourage students to be upstanders to these detrimental behaviors.

## Who is Protected Under the Dignity Act?

DASA protects **ALL STUDENTS**. Reporting is mandated for all incidents of bullying, cyberbullying, harassment, or discrimination (actual or perceived) based on, **but not limited to**, the following:

- Race
- Color
- Weight
- Nationality
- Ethnicity
- Religion
- Disability
- Sexual Orientation (a person’s attraction to others)
- Gender (gender identity & expression)

Sex (physical/biological characteristics that define male versus female)

Other

Acts of bullying, cyberbullying, harassment, and discrimination against unprotected groups may not be covered under DASA, but are still subject to Code of Conduct violations and disciplinary consequences. These could include: socio-economic status (poverty/wealth), perceived intelligence, height, athletic abilities, musical abilities, etc.

## Key Terms

The following terms' definitions come from the NYS Education Department and NYS Center for School Safety:

**Bullying:** is described as an unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. **Bullying can occur before and after school hours**, in a school building, on a playground, on a school bus while a student is traveling to or from school, or on the Internet. Bullying generally involves the following characteristics:

An Imbalance of Power

The Intent to Cause Harm

Repetition

**Cyberbullying:** occurs when harassment or bullying happens through any form of electronic communication.

**Harassment:** is defined as the creation of a hostile environment by conduct or verbal threats, intimidation, or abuse that has or would have the following effect:

- Reasonably and substantially interfere with a student's educational performance, opportunities or benefits
- Would reasonably be expected to cause a student to fear for his or her physical safety.

**Discrimination:** is the act of denying rights, benefits, justice, equitable treatment or access to facilities available to all others, to an individual or group of people because of the group, class or category to which that person belongs.



New York State Education Department



New York State Center for School Safety

## What Does a DASA-Level Incident Look Like?

Incidents can vary from single events to **confirmed** repeated behaviors. Not all incidents will fall under the umbrella of a DASA violation. Some may be accidental with no intent to harm. An incident may be a reflection of a student's immaturity or developmental stage rather than a cruel intentional action. These behaviors are no less serious than bullying, harassment, and discrimination under DASA, and will be dealt with as Code of Conduct violations.

It is important to report any incidents to the DASA Coordinator as they are trained to identify whether an incident was a violation of DASA and are connected with additional DASA professionals at the regional and state level.

## Examples of Bullying

Determining whether an incident was a violation of DASA is not always easy. It is natural that everyone will not always get along or like one another. It is natural for students to include their friends in activities and exclude others. Although difficult, in most cases this is not bullying, harassment, or discrimination. This is why it is important to report incidents to a DASA coordinator who is trained to identify when bullying DOES occur and DASA is violated. Types of bullying and DASA violations include:

**Verbal Bullying:** Name calling, teasing, sexual comments, taunting, and threatening to cause harm.

**Social Bullying:** Spreading rumors about someone, excluding others on purpose, telling other children not to be friends with someone, and embarrassing someone in public.

Physical Bullying: Hitting, punching, shoving, kicking, pinching, spitting, tripping, pushing, taking or breaking someone's property, and making mean or rude hand gestures.

Emotional Bullying: Cruelly and deliberately attempting to hurt or humiliate someone, including teasing, spreading rumors, and excluding them from activities.

Cyberbullying: Using digital devices like cell phones, computers, and tablets to send, post, or share negative, harmful, false, or mean content about someone else causing embarrassment or humiliation.

Microaggressions: Subtly and often unconsciously or unintentionally expressing a prejudiced attitude (via a comment or action) toward a member of a marginalized group.

## **Characteristics of Bullying**

- Persistent
- Repeated
- Targets someone else
- Intention to cause harm or fear either physically or emotionally
- Intention to hurt another person's feelings
- Reduces someone else's self-esteem or damages their reputation

## **Possible Signs of Bullying**

- Unexplained injuries
- Lost or destroyed clothing or possessions
- Feeling sick or faking illness
- Difficulty sleeping or frequent nightmares
- Avoidance of certain areas
- Loss of interest in school and grades
- Sudden loss of friends or avoidance of social situations
- Decreased self-esteem and/or self-destructive behaviors

## **Information for Parents**

### **How to Talk to Your Child About Bullying**

- Explain what bullying is and make sure they understand it is unacceptable.
- Keep communicating with your child. Know their friends, ask about their day, and listen to their concerns and questions.
- Encourage your child to talk to you or another trusted adult at school if they are a victim or a witness.
- Be a role model by treating others with respect and understanding.

