Spencer-Van Etten Central School District

Vision
Together We Achieve Excellence Beyond Expectations

Mission
We Promote Pride, Inspire Growth, Foster Innovation

Goals
• SVE will increase awareness, interest, and involvement by encouraging collaborative efforts to develop school spirit and community pride.
• SVE will cultivate creative, problem-solving, and future-ready citizens through rich experiences and positive relationships.
• SVE will invest in and support social-emotional well-being, academic growth, and community through meaningful connections.

Values
• In a safe, respectful, and trusting environment
• That all individuals can learn
• In pursuing excellence
• In human dignity
• In responsibility
• In positive involvement
• In communicating effectively
• In building healthy relationships

2020-2021 Calendar

Together We Achieve Excellence Beyond Expectations
Spencer - Van Etten Central School District
2020-21 Calendar At-A-Glance

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Please note: All events, dates, and times are subject to change, as this calendar is printed during the summer. Large group gatherings are not permitted at the time of print of this calendar. Guidance from our Governor will determine if our scheduled events will take place in person or virtually. Please go to www.svecsd.org to confirm events and any possible adjustments to our calendar due to COVID-19.

Asbestos Safety Notice

In compliance with the US Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), the district has performed asbestos re-inspections of each of our school buildings for asbestos-containing building materials. The inspection findings are in the asbestos management plan on file in each school office and the district office. The EPA requires the district to perform re-inspections of the asbestos materials every three years. In June 2019, a certified asbestos inspector performed these re-inspections. A certified asbestos management planner reviewed the re-inspection results and developed recommended actions the district should take to safely manage the asbestos material in our buildings. All the asbestos material in our buildings remains in good condition and we will continue to manage them in place as recommended by EPA guidelines and the asbestos management plan. Residents wishing to discuss or review the asbestos management plan may contact the Director of Facilities at 589-710 during school hours.

Pesticide Notice

New York State Education Law Section 409-H, effective July 1, 2001, requires all public and nonpublic elementary and secondary schools to provide written notification to all parents, faculty and staff regarding the potential use of pesticides periodically throughout the school year. In 1994, our District/Safety Committee selected to restrict any use of pesticides. The Spencer-Van Etten Central School District is required to maintain a list of parents, faculty and staff who wish to receive 48-hour prior written notification of certain pesticide applications. The following pesticide applications are not subject to prior notification requirements:

- A school remains unoccupied for a continuous 72 hours following an application.
- Antimicrobial products.
- Nonvolatile rodenticides in tamper-resistant bait stations in areas inaccessible to children.
- Nonvolatile insecticide baits in tamper-resistant bait stations in areas inaccessible to children.
- Silica gels and other nonvolatile ready-to-use pastes, foams or gels in areas inaccessible to children.
- Boric acid and disodium octaborate tetrahydrate.
- The application of EPA-designated biopesticides.
- The application of EPA-designated exempt materials under 40CFR152.27.
- The use of aerosol products with a directed spray in containers of 18 fluid ounces or less when used to protect individuals from an imminent threat from stinging and biting insects including venomous spiders, bees, wasps and hornets.

In the event of an emergency application necessary to protect against an imminent threat to health or safety, the procedure above may be bypassed by following the district’s emergency management plan for asbestos removal or remediation.

Parental notification shall be made prior to the application, or as soon as possible thereafter. Parents will be notified via the district’s emergency notification system, which may include, but is not limited to, telephone, email, and text message. Parents may contact the district at any time to confirm events and get more information.

Sex Offender Notification

Parents of students attending the Spencer-Van Etten Central School District will receive notice of sex offenders moving into the district through our “School Connects” or all-call system. The message will state that “The Spencer-Van Etten Central School District has received information regarding an individual subject to Megan’s Law.” Please refer to www.svecsd.org or contact any school office for more information. We have created a link from our website to a searchable database for your convenience on this subject. That website is: http://criminaljustice.state.ny.us/mns/

If you have any questions or concerns, please contact the District Office at 589-7100.
However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used to:

1. Protect oneself, another student, teacher or any other person from physical injury.
2. Protect the property of the school or others.
3. Restrain or remove a student whose behavior interferes with the orderly exercise and performance of school district functions, powers and duties, or that student has refused to refrain from further disruptive acts.

The district will file all complaints about the use of corporal punishment with the Commissioner of Education in accordance with Commissioner's regulations.

5300.60 PUBLIC CONDUCT ON SCHOOL PROPERTY

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property.

A. No person, either alone or with others, shall be on school grounds or at school functions:

1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or destroy property or graffiti or arson.
3. Disrupt the orderly conduct of classes, school programs or other school activities.
4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous or obstruct the rights of others, or are disruptive to the school program.
5. Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or any other legal rights that they may have.

B. Persons who violate this code shall be subject to the following penalties:

1. Visitors. Their authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to arrest.
2. Students. They shall be subject to disciplinary action as the facts may warrant in accordance with the district's student discipline code.
3. Tenured faculty members. They shall be subject to disciplinary action as the facts may warrant in accordance with Education Law § 3020-a or any other legal rights that they may have.

Spencer - Van Etten Board of Education meetings are held on the second Thursday of each month, with the fourth Thursday reserved for workshops if needed. Meetings begin at 7:00 p.m., location to be determined due to COVID. Please refer to the website.

The Board of Education encourages public participation at its meetings in accordance with New York State law, which establishes the right of citizens to attend and listen to the deliberations of the board. Each agenda includes an opportunity for community members to address the Board regarding agenda items and other concerns that can be legally discussed at a public session of the board.

For a complete list of the regulations and procedures for board meeting participation, as well as official board policy and meeting agenda, visit the Spencer-Van Etten Central School District website at www.svecsd.org/board.cfm.

District Administration
Spencer-Van Etten Central School District
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Fax: (607) 589-3010

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TBD, Assistant Principal & Athletic Director

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Tammy VanDerpoel, School Counseling Secretary
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Julie Valley, Nurse
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SVE Elementary School
589-7110
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mstroup@svecsd.org

Stacy Lanabaugh, Dean of Students
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Amy Bishop, School Secretary
ambishop@svecsd.org

Tammy Martinez, Nurse
tmartinez@svecsd.org

School Registration
Registration packets can be picked up at the District Office by appointment or found on our website at www.svecsd.org/registration.cfm. To schedule an appointment, please call 589-7101.

To enroll your child, you must provide two forms of proof of residency within the district, child’s birth certificate, immunization records and court order (if applicable).

To be eligible for the Pre-K 3 Program, your child must turn 3 before December 1st. To be eligible for the Pre-K 4 Program, your child must turn 4 before December 1st. To be eligible for Kindergarten Program, your child must turn 5 before December 1st. Both preschool programs have a limited enrollment capacity.
Message from Our Superintendent

Families, Students, Staff and Community Members,
We are eager to welcome back our students and staff! We know this has been a very challenging time for families and students and we have been diligently planning to meet all the new requirements and safety mandates, as well as the new expectations per New York State and the Department of Health. We appreciate your support. Our staff and students will go through various trainings to ensure we are COVID compliant. Our buildings have been prepped with protective barriers, appropriate signage indicating 6 ft distancing, and mask reminders. For the safety of all, we have decided to open in a hybrid model, which allows for a combination of both in-person and remote learning. Reopening with half of our students at one time, we are able to ensure safety, as we train and return the new expectations to staff and students. Our goal is to move to 100% in person once the data from the Department of Health supports it.

