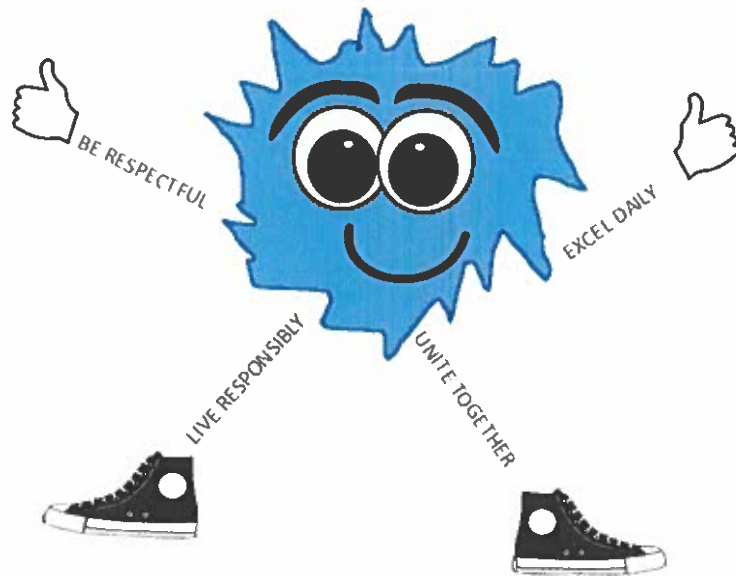


# Frank M. Knight Elementary School

## Student 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.***

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# **FRANK M. KNIGHT ELEMENTARY SCHOOL**

## **MISSION STATEMENT**

In recognizing that **ALL children are unique**, the responsibility of the community, parents and staff of the Frank M. Knight School is to create:

A literate environment making language meaningful to ALL children in order to develop **accurate communicators**.

An academic environment allowing ALL children to **grow and develop** to their highest potential.

A nurturing environment fostering **success and self confidence** for ALL children.

### **Character Values**

Cooperation

Respect

Kindness

Responsibility

Honesty

Perseverance

Patience

Citizenship

# 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.
- challenging themselves to take measured, calculated risks.
- 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 maintaining 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

### **2024-2025 Calendar of Events**

|                              |  |
|------------------------------|--|
| September 3, 2024            | First day of school for students (Dismissal at 11:15 AM) |
| September 4 & 5, 2024        | Half day of school for students (Dismissal at 11:15 AM)  |
| October 10, 2024             | Emergency Drill/Early Dismissal at 2:35 PM               |
| October 11, 2024             | NO SCHOOL FOR STUDENTS - Professional Learning Day       |
| October 14, 2024             | Columbus Day / Indigenous Peoples' Day (NO SCHOOL)       |
| October 17, 2024             | PK - Grade 2 Open House from 6:00pm - 7:00pm             |
| November 11, 2024            | Veterans Day Observed (NO SCHOOL)                        |
| November 27-29, 2024         | Thanksgiving Recess (NO SCHOOL)                          |
| December 12, 2024            | Parent/Teacher Conferences (Dismissal at 11:15 AM)       |
| December 13, 2024            | Parent/Teacher Conferences (Dismissal at 11:15 AM)       |
| Dec. 23, 2024 - Jan. 3, 2025 | Winter Recess (NO SCHOOL)                                |
| January 20, 2025             | Martin Luther King, Jr. Day Observed (NO SCHOOL)         |
| January 29, 2025             | Chinese Lunar New Year (NO SCHOOL)                       |
| February 17-21, 2025         | Presidents' Week (NO SCHOOL)                             |
| March 27, 2025               | Parent/Teacher Conferences (Dismissal at 11:15 AM)       |
| March 28, 2025               | Parent/Teacher Conferences (Dismissal at 11:15 AM)       |
| April 14-18, 2025            | Spring Recess (NO SCHOOL)                                |
| May 23 & 26, 2025            | Memorial Day Holiday (NO SCHOOL)                         |
| June 19, 2025                | Juneteenth Observed (NO SCHOOL)                          |
| June 23 & 24, 2025           | Half days of school for students (Dismissal at 11:15 AM) |
| June 25, 2025                | Last day of school for students (Dismissal at 11:15 AM)  |