### **What Should I Do if I Think My Child is a Victim?**

If you believe your child is being bullied, harassed, or discriminated against, speak with them immediately. Listen to them and ask them to share important details such as when, where, why, how, how often, by whom, etc. of the event(s). If after getting this information you believe DASA was violated by an act of bullying, harassment, or discrimination, contact the DASA Coordinator immediately. Please encourage your child to directly report any incidents of this nature whether they are a victim or witness.

Reports can be taken over the phone, through email, or via the DASA Reporting form available online on our school website. DASA Reporting Flowcharts are also posted throughout the building with a QR code that will direct one to the online DASA Reporting Form. This online form can be filled out anonymously if desired. The DASA Coordinator can assist anyone wanting to fill out one of these reporting forms.

## What Should I Do if I Think My Child is Bullying Others?

- Talk to your child about the behavior, why it's wrong and won't be tolerated.
- Find out why your child acted in this way in order to understand the reasons and offer solutions.
- Use any disciplinary consequences to teach, not humiliate.
- Call your child's teacher, principal, school counselor, or social worker to talk about what happened and strategies to move forward.

## Signs That Your Child May be Bullying Others

- Getting into physical or verbal fights
- Disregarding/disrespecting other people's feelings
- Disrespecting authority
- Unexplained extra money or new belongings
- Blaming others for problems
- Lying to get out of trouble
- Deliberately hurting pets or animals
- Using anger to get what they want
- Refusing to accept responsibility for actions.

## Reporting & Investigation Process

Any student, staff member, or parent/guardian who witnesses or is informed of a situation involving bullying, harassment, or discrimination is encouraged to report this to the DASA Coordinator immediately!

School employees are trained annually on reporting processes:

- **Notify** the DASA Coordinator **verbally** no later than **one school day** after witnessing/receiving a report.
- **File a DASA Report** with the DASA Coordinator no later than **two school days** after witnessing/receiving the initial report.

## Anonymous Reporting

Our district has implemented two options for anonymous reporting of DASA-related incidents and/or safety concerns:

- **Online DASA Reporting Form:** All school's Reporting Forms are available online on our district website and a hard copy is available in each main office.:

\* Mynderse Academy: <https://mynderseacademy.senecafallscsd.org/our-school/dignity-for-all-students-act-dasa>

\* Middle School: <https://sfmiddleschool.senecafallscsd.org/our-school/dignity-for-all-students-act-dasa>

\* Cady Stanton Elementary: <https://cadystanton.senecafallscsd.org/our-school/dignity-for-all-students-act-dasa>

\* Frank Knight Elementary: <https://frankknight.senecafallscsd.org/our-school/dignity-for-all-students-act-dasa>

- **SpeakUp Tipline:** Anonymous reporting about student and/or school safety concerns can be sent through the following ways: Email: [speakup@senecafallscsd.org](mailto:speakup@senecafallscsd.org) Call or Text: (315) 902-0028

While these are important resources to help keep our school safe, if the situation is an emergency call 911.

If you or someone you know is experiencing a mental health crisis, call 988 or 211.

## **Investigation**

Once a DASA report is received, immediate steps are taken to protect those making the report, if necessary. These actions will depend on the situation, where it may have occurred, and the potential history of events between students. Parents/guardians will be included in this process and informed of steps taken to protect their child from any retaliation.

The DASA Coordinator will conduct a prompt, thorough, and accurate investigation in line with the training they received through New York State. This investigation includes interviewing the complainant (if not anonymous), the accused, and any staff or student witnesses. There is no legal timeline as to how long any one investigation should take to complete, however we believe it is in the best interest of all to conduct a thorough and prompt investigation.

## **Notification**

The victims, the accused, and their parents/guardians will be notified that a DASA Report was filed, the description of the incident, and the findings of the investigation. If disciplinary action is taken against the accused, specifics **will not be shared** with the complainant, the victim, their parents/guardians, or with any witnesses. New York State Education Law protects the confidentiality of all students, this includes those whose actions warrant a disciplinary consequence of any kind. If a DASA Report includes any criminal conduct, the district will need to notify law enforcement immediately.

## **District Reporting Responsibilities**

At the end of each school year, the district is required to report data related to bullying, harassment, and discrimination to the New York State Commissioner of Education. The reports include the type of harassment, bullying, or discrimination; the location of the incident; and the type of bias involved.