Our school is one to be proud of. We have a strong group of dedicated and committed administration and staff that work with your children each and everyday to ensure a safe and productive learning environment. The S-VE district is appreciative of the partnership we have between our school and the community. We know that learning through a remote environment is not the preferred method and it poses challenges. We have developed various tech supports to assist staff and families, such as Schoology self-help, a support request form and a help hotline, all available on our website. Our district will loan tech devices to all students to assist in learning equity for all. Although we wish we could provide Wi-Fi access for all families that need it, this is not cost feasible, so we have boosted our access points into the parking lots to assist families in downloading materials. We learned from feedback in our parent survey that it was challenging to maneuver between multiple platforms. For this, we will seek the most of it, rise to the challenge and continue to overcome each obstacle as they may arise. Here is to a safe and healthy school year!
Together We Achieve Excellence Beyond Expectations!
Diahann Hesler, Superintendent of Schools

COVID Communications

District Communications:
Thank you for your patience and support as we navigated through the end of the 2019-2021 school year under the guidance of the counties, the Governor, the Department of Health, the Center for Disease Control, and the New York State Education Department. As we begin our school year, we will continue to communicate to our community. At this time, all communications are sent to parent emails, text messages, phone calls and listed on our website at www.svecsd.org/reopen.efm. You can also find links to available COVID resources to address your concerns. If you have trouble accessing our communications, please contact the District Office.

Learning Plans:
Our district has prepared three reopening plans: in-person, remote, and a hybrid model. Our plan should allow a smooth transition through all three plans, as we will need to be prepared to flow between each plan as needed throughout the course of the school year.

Mandates and Trainings:
All staff and students will be taught how to follow COVID-19 protocols safely and correctly. These trainings include but are not limited to temperature checking, COVID questionnaire, hand hygiene, proper use of face coverings, social distancing, and use of personal protective equipment.

Guidance from the Department of Health:
The district will follow the guidance from the Department of Health should someone have COVID-like symptoms.

Refusal to Comply:
Students refusing to follow Department of Health regulations and mandates may be subject to violations of the Code of Conduct and appropriate consequences will be administered.

Safety Drills:
Safety drills will still be conducted with modifications ensuring social distancing when feasible.

5300.45 DISCIPLINE OF STUDENTS WITH DISABILITIES
This code of conduct affords students with disabilities subject to disciplinary action no greater or lesser rights than those expressly afforded by federal and state law and regulations.

A. Authorized Suspensions or Removals of Students with Disabilities
1. For purposes of this section of the code of conduct, the following definitions apply:
   a. "suspension" means a suspension pursuant to Education Law § 3214.
   b. A "removal" means a removal for disciplinary reasons from the student's current educational placement other than a suspension and change in placement to an interim alternative educational setting (IAES) because the student poses a risk of harm to himself/herself or others.
   c. A "current educational placement" includes a student's current educational placement that is either:
      a. A student's current educational placement that is either:
         (1) A student's current educational placement that is either:
            a. For more than 10 consecutive school days, including those days on which the student carries or possesses a weapon in school or to a school function, or the student knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function.
            b. A disciplinary change in change in placement
               (2) If school personnel propose to change the student's placement based on a pattern of suspension or removal unless the CSE has determined that the behavior was not a manifestation of the student's disability, the student shall remain in the IAES pending the decision of the CSE.
               c. An additional suspensions of more than 10 consecutive school days in the same school year for separate incidents of misconduct.
               d. The Superintendent may order the placement of a student with a disability in an IAES, but not more than 45 days, if the student carries or possesses a weapon in school or to a school function, or the student knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function.
      2. A disciplinary change in change in placement based on a pattern of suspension or removal unless the CSE has determined that the behavior was not a manifestation of the student's disability, the student shall remain in the IAES pending the decision of the CSE.
      3. An impartial hearing officer may order the placement of a student with a disability in an IAES pending the decision of the CSE.
      4. The parents of a student who is facing disciplinary action, but who has not been determined to be eligible for services at the time of misconduct, shall have the right to invoke applicable procedural safeguards.
      a. A school official imposing a suspension or removal shall be responsible for determining whether the student is a student presumed to have a disability.
      b. The student shall not be considered a student presumed to have a disability for discipline purposes if, the district either:
         (1) Conducted an individual evaluation and determined that the misconduct is not a manifestation of the student's disability.
         (2) Determined that an evaluation was not necessary and provided notice to the parents of such determination.
      c. The district shall provide parents with notice of disciplinary removal.
      d. The parents shall be provided with an opportunity for an informal conference.
      e. The parents shall be provided with an informal conference.
      f. The Superintendent may request a due process hearing on disciplinary charges against students with disabilities subject to a suspension of more than 5 school days shall occur.
      g. Due process procedures are applicable.
      h. Students with disabilities shall be provided services during any period of suspension or removal.

D. Expedited Due Process Hearings
1. An expedited due process hearing shall be conducted, if:
   a. The district requests to place a student with a disability in an IAES where school personnel maintain that it is dangerous for the student to be in his or her current educational placement.
   b. The parents shall be provided with an opportunity for an informal conference.
   c. The parents request such a hearing.
   d. The district requests to place a student with a disability in an IAES where school personnel maintain that it is dangerous for the student to be in his or her current educational placement.
   e. The student is placed in an IAES pending the decision of the impartial hearing officer.
   f. The district requests to place a student with a disability in an IAES pending the decision of the impartial hearing officer.
   g. The district requests to place a student with a disability in an IAES pending the decision of the impartial hearing officer.

E. Referral to Court and Lawful Authorities
1. The district shall be required to refer a student to court and family court.
2. The district may report a crime committed by a child with a disability to the proper authorities.
3. The Superintendent shall ensure that copies of the special education and disciplinary records of students with disabilities are transmitted for consideration to the appropriate authorities to whom a crime is reported.