### **School and District Telephone Numbers**

|                               |                            |                          |
|-------------------------------|----------------------------|--------------------------|
| Frank M. Knight Main Office   | (315) 568-5500 (Ext. 3100) | Miss. Lawler             |
| Frank M. Knight Principal     | (315) 568-5500 (Ext. 3100) | Ms. Clendenen            |
| Frank M. Knight Health Office | (315) 568-5500 (Ext. 3500) | Mrs. Burm                |
| Seneca Falls District Office  | (315) 568-5500             | Superintendent, Dr. Reed |
| Director of Special Programs  | (315) 568-5500 (Ext. 3600) | Mrs. Blamble             |
| Cafeteria Manager             | (315) 568-5500 (Ext. 1276) | Mrs. Lyon-Lawrence       |
| Transportation Department     | (315) 568-5500 (Ext. 5410) | Dispatcher, Ms. Dyson    |

## **School Information**

### **School Hours**

**The school day is 8:45 AM - 2:55 PM for all Frank M. Knight students.**

#### **Arrival and Dismissal:**

**Arrival:** Bus students will begin arriving at 8:40 AM and will enter through the main doors. Drop-off students for Kindergarten and Grade 2 will be dropped off at the playground doors at 8:40 AM. Grade 1 students will be dropped off at the Porter Street doors at 8:40 AM. **Any student arriving after 8:50 AM must be brought to the main doors by an adult.**

**Dismissal:** Kindergarten and Grade 2 students will be dismissed at 2:55 PM at the playground doors. Grade 1 students will be dismissed at 2:55 PM at the Porter Street doors. Bus students will begin loading buses at 3:00 PM.

Students with siblings in other grades will be dismissed at the location for the student in the lower grade level.

Adults will need to park and walk students to the doors for drop-off and pick-up. Adults are asked to bring identification.

#### **Attendance and Excuses**

We encourage all students to be present and on time for school each day. Families will be notified by mail when their child is approaching or has been absent 10% of the enrolled days. Continuous tardiness and absences may result in direct communication with parents by the principal or school staff via phone call, email, or conference. The goal is to strengthen home and school communication and to promote school attendance. Depending on individual circumstances, administration and school staff may work with families to develop a plan that will encourage student attendance.

If it is necessary for a child to be absent from school, **we ask parents/guardians to call the school (568-5500, option 3, then option 1) as soon as possible**, explaining the reason for the absence. Please provide the following information: Your name, your child's name, teacher's name, and reason for the absence.

Written excuses are required for all absences. For absences, please send in a written excuse or email the main office at [frankknightoffice@senecafallscsd.org](mailto:frankknightoffice@senecafallscsd.org) and include the child's name, the teacher's name, the date(s) of the absence(s), and the reason for the absence(s).

### **Leaving School Early or Changes in Dismissal Procedures**

No student will be dismissed from school to go anywhere other than their normal destination without written consent from the parent/guardian. Parents/Guardians need to call the main office for changes in dismissal. Please do NOT contact the teacher about a dismissal change. If you need to sign a student out early, you will need to call or email the main office. Miss. Lawler will have the student called down to the main office once you have arrived.

ALL STUDENTS WILL BE DISMISSED FROM THE SCHOOL OFFICE.

Miss. Lawler can be reached at [frankknightoffice@senecafallscsd.org](mailto:frankknightoffice@senecafallscsd.org) or 315-568-5500, ext. 3100.

Students who ride bicycles to and from school are encouraged to follow bicycle safety rules. All students must walk their bicycles on school property. Bicycle racks are provided at each end of the building.

### **Breakfast and Lunch Information**

Frank M. Knight School offers breakfast and lunch to all students. Lunch menus will be sent home prior to the beginning of each month.

Breakfast is available to all students at the start of the day. Lunch is also available to all students and each class is given 30 minutes for lunch.

Students who bring their own lunches may purchase milk, ice cream and/or other extras from the cafeteria.

### **Emergency Closing Information**

In the event that school must be closed during the course of the regular school day, the district will utilize Parent Square to inform families of any emergency. Phone calls will be made through the system to the primary number listed on the Student/Family Information Forms. It is important that these forms be updated.