## **Responding**

If the investigation confirms that harassment, bullying, or discrimination occurred, the district will take action to end the negative behavior with the goal always to ensure a safe and positive school environment. Steps will be taken to prevent a recurrence of the situation and sure safety of all students. Any applicable discipline that follows the response of a DASA violation will be age-appropriate and consistent with the offending student's discipline history, the severity of the behavior, and our Code of Conduct. As previously stated in this guide, specific disciplinary actions will remain confidential in accordance with New York State Education Law.

## **Disputing Outcome**

Both the complainant and the accused have the right to appeal the findings of an investigation. This must be directed to the superintendent in writing within 10 days of the receipt of the decision. If the superintendent upholds the findings, the decision may be further appealed to the Board of Education in writing within 10 days. If the Board of Education upholds the findings, this may be appealed to the Commissioner of Education within 30 days of receipt of the decision. If you have questions about this process, you can contact the NYSED Office of Student Support Services at [DASA@nysed.gov](mailto:DASA@nysed.gov) or [www.p12.nysed.gov/dignityact/](http://www.p12.nysed.gov/dignityact/)



**Seneca Falls Central School District Core Beliefs**

- SFCSD students can be provided with *meaningful* homework. Students should never be assigned busy work for homework. The goal, purpose, and outcome of every homework assignment should be clearly communicated to students.
- Time spent on homework and how homework is factored into overall grades should be clearly defined and articulated to students and parents.
- The district is committed to “Educating the Whole Child”. Therefore, homework should not place undue pressure on students and their academic, social and emotional growth.

**Elizabeth Cady Stanton**

- We value the importance of independent reading. There is nothing more critical than inspiring and encouraging children to develop strong habits of learning through engaging texts both during and outside of school.
- We recognize that homework impacts children and families differently.
- We believe homework is of value when it has a clear purpose and supports/extends learning.
- We value the attempt and effort, not just the results. If a student refuses to attempt classwork, the work may be sent home to be completed.

**Homework Expectations for Students at Cady Stanton**



Grade 3	Grade 4	Grade 5
<p><b>Goal:</b> to promote learning at home, foster responsibility and encourage independent practice of fundamental skills</p> <p>Nightly reading 15 minutes Nightly math review 15 mins. No more than 30 mins/night</p> <p><b>Grading:</b> attempted and completed homework is rewarded</p>	<p><b>Goal:</b> to promote learning at home, foster responsibility and encourage independent practice of fundamental skills</p> <p>Weekly reading and math practice Occasional projects</p> <p><b>Grading:</b> attempted and completed homework is rewarded</p>	<p><b>Goal:</b> to promote the purposeful reinforcement of learned concepts in ELA and math and to foster responsibility and organizational skills</p> <p>Weekly Assignments: Math (6-9 questions) Reading Passage with comprehension questions</p> <p><b>Grading:</b> attempted and completed homework is rewarded</p>

**Parent Partnership**

- We hope families take the time to eat, talk, learn and play together as often as possible in the evenings.
- We hope families encourage and model reading habits and discuss text with their children regularly.
- We hope parents will feel comfortable letting teachers know if homework is creating anxiety or struggle for your child.