5300.50 CORPOREAL PUNISHMENT
Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any district employee is strictly forbidden.
5300.35 DISCIPLINARY PENALTIES, PROCEDURES AND REFERRALS
In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:
1. The student's age.
2. The nature of the offense and the circumstances which led to the offense.
3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Information from parents, teachers and/or others, as appropriate.
6. Other extenuating circumstances.
If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with the separate requirements of this code of conduct for disciplining students with a disability or presumed to have a disability. A student identified as having a disability shall not be disciplined for behavior related to his/her disability.
A. Penalties/Resolutions
The school personnel are authorized to impose that penalty, consistent with the student's right to due process.
1. Oral warning
2. Written warning
3. Written notification to parent
4. Detention
5. Suspension from transportation
6. Suspension from athletic participation
7. Suspension from social or extracurricular activities
8. Suspension of other privileges
9. In-school suspension
10. Removal from classroom by teacher
11. Short-term (five days or less) suspension from school
12. Long-term (more than five days) suspension from school
13. Permanent suspension from school
14. Counseling
15. Peer mediation
16. C-Pass Review Court
17. Detention
18. Referral to appropriate outside agencies
B. Procedures
Students who are to be given penalties other than an oral warning, written warning or written notification to their parents are entitled to additional rights before the penalty is imposed. These additional rights are explained below.
1. Detention
2. Suspension from transportation
3. Suspension from athletic participation, extra-curricular activities and other privileges
4. In-school Suspension
5. Teacher Disciplinary Removal of Disruptive Students
6. Suspension from School
   a. Short term (five days or less) Suspension from School
   b. Long term (more than five days) Suspension from School
   c. Permanent suspension
C. Minimum Periods of Suspension
1. Students who bring a weapon to school
   a. Any student under the age of 16 who is found to have brought a weapon to school and/or willfully possesses marijuana in violation of Penal Law § 221.05. A single violation of § 221.05 will be a sufficient basis for filing a PINS petition.
   b. Any student 14 or 15 years old who qualifies for juvenile offender status under the Criminal Procedure Law § 1.20 (42).
   c. Any student 16 and older or any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities.
D. Referrals
1. Counseling
   a. The Guidance Office shall handle all referrals of students to counseling.
2. PINS Petitions
   a. The district may file a PINS (person in need of supervision) petition in Family Court on any student under the age of 18 who demonstrates that he or she requires supervision and treatment by:
      a. Being habitually truant and not attending school as required by part one of Article 65 of the Education Law.
      b. Engaging in an ongoing or continual course of conduct which makes the student ungovernable, or habitually disobedient and beyond the lawful control of the school.
   b. Any student under the age of 16 who is found to have brought a weapon to school, or
   c. Any student 14 or 15 years old who qualifies for juvenile offender status under the Criminal Procedure Law § 1.20.

5300.40 ALTERNATIVE INSTRUCTION
When a student of any age is removed from class by a teacher or a student of compulsory attendance age is suspended from school pursuant to Education Law § 3214, the district will take immediate steps to provide alternative means of instruction for the student. It is the responsibility of the classroom teacher to provide lessons for the person providing alternative instruction.
Distance Learning Resources
All students, grades Pre-K-12 have the opportunity to receive a loaned tech device from the district. To assist our families, parents can go to www.svecsd.org/DistanceLearning.cfm for tech support. You can access self-help options, submit an electronic tech help request form for assistance from the district tech department or call the tech help hotline.
Trainings for parents/guardians and students on SchoolTool, Schoology, Zoom, Microsoft Teams, email, basic device operations, and more will also be linked on the Distance Learning Resources page.
Mental Health Task Force
The Spencer-Van Etten Central School District recognizes the importance of Mental Health and Social Emotional Well-Being supports and resources. We established a Mental Health Task Force during the 2019-2020 school year to focus on addiction, suicide prevention, mental health stigma and trauma. Through these discussions, we established a plan for selfcare and professional development. Over the course of the pandemic, the district remained attentive to the needs of our staff and students. We hope to revisit to the work of the Mental Health Task Force soon.

Student Services
The Spencer-Van Etten Central School District Student Services team is made up of School Counselors, School Social Workers, School Psychologists, and Tioga County Mental Hygiene Counselors. These professionals provide mental health counseling, crisis intervention, academic advisement, career planning, etc. Students and families are encouraged to utilize these supports as needed. More information on the services each provides can be found in the Student Services Brochure on our website: www.svecsd.org/mentalhealthresources.cfm.
Social Media
The Spencer-Van Etten Central School District believes in the importance of sharing school communications with our community. Privacy for a person's content on social media pages are understood to be solely the opinion of the author, and do not represent the Spencer-Van Etten Central School District. The Spencer-Van Etten Central School District abides by the Statement of Rights and Responsibilities for each social media platform, and the school district asks its social media followers to do the same. The Spencer-Van Etten Central School District reserves the right, but is not obligated, to remove comments that contain inappropriate content, or that otherwise violates the Statement of Rights and Responsibilities for each social media platform.

Statements
The Spencer-Van Etten Central School District abides by the Statement of Rights and Responsibilities for each social media platform. Stories posted on Spencer-Van Etten Central School District social media pages are understood to be the opinion of the author, and do not represent the Spencer-Van Etten Central School District. The Spencer-Van Etten Central School District abides by the Statement of Rights and Responsibilities for each social media platform, and the school district asks its social media followers to do the same. The Spencer-Van Etten Central School District reserves the right, but is not obligated, to remove comments that contain inappropriate content, or that otherwise violates the Statement of Rights and Responsibilities for each social media platform.

Newsletters
In an effort to be more fiscally and environmentally responsible, this fall we will transition from bulk mailings to electronic newsletters. Our newsletters will be sent electronically to our students, families, and community.

Distance Learning Resources
Newsletters
In an effort to be more fiscally and environmentally responsible, this fall we will transition from bulk mailings to electronic newsletters. Our newsletters will be sent electronically to our students, families, and community.
Special Education and Instructional Support

The Spencer-Van Etten School District is committed to providing educational support services to all students. These services occur in two forms:

- Improvement services are offered by Classroom Intervention Teams and Instructional Support teachers. Improvement services are also offered in speech/language therapy, occupational therapy and counseling.
- Special education services exist for students with more intense needs. Through the local Committee on Special Education (CSE), students are identified and provided with a program which will best meet their individual needs. Parents/guardians are encouraged to work with their child’s teacher to access the Classroom Intervention Teams before making a formal referral.

The Committee on Preschool Education (CPSE) exists to serve students ages 3 to 5 who have not yet entered school. If parents suspect their preschool child has a special need, they should contact the Instructional Support Office at 589-7111. All information is free and confidential.

For the parent’s guide to special education, please refer to the following link: http://www.p12.nysed.gov/specialed/publications/policy/parentguide.htm

Christina Lampila, Director
Susan Vargo, Administrative Assistant
Office Hours: 8:00am - 4:00pm
Phone: 589-7111

C. Engage in conduct that is disruptive. Examples of disruptive conduct include:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.
2. Inappropriate sexual contact.
3. Display or use of personal electronic devices, such as, but not limited to, cell phones, I-pods, digital cameras, in a manner that is in violation of district policy.

D. Engage in conduct that is violent. Examples of violent conduct include:

1. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator or other school employee or attempting to do so.
2. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person lawfully on school property or attempting to do so.
3. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
4. Displaying what appears to be a weapon.
5. Threatening to use any weapon.
6. Sexually damaging or destroying including graffiti or arson, the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property.
7. Intentionally damaging or destroying school district property.