### **Closings and Delays**

In the event that school must be delayed or closed, the district will utilize Parent Square to inform families of any emergency. Phone calls will be made through the system to the primary number listed on the Student/Family Information Forms.

Public service announcements will also be broadcasted over the following radio stations:

**98.5 FM**

**99.3 FM**

These announcements will also be broadcasted over the following television stations:

**Channel 3**

**Channel 5**

**Channel 8**

### **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 in the event 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 include, but are not limited to, evacuation drills, shelter drills, lock-down drills and early dismissal emergency drills. The District Safety Plan can be found on the district website.

### **General Information**

If you have questions about Frank M. Knight School, please do not hesitate to ask. In order to get the most accurate answers, your questions must be directed to the proper person. That person is generally the one closest to the situation you have a question about.

By calling the secretary at 568-5500, option 3, then option 2 and briefly explaining what your question is, she will then be able to direct you to the person closest to the situation you have questions about.

Example: If you have a question concerning something that happened in the classroom, your question will be directed to the classroom teacher.

### **Student/Family Information Forms**

Students will receive an information sheet during the first few days of school asking for vital information. These sheets are to be filled out by parents or guardians. **The information will include exact name, address, telephone numbers, and person to contact in an emergency.**

**Parents/Guardians are asked to notify the school whenever any of this information changes.**

Examples of such a change may be an address or telephone number, place of employment, or a change in the custodial guardianship or the location of a childcare provider. This information is necessary in case we need to contact you.



## **Health Services**

A health office is housed in Frank M. Knight School. In case of severe injury or illness, the local ambulance will be called and parents will be notified immediately. The following services are provided by the school nurse:

- first aid for minor injuries
- notification to parents/guardians of any major injuries or chronic health problems
- assistance to classroom teachers in all emergency situations
- annual vision and hearing tests
- advice to parents/guardians on proper immunizations
- administration of medication with proper authorization

Proper authorization for the administration of medicine in school requires a written notice from the physician prescribing the medication giving exact details as to dosage and time of day and a written notice from the child's parent or guardian stating instructions of the physician. **Any medications to be administered in school must be brought to the school by the parent/guardian in the appropriate prescription container.** Non-prescription drugs, such as aspirin, ointments, or cough syrups, will not be given out by school personnel.

### **Policy/Procedure for head lice checks and parent notification**

Head checks for lice will be on an as needed basis. Parents/Guardians will be notified by letter if multiple cases are found.

### **Classroom Parties and Treats**

Please be aware that **only** pre-packaged, store-bought food items may be brought in for class parties and/or birthday celebrations.

Food needs to be in the original, sealed packaging with the list of ingredients visible. This will ensure the health and safety of all of our students.

All treats need to be brought directly to the main office. The main office will then arrange for delivery to the classroom.

**Please be aware that we cannot accept flowers, balloons, and/or gift deliveries for students.**

### **Field Trips**

Student field trips provide experiences that extend and enhance classroom curriculum and instruction. Written permission from parents is required for all field trips. Bus transportation is provided for any trip that is not within walking distance.

### **Transportation**

Bus transportation is provided to students living within the school district. School bus safety rules are posted in each bus and will be reviewed by the driver periodically throughout the school year.

**IN THE EVENT THAT PARENTS/GUARDIANS HAVE QUESTIONS CONCERNING BUS PICKUP TIME, ROUTES, ETC., THEY SHOULD CONTACT THE TRANSPORTATION DEPARTMENT AT 568-5500, ext. 5410.**

All bus students must enter Frank M. Knight using the front doors. (Clinton Street Entrance.) All bus students will be dismissed out the front doors at the end of the school day. If your child is normally a bus rider and you need to pick them up at dismissal, please be sure to call or email Miss. Lawler in the main office so we are aware of this change. Miss. Lawler can be reached at [frankknightoffice@senecafallscsd.org](mailto:frankknightoffice@senecafallscsd.org) or 315-568-5500, ext. 3100.