Adopted  
Spring 2020

## Elizabeth Cady Stanton School-Wide Behavior Matrix

Behavior Expectations	Cafeteria Breakfast/Lunch	Bus	Hallway	Classroom	Bathroom
<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>* Keep hands and feet to self</li> <li>* Use appropriate language and voice</li> <li>* Use kind words</li> </ul>	<ul style="list-style-type: none"> <li>* Stay in your space</li> <li>* Use kind words</li> <li>* Say please &amp; thank you</li> <li>* Use an indoor voice</li> </ul>	<ul style="list-style-type: none"> <li>* Keep hands and feet to self</li> <li>* Use appropriate language and voice level</li> </ul>	<ul style="list-style-type: none"> <li>* Respect others' space</li> <li>* Use appropriate language and voice</li> </ul>	<ul style="list-style-type: none"> <li>* Respect others' privacy</li> <li>* Wait your turn in line, using a voice level 1</li> <li>* Use appropriate language and voice</li> </ul>
<b>Live Responsibly</b>	<ul style="list-style-type: none"> <li>* Walk</li> <li>* Follow directions</li> <li>* Eat your own food</li> <li>* Stay seated at your chosen space &amp; raise your hand to get up</li> <li>* Recycle &amp; Compost</li> </ul>	<ul style="list-style-type: none"> <li>* Stay in your seat with seatbelt on</li> <li>* Follow directions</li> <li>* Keep food/drink in your backpack</li> <li>* Carry on &amp; carry off</li> <li>* Take care of bus property</li> </ul>	<ul style="list-style-type: none"> <li>* Walk appropriately with your hands at your side</li> <li>* Go directly to your destination</li> <li>* Feet on the floor when you go through the door</li> </ul>	<ul style="list-style-type: none"> <li>* Follow classroom expectations and directions</li> <li>* Be prepared to learn</li> </ul>	<ul style="list-style-type: none"> <li>* Go-Flush-Wash-Exit</li> <li>* Take care of bathroom property</li> <li>* Use bathroom pass appropriately</li> <li>* Return bathroom pass to classroom</li> <li>* Use bathroom closest to you</li> </ul>
<b>Unite Together</b>	<ul style="list-style-type: none"> <li>* Clean up after yourself</li> <li>* Encourage others to clean up</li> </ul>	<ul style="list-style-type: none"> <li>* Help one another</li> <li>* Be patient and kind</li> </ul>	<ul style="list-style-type: none"> <li>* Keep the line together</li> <li>* Accept your place in line</li> </ul>	<ul style="list-style-type: none"> <li>* Include all classmates</li> </ul>	<ul style="list-style-type: none"> <li>* Clean up after yourself (clean seat and floor)</li> <li>* Encourage others to clean up</li> <li>* Keep doors unlocked when not in use</li> </ul>
<b>Excel Daily</b>	<ul style="list-style-type: none"> <li>* Try new foods</li> <li>* Sit with new peers</li> </ul>	<ul style="list-style-type: none"> <li>* Be in charge of you</li> <li>* Be a good friend</li> </ul>	<ul style="list-style-type: none"> <li>* Acknowledge others with a silent wave or smile</li> </ul>	<ul style="list-style-type: none"> <li>* Use your growth mindset</li> </ul>	<ul style="list-style-type: none"> <li>* Promptly report issues to your teacher</li> </ul>

Behavior Expectations	Technology Use	Recess	Safe & Appropriate Language	Assembly
<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>* Treat computers with care</li> <li>* Use appropriate voice while working</li> </ul>	<ul style="list-style-type: none"> <li>* Use appropriate language and voice level</li> <li>* Wait your turn when needed</li> <li>* Respect others' space</li> <li>* Use equipment appropriately and safely</li> </ul>	<ul style="list-style-type: none"> <li>* Use positive language</li> <li>* Use kind words</li> <li>* Say please &amp; thank you</li> </ul>	<ul style="list-style-type: none"> <li>* Respect others' space</li> <li>* Support classmates who receive recognition</li> <li>* Display level 0 when presenters are speaking</li> <li>* Display appropriate level of volume when cheering</li> </ul>
<b>Live Responsibly</b>	<ul style="list-style-type: none"> <li>* Go on appropriate and assigned sites</li> <li>* Follow directions and wait patiently</li> <li>* Carry chromebook with two hands</li> <li>* Keep headphone cord off of floors</li> </ul>	<ul style="list-style-type: none"> <li>* Walk to recess safely</li> <li>* Follow directions</li> <li>* Wear appropriate clothing &amp; footwear</li> <li>* Keep wood chips on ground</li> <li>* Stay in approved areas</li> <li>* Line up quickly when the whistle blows</li> </ul>	<ul style="list-style-type: none"> <li>* Use appropriate language</li> <li>* Think before you speak</li> <li>* Use appropriate voice level and tone</li> </ul>	<ul style="list-style-type: none"> <li>* Follow the directions of the presenter/s</li> <li>* Sit appropriately in your area with your hands and feet in your space</li> </ul>
<b>Unite Together</b>	<ul style="list-style-type: none"> <li>* Encourage others to take care of technology</li> <li>* Be kind and helpful</li> </ul>	<ul style="list-style-type: none"> <li>* Share equipment</li> <li>* Include those who want to play</li> <li>* Make good choices and encourage others to do the same</li> </ul>	<ul style="list-style-type: none"> <li>* Ask others to join you</li> <li>* Include others in your conversation</li> <li>* Use kind language</li> </ul>	<ul style="list-style-type: none"> <li>* Positively cheer on classmates/presenters</li> </ul>
<b>Excel Daily</b>	<ul style="list-style-type: none"> <li>* Stay engaged with the activity</li> <li>* Promptly report issues to teacher</li> </ul>	<ul style="list-style-type: none"> <li>* Be in charge of you</li> <li>* Be a good friend</li> </ul>	<ul style="list-style-type: none"> <li>* Share compliments with others</li> <li>* Smile</li> <li>* Encourage others to use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>* Stay engaged and participate actively</li> <li>* Keep a positive attitude, even when others' are chosen</li> </ul>