E. Engage in any conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct include:

1. Lying to school personnel.
2. Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.
3. Defamation, which includes making false or unfounded statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
4. Discrimination, which includes using race, color, creed, national origin, ethnic group, religion, religious practice, sex, gender (identity and expression), sexual orientation, weight or disability to deny rights, equitable treatment or access to facilities available to others.
5. Harassment, which includes a sufficiently severe action or persistent pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be, or which a reasonable person would perceive as ridiculing or demeaning. Harassment is also the creation of a hostile environment. (See policy, 0115, Student Harassment and Bullying Prevention and Intervention for a more complete definition.)
6. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
7. Bullying, which may be a hostile activity which harms or induces fear through the threat of further aggression. (See policy 0115 for a more complete definition.)
8. Harassing, which includes any intentional or reckless act against another for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club or team.
9. Selling, using or possessing obscene material.
10. Using vulgar or abusive language, cursing or swearing.
11. Vaping or smoking a cigarette, cigar, pipe or using chewing or smokeless tobacco.
12. Possessing, consuming, selling, offering, manufacturing, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any synthetic version thereof, whether specifically illegal or not, commonly referred to as "designer drugs" which are substances designed and synthesized to mimic the intended effects and uses of, which are chemically substantially similar to, illegal drugs, which may or may not be labeled for human consumption.
13. Inappropriately using or sharing prescription and over the counter drugs.
15. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
16. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.

F. Engage in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on district busses, to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated.

G. Engage in any form of academic misconduct. Examples of academic misconduct include:

1. Plagiarism.
2. Cheating.
3. Copying.
4. Altering records.
5. Assisting another student in any of the above actions.

H. Engage in off-campus misconduct that interferes with or can reasonably be expected to substantially disrupt the educational process in the school or at a school function. Examples of such misconduct include, but are not limited to:
1. Cyberbullying (i.e., inflicting willful and repeated harm through the use of electronic text).
2. Threatening to assault, harassing or intimidating students or school personnel over the phone or other electronic means.

5300.30 REPORTING VIOLATIONS

All students are expected to promptly report violations of the code of conduct to a teacher, guidance counselor, the Building Principal or his or her designee. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, the Principal, the Principal’s designee or the Superintendent of Schools.

Any weapon, alcohol or illegal substance found shall be confiscated immediately, if possible, followed by notification to the parent of the student involved and the appropriate disciplinary sanction, which may include permanent suspension and referral for prosecution.

The Principal or his/her designee must notify the appropriate local law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of a school.
B. All district teachers are expected to:
1. Maintain a climate of mutual respect and dignity, which will strengthen students' self-concept and promote confidence to learn.
2. Be prepared to teach.
3. Demonstrate interest in teaching and concern for student achievement.
4. Know school policies and rules and enforce them in a fair and consistent manner.
5. Communicate to students and parents:
   a. Course objectives and requirements
   b. Marking/grading procedures
   c. Assignment deadlines
   d. Expectations for students
   e. Classroom discipline plan.
6. Communicate regularly with students, parents and other teachers concerning growth and achievement.

C. School Counselors
1. Assist students in coping with peer pressure and emerging personal, social and emotional problems.
2. Initiate teacher/student/counselor conferences and parent/teacher/student/counselor conferences, as necessary, as a way to resolve problems.
3. Regularly review with students their educational progress and career plans.
4. Provide information to assist students with career planning.
5. Encourage students to benefit from the curriculum and extracurricular programs.

D. Principals
1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
2. Ensure that students and staff have the opportunity to communicate regularly with the Principal and approach the Principal for redress of grievances.
3. Evaluate on a regular basis all instructional programs.
4. Support the development of and student participation in appropriate extracurricular activities.
5. Be responsible for enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.

E. Superintendent
1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
2. Review with district administrators the policies of the Board of Education and state and federal laws relating to school operations and management.
3. Inform the Board about educational trends relating to student discipline.
4. Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.
5. Work with district administrators in enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.

F. Board of Education
1. Collaborate with student, teacher, administrator, and parent organizations, school safety personnel and other school personnel to develop a code of conduct that clearly defines expectations for the conduct of students, district personnel and visitors on school property and at school functions.
2. Adopt and review at least annually the district's code of conduct to evaluate the code's effectiveness and the fairness and consistency of its implementation.
3. Lead by example by conducting Board meetings in a professional, respectful, courteous manner.
4. Provide the following types of materials and activities to assist staff with their concerns for disciplinary problems:
   a. related literature in the professional library
   b. professional conferences and meetings
   c. in-service classes to train staff in present trends and research
   d. school visitations
   e. peer observations and mentorships and/or
   f. consultants to those members of the staff needing specific techniques in maintaining control in the learning environment
5. Conference day training on violence prevention.

5300.20 STUDENT DRESS CODE
A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, shall:
1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments such as bare midriffs and see-through garments are not appropriate.
3. Ensure that underwear is completely covered with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include the wearing of hats in the building except for a medical or religious purpose.
6. Not include items that are vulgar, obscene, libelous, or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
7. Not promote or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

5300.25 PROHIBITED STUDENT CONDUCT
Students may be subject to disciplinary action, up to and including suspension from school, when they:
A. Engage in conduct that is disorderly. Examples of disorderly conduct include:
   1. Running in hallways.
   3. Using language or gestures that are profane, lewd, vulgar or abusive.
   4. Obstructing vehicular or pedestrian traffic.
   5. Engaging in any willful act which disrupts the normal operation of the school community.
   6. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator or in charge of the building.
   7. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the district’s acceptable use policy.
B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include:
   1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
   2. Lateness for, missing or leaving school without permission.
   3. Skipping detention.

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<td>*First Day of School: Alpha in person &amp; all other students distance learning First Day for BOGES</td>
<td>*Second Day of School: Omega in person &amp; all other students distance learning</td>
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Please note: Due to COVID, we expect on-going changes and adjustments to the calendar. Items with an * may be virtual.

All events, dates, and times are subject to change, as this calendar is printed during the summer. Go to www.svecud.org to confirm events.
Attendance and Transportation Information

Transportation Changes
Due to COVID-19 and to limit exposure, multiple transportation plans will not be allowed during the 2020-2021 school year. We understand that changes to your submitted transportation plan may be necessary. Please reach out to the transportation department at 589-7160 with any change requests.

Don't Lose Your Riding Privilege
Our goal is the safe and efficient transportation of our students. Masks are required for all on the school bus due to COVID. Buses will run at 50% capacity due to the guidelines of our Governor. If you have any concerns about your child’s transportation, please contact our office at 589-7160.

It is crucial for students to behave appropriately while riding on district buses to ensure their safety and that of other passengers, as well as avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Pushing, shoving, fighting and excessive noise will not be tolerated.

Emergency Information
At the beginning of each school year, parents are asked to update emergency information files. It is very important that we know how to reach a parent or designated person in case of an emergency. If any changes are made during the school year concerning this information, including cell phones, be sure to notify your child’s school immediately.

SafeArrival System
The SchoolConnects SafeArrival system improves student safety by streamlining the attendance process. Parents and guardians should continue to report their student's absence in advance, using the SafeArrival mobile app, website, or toll-free phone number (available 24 hours a day, 7 days a week).

If a student’s absence is not reported by 8:00am the day of the absence, SchoolConnects will make multiple attempts to reach parents and other contacts, if needed, to confirm the student’s safety and to request the reason for the absence.