### **Report Cards and Parent/Teacher Conferences**

Report cards are issued three times a year. Report cards are designed to assist parents/guardians in keeping informed of their child's progress. Parents/Guardians are encouraged to be aware of their child's progress and to consult with classroom teachers at any time a concern arises.

Parent/Teacher conference dates are also scheduled to give teachers and parents/guardians an opportunity to meet and discuss students' progress. Report cards will be mailed or sent home.

\*\*\*School will be dismissed at 11:15 AM for all students on Parent/Teacher Conference Days.

### **School Volunteers**

Volunteers may be needed to support classroom activities, field trips, or special events. All interested volunteers must complete a District Volunteer Application Form a minimum of three days prior to volunteering. A volunteer application form can be sent home by the teacher, picked up at the main office, and is available on the district website. Once the form is submitted, the applicant will be notified if there are any questions about the application. Volunteer forms are student specific and will remain active for the duration a student is at Frank M. Knight School only.

### **School Visitors**

Visitors to the building should have an appointment or prearranged purpose for visiting the building. All visitors to the building must press the "buzzer" and state their full name and specify the purpose for the visit. After the information has been verified, the visitor will be "buzzed in" and report directly to the Main office. They will need to provide photo identification (license) that will be scanned in our Raptor security system. They will then sign in and receive a Visitor's badge.

## Frank M. Knight Elementary School

### Code of Conduct

The Seneca Falls School District Code of Conduct (Board of Education Policy #5300.30) includes a full description of the district Code of Conduct. All students are held to the tenets in the District Code of Conduct. Please refer to the complete Code of Conduct found on the district webpage: <https://www.senecfallscsd.org> . 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:

- 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 general unacceptable behaviors, actions, and attitudes with disciplinary consequences that may be applied:

#### **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, etc.) Toy weapons are not permitted in school or on school grounds or district transportation.

Disciplinary Measure: Items will be taken away and returned by the teacher or principal at a conference with parents/guardians. 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 may be subject to interventions outlined 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 following items may only be brought to school **WITH TEACHER PERMISSION**: handheld electronic games/devices, toy jewelry, make-up, and toys associated with a lesson.

We discourage the use of cell phones at this level. Students in possession of a cell phone are prohibited from using it during the school day. We strongly encourage cell phones and all electronics to be left at home. If they are brought to school, they need to be off and put in the student's bag during the school day. Students who bring cellphones to school do so at their own risk. The school will not be responsible for items lost/stolen.

Disciplinary Measure: Items will be taken from students and returned to students 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/guardian. In this case, the item(s) will only be returned to the parent/guardian.

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. The school district policy regarding smoking on school grounds will be followed.

Disciplinary Measure: Parent/Guardian 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. The school district policy regarding drugs and alcohol will be followed.

Disciplinary Measure: Parents/Guardians and appropriate authorities will be notified by the principal.

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/Guardians will be notified in writing by the teacher/building administration. Additional violations will be referred to the principal and may result in a conference with the parent/guardian, teacher, and principal.

6. Students may not chew gum in school unless it is specified on a specific student plan.

Disciplinary Measure: The student will be told to dispose of the gum by school personnel.

### **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:

1. To promote health and safety, footwear must be worn at all times. Due to safety concerns, open toe shoes are not encouraged and are not allowed at 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. Extremely brief garments and see-through garments are not appropriate. [*Alternate language:* Recognize that private areas must remain covered with opaque material.] Ensure that underwear is covered by outer clothing (visible waistbands and straps are not violations). All clothing must be safe.
4. Students may not wear clothing (includes accessories; hats, jewelry, belts, backpacks, outerwear) which promote and/or endorse the use of alcohol, tobacco or controlled substances or illegal drugs and/or encourage other illegal or violent activities.
5. Students may not wear clothing (includes accessories; hats, jewelry, belts, backpacks, outerwear) that 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. Students may not wear hats, headgear, hoodies or head coverings (except for medical or religious reasons) in the classroom.

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 may include:

a. change      b. cover-up      c. item(s) subject to being confiscated      d. parent/guardian 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 will follow directions given by school faculty and staff members.
2. Students will remain in their seats while eating unless given permission to leave their seat.