If you haven’t yet, be sure to provide your email address to the school so that you will receive your invitation to set up an account. For more information go to www.svecsd.org/safearrival.cfm.

School Closings/Delays
The primary consideration in a school closing is the safety of students. Factors relevant to safety include pandemics, icy roads, reduced visibility, drifting snow, high wind, and mechanical and health hazards at the school. If school is closed or delayed because of an emergency, the district will use our Rapid Connects phone system to notify student households in addition to posting on our website and our district Facebook page, as well as broadcasting on the television and radio stations listed below. Please be sure to provide your child’s school office with your updated “crisis/emergency” contact information to ensure that you receive our calls.

In the event of a one or two-hour delayed school opening, buses will arrive at stops one hour (or two hours) later and school will begin one hour (or two hours) later than usual. PLEASE DO NOT CALL your child’s school or the bus garage to ask if schools are closed or delayed. Instead, check our website and Facebook page, or tune in to one of the television or radio stations below.

Television Stations: WBNG-TV, WETM-TV, WENY-TV, WICZ-TV, WJTF-TV and WSYR-TV.

FM Radio Stations: WAAL (99.1), WAVR (101.1), WHCU (97.3), WHGC (102.9), WCHB (91.7), WNK (106.1), WLTB (101.7), WNNX (103.3), WQNY (107.7) and WYXL (97.3).

5300.01 INTRODUCTION
The district has a long-standing set of expectations for conduct on school property and at school functions. Unless otherwise indicated, this code applies to all students, school personnel, parents and other visitors when on school property or attending a school function.

5300.05 DEFINITIONS
A. Disruptive student means an elementary or secondary student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher’s authority over the classroom.
B. School property means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school, or in or on a school bus, as defined in Vehicle and Traffic Law §442.
C. School function means any school-sponsored extracurricular event or activity.
D. Violent student means a student under the age of 21 who:
  1. Commits an act of violence upon a school employee or attempts to do so.
  2. Commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at the school function or attempts to do so.
  3. Possesses while on school property or at a school function, a weapon.
  4. Displays, while on school property or at a school function, what appears to be a weapon.
  5. Threatens, while on school property or at a school function, to use a weapon.
  6. Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function.
  7. Knowingly and intentionally damages or destroys school district property.
  8. A weapon is defined as any instrument capable of firing a projectile, the frame or receiver of any such weapon, a firearm muffle or silencer, any explosive device or any other instrument capable of inflicting bodily harm.

5300.10 STUDENT RIGHTS AND RESPONSIBILITIES
A. All district students have the right to:
   1. Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender or sexual orientation or disability unless suspended from instruction and participation for legally sufficient cause.
   2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
   3. Access school rules and, when necessary, receive an explanation of those rules from school personnel.
   4. Not submit to a survey, analysis, or evaluation that reveals information concerning:
      a. political affiliations;
      b. mental and psychological problems potentially embarrassing to the student or his or her family;
      c. sexual behavior and attitudes;
      d. illegal, antisocial self-incriminating and demeaning behavior,
      e. critical appraisals of other individuals with whom respondents have close family relationship;
      f. legally recognized privileged and comparable relationships, such as those of lawyers, physicians and ministers.
      g. income (other than required by law to determine eligibility for financial assistance under such programs) without the prior written consent of the student, if over 18 years of age, or without the prior written consent of the parent/guardian for those students under 18 years of age.
   4. By familiar with and abide by all district policies, rules and regulations dealing with student conduct.
   5. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
   6. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
   7. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
   8. To develop mechanisms to control their anger.
   9. Ask questions when they do not understand.
   10. Seek help in solving problems that might lead to discipline.
   11. Dress appropriately for school and school functions.
   12. Accept responsibility for their actions.
   13. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

5300.15 ESSENTIAL PARTNERS
A. All parents are expected to:
   1. Recognize that the education of their children is a joint responsibility of the parents and the school community.
   2. Send their children to school ready to participate and learn.
   3. Ensure their children attend school regularly and on time.
   4. Ensure absences are excused.
   5. Assist their children’s education by being involved in their education in a manner consistent with the student dress code.
   6. Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
   7. Know school rules and help their children understand them.
   8. Convey to their children a supportive attitude toward education and the district.
   10. Help their children deal effectively with peer pressure.
   11. Inform school officials of changes in the home situation that may affect student conduct or performance.
   12. Provide a place for study and ensure homework assignments are completed.
**Student Attendance Policy**

**Statement of Overall Objectives**
The School District has developed this Comprehensive Student Attendance Policy to meet the following objectives:

a. To accurately track the attendance, absence, tardiness and early departure of students to and from the school;

b. To ensure sufficient pupil attendance of classes so that pupils may achieve State mandated education standards;

c. To identify attendance patterns;

d. To track student location for safety reasons and to account to parents regarding the location of children during school hours;

e. To verify that individual students are complying with education laws relating to compulsory attendance;

f. To accurately record daily attendance for State aid purposes.

**Description of Strategies to Meet Objectives**
The School District will:

a. Maintain accurate record keeping via a Register of Attendance to record attendance, absence, tardiness or early departure of each student.

b. Utilize data analysis systems for tracking individual student attendance and individual and group trends in student attendance problems.

c. Develop early intervention strategies to improve school attendance for all students.

d. Review on an annual basis the Comprehensive Student Attendance Policy and the student attendance data and recommend any changes.

**Determination of Excused and Unexcused Absences, Tardiness and Early Departures**
The School District has determined that absences, tardiness and early departures will be considered excused or unexcused according to the following standards:

a. Excused: An absence, tardiness or early departure may be excused if due to personal illness, illness or death in the family, impassable roads due to inclement weather, religious observance, quarantine, required court appearances, attendance at health clinics, approved college visits, approved cooperative work programs, military obligations or other such reasons as may be approved by the Board of Education.

b. Unexcused: An absence, tardiness or early departure is considered unexcused if the reason for the lack of attendance does not fall into the above categories (e.g., family vacation, hunting, babysitting, haircut, obtaining learner’s permit, road test, over-sleeping).

**Student Attendance Data/Data Collection**
Attendance shall be taken and recorded in accordance with the following:

a. For students in kindergarten through grade five (i.e., self-contained classrooms and supervised group movement to other scheduled school activities such as physical education in the gym, assembly, etc.), such student’s presence or absence shall be recorded after the taking of attendance once per school day, provided that students are not dismissed from school grounds during a lunch period.

b. For students in grades six through twelve, each student’s presence or absence shall be recorded after the taking of attendance in each period of scheduled instruction or supervised activity except that where students do not change classrooms for each period of scheduled instruction, attendance shall be taken in accordance with paragraph “a” above.

c. Any absence for a school day or portion thereof shall be recorded as excused or unexcused in accordance with the standards articulated in this policy.

d. In the event that a student at any instructional level from kindergarten through grade twelve arrives late for or departs early from scheduled instruction, such tardiness or early departure shall be recorded as excused or unexcused in accordance with the standards articulated in this policy.

**Student Attendance**
Students are expected to attend all scheduled classes. Consistent with the importance of classroom participation, student absences, tardiness, and early departures may affect a student’s grade.