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

3. Students will need to leave food and drink in the cafeteria unless an adult gives permission for items to be removed from the cafeteria.

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

4. Students will need to avoid throwing food. They need to 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/guardians by the teacher or the principal.

## **BATHROOMS**

1. Students are to use hallway bathrooms, wash hands, and return to class in a timely manner. Students will also need to wait outside the bathroom if the bathrooms are full.

**Disciplinary Measure:** Staff members will instruct students to return to class immediately. Students who repeatedly violate the rules could be assigned an alternative location (nurse's office).

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/guardians by the teacher and student could be assigned to use an alternative location (nurse's office).

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 parent/guardian. 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 are requested to be respectful towards 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/Guardians will be notified by the teacher or principal. Additional violations may result in the principal's request for a conference with the parent. Continuous violations may result in an out of school suspension.

4. Students will avoid striking teachers and/or staff members. Students will avoid threatening to physically harm faculty, staff and other students.

**Disciplinary Measure:** Parents/Guardians will be notified by the principal. Students may 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 or Committee on Special Education.

### **SCHOOL PROPERTY**

1. Students will avoid purposely damaging, defacing or misusing any school property.

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

2. Students will avoid littering and use trash cans.

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

### **HALLWAYS**

1. Students are to line up quietly without touching other students. 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 reminded by the teacher about appropriate behavior. Parents/Guardians 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 and/or threaten to harm others.

**Discipline Measure:** Students will conference with the teacher and/or principal. Parents/Guardians will be notified by the teacher or principal. The consequence will depend on the severity of the altercation. Possibilities include a parent/guardian/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 conference with the teacher. For more severe offenses, students may be referred to the principal. In this case, parents/guardians 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.
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 conference with school personnel. For more severe offenses, students may be referred to the principal. In this case, parents/guardians will be notified of the offense and possible loss of privileges applied.

### **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/guardian to discuss the student's actions. For continual offenses, the student will be referred to the principal. Our goal is to teach students the importance of being honest and why it is important to complete their work to the best of their ability.

### **RESPECT**

1. 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/guardian 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 an adult.

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

### **Frank M. Knight Playground Information**

This playground is for the use and enjoyment of young children. Please be age appropriate and enjoy the playground equipment for its intended use. Do not alter any equipment.

**The playground is closed to the public during school hours and before sunrise and after sunset. At all other times, guests using the playground are expected to provide their own supervision.**

**With the exception of service animals, pets are not permitted on the playground.**

Please do not litter. Please use the trash cans provided.

Please do not throw stones, sticks, or other objects.

Please do not stay in the playground area if you are not using the equipment.

Possession, use, or distributing illegal substances on school grounds is illegal and may result in felony charges as outlined under the Drug Free Schools Act. Just a reminder, smoking is not allowed on school grounds at any school in New York State.

Possession, use, or distributing weapons of any type, or using an object as a weapon, is also illegal and can result in felony charges under the SAVE Legislation.

## Parent/Guardian Request for Assistance

Please use this form to share any school related concerns you have about your child. You can return this form to your child's teacher or to the building principal.

You can also reach out directly to your child's teacher to share any concerns.

1. Parent/Guardian Name: \_\_\_\_\_
2. Email address: \_\_\_\_\_
3. Student's Name \_\_\_\_\_
4. Grade: \_\_\_ PK \_\_\_ K \_\_\_ 1 \_\_\_ 2
5. Please explain your concern/s. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Have you contacted a school staff member regarding your concerns: Yes/No
7. If yes, please provide the name of the person you contacted. \_\_\_\_\_



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*

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# 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 NYSEducation 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