Students who are absent from class due to their participation in a school-sponsored activity are to arrange with their teachers to make up any work missed. Attendance at school-sponsored events where instruction is substantially equivalent to the instruction that was missed shall be counted as the equivalent of regular attendance in class.

Upon returning to school following an absence, tardiness or early departure, it shall be the responsibility of the student to consult with his/her teacher(s) regarding arrangements to make up missed work, assignments and tests in accordance with the time schedule specified by the teacher.

**Notice of Students who are Absent, Tardy or Depart Early Without Proper Excuse**
If a student has been marked as absent for the first period of scheduled instruction and the school has not been previously notified of the absence, the district shall attempt to contact the student’s parent(s) or person in parental relation to learn the reason for the student’s absence and/or notify the parent that the student has not arrived at school.

**Attendance Incentives**
The school principal and staff shall create and implement school and classroom attendance incentives.

**Determination of Excused and Unexcused Absences, Tardiness and Early Departures**

a. Absences, tardiness, and early departures may affect a student’s grade.

b. Students who are absent from class due to their participation in a school-sponsored activity are to arrange with their teachers to make up any work missed. Attendance at school-sponsored events where instruction is substantially equivalent to the instruction that was missed shall be counted as the equivalent of regular attendance in class.

Upon returning to school following an absence, tardiness or early departure, it shall be the responsibility of the student to consult with his/her teacher(s) regarding arrangements to make up missed work, assignments and tests in accordance with the time schedule specified by the teacher.

**Disciplinary Consequences**

Students who are absent from class due to their participation in a school-sponsored activity are to arrange with their teachers to make up any work missed. Attendance at school-sponsored events where instruction is substantially equivalent to the instruction that was missed shall be counted as the equivalent of regular attendance in class.

Upon returning to school following an absence, tardiness or early departure, it shall be the responsibility of the student to consult with his/her teacher(s) regarding arrangements to make up missed work, assignments and tests in accordance with the time schedule specified by the teacher.

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<td><em>Homecoming Spirit Week</em></td>
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<td>Elementary Picture Day</td>
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<td><em>Middle School Honor Society Induction Ceremony</em></td>
<td><em>Emergency Early Release Day</em></td>
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<td>No School: Columbus Day</td>
<td>SAT School Day: Juniors</td>
<td><em>BOE Business Meeting @ 7pm</em></td>
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<td>High School Picture Retakes</td>
<td><em>FBOE Workshop @ 7pm</em></td>
<td>PSAT School Day: Juniors High School Picture Retakes</td>
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*Please note: Due to COVID, we expect on-going changes and adjustments to the calendar. Items with an * may be virtual.*

All events, dates, and times are subject to change, as this calendar is printed during the summer. Go to www.svecsd.org to confirm events.
Immunizations

New York State public health law requires all students have up-to-date immunizations or Medical Exemption paperwork on file in the health office or they will NOT be allowed to attend school. Effective June 13, 2019, religious exemptions are no longer permissible. For questions and clarification on required immunizations: - Call your child’s healthcare provider - Go to svcessd.org/health.cfm to access the New York State Immunization Requirements link. - Call the school nurse in your child’s school

Guidelines for keeping a child home from school:

It is imperative parent/guardian contact information is kept updated so you can be reached in the event your child is not feeling well during the school day.

- If your child is not feeling well, it is best to keep them home rather than to ask them to “try and make it” through the school day.
- Fever greater than 100 orally, including a fever that requires control with medication like Tylenol (acetaminophen) or Motrin (ibuprofen). Child needs to be fever free for 72 hours before they are sent back to school.
- If your child has COVID-19 symptoms (fever, cough, shortness of breath). Parent/guardian should call DOH COVID Hotline at 888-364-3065 for guidance.
- Active vomiting or diarrhea. Keep home until 72 hours since last episode without a medication that treats vomiting or diarrhea.
- Child is too sleepy or ill from an illness.
- Significant cough that makes a child feel uncomfortable or disrupts the class.
- Sore throat that is severe, accompanied by fever and/or feeling ill, that persists longer than 48 hours OR occurring after known exposure to a confirmed case of Strepoccocus throat infection.
- Honey-crusted sores around the nose or mouth, or rash on other body parts that might be impetigo; OR a rash in various stages including boils, sores and bumps that may be Chicken Pox; OR a significant rash accompanied by other symptoms of illness such as fever.
- Red, runny eyes that distract the child from learning. If the eyes are reddened, itchy, are painful or have discharge, please contact your doctor before sending them to school.
- Large amount of discolored nasal discharge, especially if accompanied by facial pain or headache.
- Severe ear pain or drainage from the ear.
- Severe headache, especially if accompanied by fever.
- Undiagnosed, new, and/or untreated rash or skin condition (i.e. generalized hives, wound with purulent drainage, etc.).
- Any condition that you think may be serious or contagious to others.
- If your child has a doctor’s note requiring an individual plan of care to stay home.

Temperature Checking and COVID Questionnaire:

The District has partnered with Cayuga Medical to utilize their service for daily health screening. Cayuga Medical will send a daily email arriving the night prior to a school day, for parents/guardians to log your child’s temperature and answer a COVID questionnaire. You will receive a green or red response. Green means you may send your child to school. Red means you must be cleared by a medical professional in order to return to school. Red is determined by an elevated fever of 100 degrees Fahrenheit or higher or a yes answer to the COVID questionnaire. If red, parents/guardians have a choice if they would like to accept a telehealth visit with Cayuga Medical (copays may apply per your health insurance) or if they would like to take their child to their own physician.

We were able to secure a grant for elementary school families to receive a thermometer and are excited to provide assistance to our families.

Should someone test positive for COVID-19, we will work with the local health departments, who will guide us through the contact tracing process. We would follow the guidance from the Department of Heath regarding a closure, as well as transition to 100% Distance Learning. We will communicate with families regarding a confirmed case while maintaining confidentiality.

Physicals

For the fall of 2020, an annual physical (also called a Health Certificate or Well Child Visit) is required for new entrants and students entering into Grades Pre-K or K, 1, 3, 5, 7, 9 & 11, dated on or after September 1, 2019. A current physical is also required if your student in grades 6-12 plans to play a school sport.

Health Information

Medications

In accordance with New York State Law and S-VE school policy, if a student must take a medication at school or during school sponsored activities such as sports and field trips, there must be a doctor’s order and parent’s written permission. This includes any medication over-the-counter or prescription, inhalers and epipens. Each school year requires a new order and the medication must be in the original bottle and brought in by an adult. Any time these guidelines are not followed, it is a violation of NYS law.

www.svcessd.org/health.cfm

AUGUST 2021

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### July 2021

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### November 2020

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*1/2 Day Parent/Teacher Conference

**Thanksgiving Recess**
Breakfast and Lunch will be available for all students who receive free and reduced-price meals, organized through our Food Service Department.