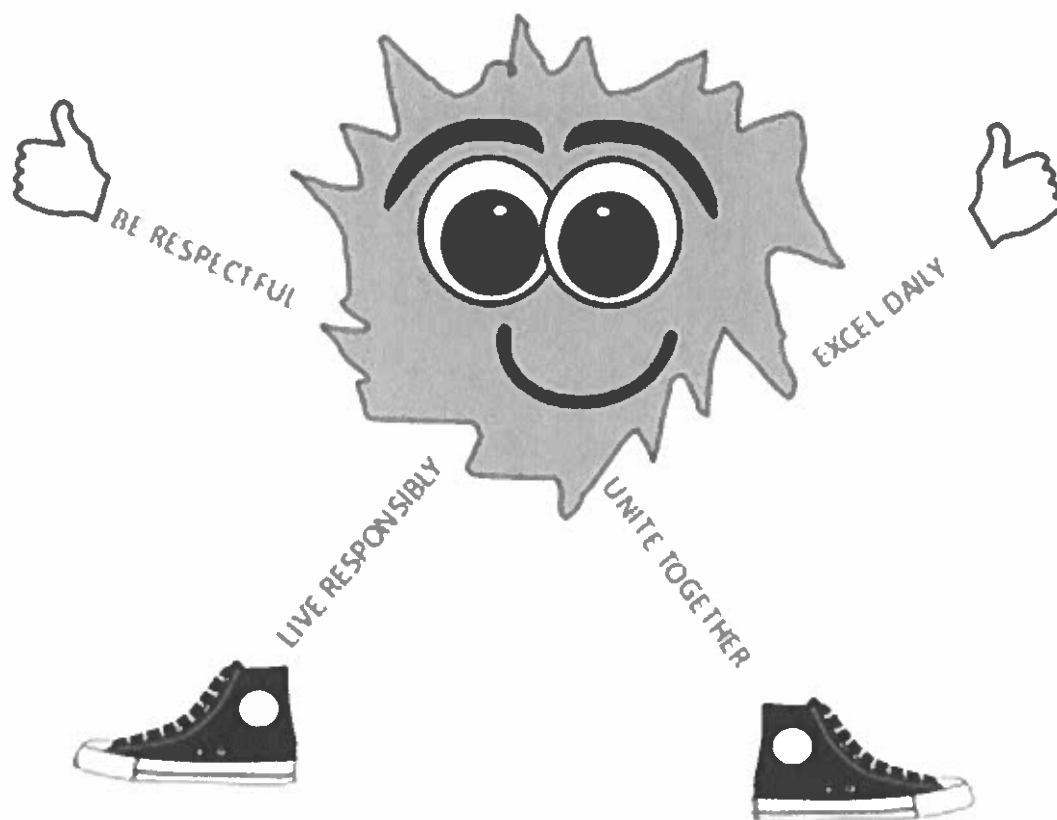
If the investigation confirms that harassment, bullying, or discrimination occurred, the district will take action to end the negative behavior with the goal always to ensure a safe and positive school environment. Steps will be taken to prevent a recurrence of the situation and sure safety of all students. 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/)

# Positive Behavioral Intervention and Supports (PBIS)

## B.L.U.E



Be respectful

Live responsibly

Unite together

Excel daily

## **Our Frank M. Knight PBIS Committee**

Mary Andrews, First Grade

Janet Clendenen, Principal

Abby Dunphy, Speech & Kindergarten

Lisa Furletti, Second Grade

Hande McDonald, Social Worker

Christine Tompkins, Social Worker

Marshall Wasman, Physical Education

## **What is PBIS?**

PBIS stands for Positive Behavioral Interventions and Supports. It is a data-driven decision making framework for establishing the social culture and behavioral supports needed for a school to be an effective learning environment for all students and staff.

Our PBIS framework focuses on expected behaviors on the bus, in the hallway, in the bathrooms, in the classrooms, in the cafeteria, on the playground, and when using technology. The following charts show the expectations and how students are acknowledged for positive behavior.

## **What and When are BLUE days?**

BLUE days are scheduled calendar days for the entire Frank M. Knight community to wear blue to celebrate our school. Below is a list of BLUE days for the 2024-2025 school year.