Applying for Free or Reduced-Price Meals
Students are sent a free and reduced-price meal application with instructions, income guidelines and answers to frequently asked questions at the start of each school year. If you were free or reduced at the end of the previous school year, that status remains until the first week in October. **Everyone** must fill out a new application each school year. Applications are completely confidential and may be submitted at any time during the year if your family circumstances change. If your family income falls within the federal guidelines, please complete the form and return it to your child during the year if your family income falls within the federal guidelines, please complete the form and return it to your child’s school. The Director of Food Service is available to assist you in completing the application. Applications can be found at any of the three schools or at www.svecsd.org/cafeteria.cfm.

School Meal Program
The school meal, breakfast and lunch, program supplies modestly priced, nutritious meals for students at each of the three schools, supplying approximately two-thirds of the recommended daily allowance of vital nutrients. All meals are subsidized by the federal government. Some students pay full prices, some reduced prices and others receive free school meals.

Online Payment System Change!
We have switched from PaySchools to SchoolPay. Our new automated cafeteria system continues to keep student transactions strictly confidential. Each student account has transferred to SchoolPay with any remaining funds from the previous school year. Accounts are set up using his/her student ID number. This system allows students to “pay” electronically for their meal, whether it is free, reduced or full price, by drawing from the money placed in the student’s account. SchoolPay allows parents/guardians to use a link on the district website to make online payments to their students’ lunch account using credit cards or electronic checks. Payments are automatically processed and the money is transferred to the school’s account. For more information, go to SchoolPay on the district’s website at www.svecsd.org/cafeteria.cfm.

Opportunities Available
Students who receive Free and Reduced Meals could qualify for:
- Reduced rates for SAT, PSAT, ACT and AP Exams
- Waived fees for college applications
- In-school programming with outside agencies (Upward Bound and Youth Engagement Services)

The district could qualify for additional funding from New York State and the Federal Government.
Non-Discrimination

This policy of nondiscrimination includes access by students to educational programs, counseling services for students, course offerings, and student activities, as well as recruitment and appointment of employees and employment pay, benefits, advancement and/or terminations.

The district shall provide every student with equal educational opportunities regardless of race, color, creed, sex, national origin, religion, age, marital status, or disability. No student will be excluded on such basis from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities or other school resources.

The Director of Instructional Support has been designated to handle inquiries regarding the district’s non-discrimination policies. Contact information for the Director of Instructional Support is available on the district’s website. Complaints of discrimination are covered by policy 0110.

Sexual Harassment

Spencer-Van Etten Central School District is committed to maintaining an environment free from sexual harassment, which includes protection of sexual orientation. All complaints or information about suspected sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner and will be confidential to the extent possible. Sexual harassment is not only prohibited by Spencer-Van Etten Central School District, but it is also prohibited by state, federal, and, where applicable, local law. The full district policy 0110 can be found on our website. http://policies.svecsd.org/

The Dignity Act

Students who experience harassment and/or discrimination may also experience problems with grade failure, behavioral problems, poor attendance, and social problems with peers because of the difficulty that they are experiencing. The Spencer–Van Etten School District takes these issues seriously and are committed to safeguarding the rights given to all students under state and federal law, as well as promoting a safe, healthy, orderly and civil school environment. The S-VE School administration, faculty, and staff are committed to creating and maintaining a safe learning environment for all of our students.

Important Aspects of DASA:

- The New York State Dignity for All Students Act was signed into law on September 13, 2010 and is in effect for all public schools as of July 1, 2012.
- The intent of the Dignity Act is to provide all students in New York State public schools a learning environment that is free of discrimination and harassment.
- The Dignity Act states that NO student shall be subjected to harassment or discrimination by employees or students on school property or at a school function based on their actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.
- School property includes the school building, athletic playing fields, playground, parking lots, and school bus. School functions include school-sponsored extracurricular events and activities.

Dignity Act Coordinators for S-VE and Reporting Procedures:

The Dignity Act requires that all schools have at least one staff-person designated as the Dignity Act Coordinator. The Dignity Act Coordinator is responsible for addressing reports of potential harassment and/or discrimination. If you have concerns about an incident of possible harassment or discrimination, please contact your S-VE Dignity Act Coordinator.

Coordinators:

- Elementary School: Mr. Matt Stroup & Mrs. Stacy Laubach
- Middle School: Ms. Rebecca Saggiomo & Ms. Sarah Hveland
- High School: Mrs. Melissa Jewell & TBD

Reports can be made in the following manner:

- Call the main office of the appropriate building.
- Elementary School: 607-589-7110
- Middle School: 607-589-7120
- High School: 607-589-7140

For additional information related to the NYS Dignity for All Students Act please refer to: www.p12.nysed.gov/dignityact

Please also refer to the Spencer Van Etten School District Code of Conduct.硬拷贝 of our District’s Code of Conduct can also be obtained by contacting the main office of each building in the district.

Notifications

DECEMBER 2020

Please note: Due to COVID, we expect on-going changes and adjustments to the calendar. Items with an * may be virtual.

All events, dates, and times are subject to change, as this calendar is printed during the summer. Go to www.svecsd.org to confirm events.
Parent Information

Handbooks
Handbooks containing comprehensive information for both parents and students about our policies and procedures of the Spencer - Van Etten Central School District can be found under the Quick Links on our district website at www.svecsd.org/parentinfo.cfm. If you have any questions, please email or call your child’s teacher, school principal or the district office.

Working Papers
Students interested in working: 14/15 year olds and 16/17 year olds can fill out a working paper application, including social security number, parent/guardian signature and provide proof of a physical within the previous 12 months. Please allow 3 business days for the working card to be completed which students must sign in front of a school official. Please call Tammy VanDerpoel at 589-7144 with any questions.

Tioga County Dental Van Offers Free Care
The Tioga County Dental Van is typically available in June to see S-VE students. If students need appointments at other times of the year, they may call 687-8595. This is a wonderful service for families in need of dental care; however, subject to change due to COVID-19.

SchoolTool Parent Portal
Parent Portal is an important method of home/school communication, currently available to parents of HS and MS students in our district. This year we are offering Elementary School parents access to Parent Portal!

Parent Portal allows you to
• Review basic information on your child, including name, birthday, address, phone number
• Access your child’s schedule, attendance, grades, discipline, assignments
• Contact your child’s teachers by e-mail

We encourage all parents to sign up. Please go to our website to register for an account. www.svecsd.org/parentportal.cfm

Building Planning Teams
Each of the three Spencer–Van Etten school buildings has a school-based planning team which is made up of teachers, support staff, parents and students. These planning teams are responsible for building-level planning for instructional improvement. Meetings are held monthly and are open to the public. Check with each building principal for a schedule or for more information.

Fundraising
During the course of the school year, and when safe, your child may come home with a fundraiser to help offset costs within organizations they are involved in. Please visit our website periodically at www.svecsd.org/fundraisingcal.cfm to view the updated fundraising calendar.

School/Community Health and Wellness Team
The Comprehensive School/Community Health and Wellness Team is made up of a diverse group of community members, parents, staff, area health professionals and students. This group’s goal is to promote health and wellness in the community. Information and meeting schedules can be obtained by calling the High School office at 589-7140.