September 13

October 18

November 15

December 13

January 17

February 14

March 14

April 11

May 16

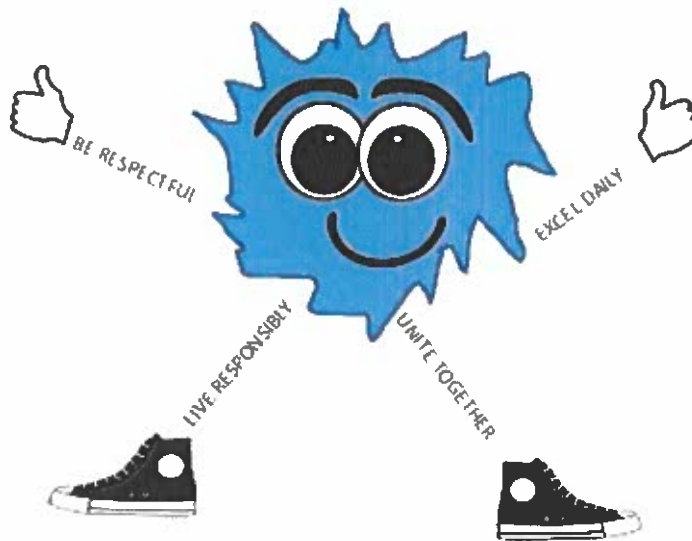
June 13

# Frank M. Knight Behavior Matrix

| "BLUE"                  | BUS   | CAFETERIA  | HALLWAY  | BATHROOMS  | CLASSROOMS  | PLAYGROUND   | TECHNOLOGY   |
|-------------------------|---|--|--|--|---|--|--|
| <b>BE RESPECTFUL</b>    | -Stay in your own space<br>-Use kind words<br>-Say please & thank you<br>-Use an indoor voice   | -Keep hands & feet to self<br>-Use kind words<br>-Use an indoor voice              | -Keep hands & feet to self<br>-Voices turned off when walking with class | -Give others privacy<br>-Stay in your own space<br>-Knock and Listen before entering<br>-Use an indoor voice | -Keep hands & feet to self<br>-Use kind words   | -Keep hands & feet to self<br>-Use kind words  | -Treat computers with care<br>-Use a quiet voice while working               |
| <b>LIVE RESPONSIBLY</b> | -Stay in seat with seatbelt on<br>-Keep food & drinks in backpack<br>-Carry on, Carry off<br>-Follow directions<br>-Take care of bus property | -Eat your own food<br>-Walk<br>-Raise hand before getting up<br>-Follow directions | -Keep body away from walls and artwork<br>-Eyes looking forward<br>-Walk | -Go-Flush-Wash-Exit<br>-Limit use of paper towels<br>-Walk   | -Follow directions<br>-Take care of classroom property<br>-Walk<br>-Bring your blue folder everyday | -Follow directions<br>-Take care of playground property<br>-Use equipment safely<br>-Be kind to nature | -Stay on assigned sites<br>-Follow directions<br>-Wait patiently             |
| <b>UNITE TOGETHER</b>   | -Help one another<br>-Be patient & kind   | -Clean up after yourself<br>-Encourage others to clean up                          | -Keep the line together and straight                                     | -Clean up after yourself<br>-Encourage others to clean up<br>-Wait patiently                                 | -Clean up after yourself<br>-Encourage others to clean up<br>-Include all classmates                | -Help one another<br>-Be patient & kind<br>-Use Buddy Bench  | -Encourage others to take care of technology<br>-Be kind and helpful         |
| <b>EXCEL DAILY</b>      | -Be in charge of you<br>-Be a good friend   | -Try new foods   | -Use a quiet wave when you see someone you know                          | -Be in charge of you   | -Give your best effort  | -Be in charge of you<br>-Be a good friend<br>-Play with a new friend                                   | -Pay attention to your own technology<br>-Tell a teacher if you have a prob- |

## Frank M. Knight PBIS BLUE Acknowledgement System

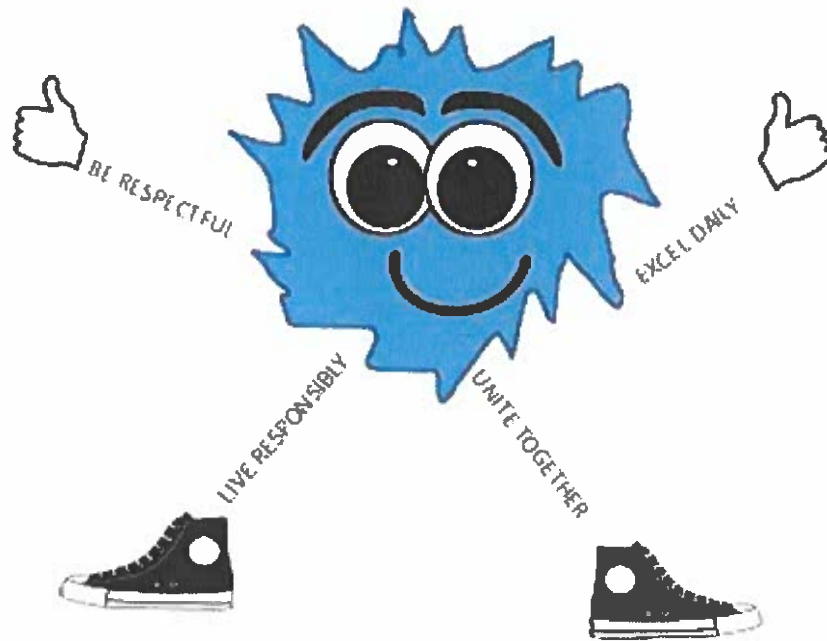
| Type   | What?  | Who?   | When?  | Where?   | How?  | To Whom?   | Why?  |
|--|--|--|--|--|---|--|---|
| <b>High Frequency Acknowledgement</b><br><br>In the moment, predictable, happens all the time  | -Students earn a mark on a chart for demonstrating BLUE behavior OR fill a cup with pom poms. Earn up to 3 a day.<br>-Classrooms earn a BLUE pom pom/ picture added to the classroom jar<br>-When a class earns a blue pom pom, principal is notified and 3 BLUE pom poms are added to the whole school jar<br>-Students earn a bus ticket for BLUE behaviors on the bus | Any staff member   | -When a student exhibits BLUE behavior<br>-When the class exhibits BLUE behavior   | -Throughout the school (classroom, hallway, bathroom, playground)<br>-On the Bus | -Use of a chart with mark OR filling pom pom cup<br>-Bus tickets  | All Students   | Acknowledge BLUE behavior expectations  |
| <b>Redemption of High Frequency Acknowledgement</b><br><br>What happens once students get a high-frequency acknowledgement?<br>1. Individual students<br>2. Whole class<br>3. Whole school | 1. Student selects a prize from Reward List<br>2. Class selects a prize from Reward List<br>3. PBIS team will select a whole school prize; acknowledge on announcements with the date to be received   | 1. Classroom teacher<br>2. Classroom teacher<br>3. All staff members | 1. Once student has filled Individual chart/cup<br>2. When class has filled class jar<br>3. When students have filled school jar | 1. Classroom<br>2. Classroom<br>3. Varied locations depending on prize           | 1. Classroom teacher provides reward<br>2. Classroom teacher provides reward<br>3. Principal and /or PBIS team execute reward | 1. Students<br>2. Class that Has filled class jar<br>3. Whole school | 1. Reward individual students for exhibiting BLUE behavior<br>2. Reward a whole class for exhibiting BLUE behavior<br>3. Reward ALL students for exhibiting BLUE behavior |
| <b>Low Frequency Surprise</b><br><br>acknowledgment, not frequent, may be based on data  | BLUE pom poms/ mark  | All Staff Members (i.e. a different classroom teacher)               | Intermittent   | Throughout the school (classrooms, hallways, cafeteria, etc.) and bus            | Provide students/ classes with pom pom/ mark along with explanation why   | All Students   | Acknowledge BLUE behavior expectations  |



## **Cafeteria B.L.U.E. Breaks**

All students have the opportunity to participate in BLUE Breaks during their lunch. These breaks take place the last ten minutes. They occur either on Monday/Wednesday or Tuesday/Thursday. Classes have the ability to earn an extra BLUE break on Friday.

- \*All students are given time to eat their lunch
- \*If more time is needed, students may stay to finish their lunch
- \*"Fill Your Belly Time" is announced to encourage students to focus on eating their lunch



## Our daily B.L.U.E. Pledge

Today we pledge to be... BLUE!

We will...

Be respectful

Live responsibly

Unite together and

Excel daily

because we are...

Frank Knight!