MAY 2021

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All events, dates, and times are subject to change, as this calendar is printed during the summer. Go to www.svecsd.org to confirm events.
Family Educational Rights and Privacy Act (FERPA)

The Federal Family Educational Rights and Privacy Act (FERPA) requires that the school district, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, the district may disclose appropriately designated “directory information” without written consent unless you have advised the district, in writing, that you object to the release of such information. The primary purpose of directory information, which is generally not considered harmful or an invasion of privacy if released, is to allow the district to include this type of information from your child’s education records in certain school publications.

Examples include:
- A playbook showing your student’s role in a drama production;
- The annual yearbook;
- The Honor Roll or other recognition lists;
- Graduation programs;
- Sports activity sheets, such as for wrestling, showing weight and height of team members. If you do not want the district to disclose some or all directory information from your child’s education records without your prior written consent, you must notify the district in writing by the end of the second week of school each September. The district has designated the following student information as directory information: name, address, telephone number, date of birth, major course of study, participating in school activities or sports, weight and height if a member of an athletic team, dates of attendance, degrees and awards received, grade level, photograph, email address and enrollment status.

In addition, New York State Education Law and federal laws require school districts to provide military recruiters, upon request, with high school student names, addresses and telephone listings; however, parents have the right to request that the district not release their child’s contact information to military recruiters without their prior written consent. Also, under FERPA, parents and student over 18 years of age have a right to inspect and review their child’s education records or to request amendment of records believed to be inaccurate or misleading. Student records are private unless the parent or student older than 18 consents to disclosure of personally identifiable information. Parents of current students may review their school records by contacting the principal.

Protection of Pupil Rights Amendment

Parents have the opportunity to opt out (remove) their child from participating in the following activities:
- Activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose. This includes all third-party vendors.
- The administration of any survey containing one or more of the specified eight items of information pursuant to the Protection of Pupil Rights Amendment (PPRA).
- Any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school, and scheduled by the school in advance, and is not necessary to protect the immediate health and safety of the student or other students. This law does not apply to any physical examination or screening that is permitted or required by State law, including such examinations or screenings permitted without parental notification.

Parent’s Bill of Rights

The Spencer-Van Etten School District, in compliance with Education Law section 2-d hereby establishes the following Parent’s Bill of Rights relating to Student Data:

1. A student’s personally identifiable information will not be sold or released for any commercial purpose.
2. Legal Guardians have the right to inspect and review the complete contents of their child’s education record. Procedures for reviewing student records can be found in the Board Policy 5500 entitled Family Educational Rights and Privacy Act (FERPA).
3. Security protocols regarding confidentiality of personally identifiable information are current in place and the safeguards necessary to protect the confidentiality of student data are maintained at industry standards and best practices. The safeguards include, but are not limited to, encryption, firewalls, and password protection.
4. New York State maintains a complete list of all student data collected by the State and the data is available for public review at www.regqa.gov, or by writing to 89 Washington Avenue, Albany, NY 12234.
5. Legal Guardians have the right to have complaints about possible breaches of student data addressed. Complaints should be directed to the Superintendent of Schools. The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older (“eligible students”) certain rights with respect to the student’s education records. These rights are:
   - The right to inspect and review the student’s education records within 45 days after the day Spencer-Van Etten Central School District receives a request for access. Parents or eligible students should submit to the district principal a written request that identifies the records they wish to inspect. The school Records Retention official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
   - The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents or eligible students who wish to ask Spencer-Van Etten Central School District to amend a record should write the school principal, clearly identify the part of the record that they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
   - The right to provide written consent before the school discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests, such as an employee of the district, an attorney, therapist, and law enforcement.
   - The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Spencer-Van Etten Central School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202.
Interscholastic Athletics

Interscholastic athletics are a great opportunity offered to our students in grades 7-12. Being a member of a team will create lifelong friends, memories, opportunities and valued skills for employment. To view all of the offerings and the schedules of those offerings for the student-athlete in your home, please visit: http://svecsd.org/sportschedules.cfm.

If you are interested in signing up for any of these offerings, you will need to create a Family ID account (for free). For directions, please visit: www.svecsd.org/familyID - fun. All of the necessary forms and agreements are included in the sign up procedure through Family ID for S-VE Athletics.

For the most current schedule, please check the school website: www.svecsd.org. Any schedule changes are announced on the home page as soon as possible.

Our district receives athletic coverage through the Tioga County Sports Report website (https://tiogacountyreportsport.com/post/group.php?g=SVE). Typically, within a few hours of the coaches submitting information regarding a game, there will be an article and photos (if submitted) on the website, which can be accessed for free.

Due to COVID-19 guidance, athletics may be delayed, postponed, or cancelled. We will keep families informed and post the latest update on our website.

Visitors/Volunteers

Due to COVID and limiting student exposure, visitors will not be permitted in the building and volunteers will not be utilized at Spencer-Van Etten Central School District during the 2020-21 school year. Looking ahead, we have increased our safety protocols and when volunteers are permitted again, we will require all volunteers to fill out an application, obtain fingerprints at your cost through the New York State Education Department, and complete a background check prior to volunteering in our district. These changes will be implemented to ensure our staff and student safety.

Project Graduation

The goal of Project Graduation is to provide a safe, fun, drug and alcohol-free environment for celebration at the end of your child’s academic career at S-VE. Each year a group of senior class parents work to develop a plan for after the graduation ceremony. If you are interested, please contact the high school office for more information at 589-7140.

Afterschool Opportunities

Throughout the school year, enrollment forms for afterschool opportunities, provided by grants and community funding, will come home in your child’s backpack. Please consider taking advantage of these wonderful opportunities which foster lifelong learning, self-esteem, social responsibility, self-discipline and independent thinking.

Please go to www.svecsd.org for further information. Please note: due to COVID-19 guidance, programming may be delayed, postponed, cancelled or offered virtually. Updates regarding afterschool opportunities will be posted on our website and shared with families.

Spencer-Van Etten Youth Association (SVEYA)

Our community offers many athletic opportunities to children before entering school sports. Athletics offered include: baseball, basketball, cheerleading, field hockey, football, soccer, softball and wrestling. To become involved in the community athletic organization SVEYA, please visit www.sveya.org.

Booster Club, PIE and PTO

Parent groups for the high school, middle school and elementary school are always looking for parents, grandparents or community members to become involved. Meetings may be virtual during the 2020-21 school year due to COVID-19.

The S-VE Booster Club consists of individuals dedicated to the support of our school district’s athletic program. The club exists to cultivate and promote community spirit in support of athletic programs within the S-VE school system and to enhance activities connected with a balanced athletic program. New members are always welcome. For more information, contact Terry at tdbuy@svecsd.org.

If you are interested in donating your time to the Middle School, PIE (Partners in Education) would be the organization for you! PIE coordinates middle school initiatives, prepares receptions for events and more. Please contact Sandy at sholmes@svecsd.org for more information.

The Elementary School PTO (Parent Teacher Organization) is a group of parents and teachers that supports initiatives in the elementary school and offers mini-grants to the teachers to help support their classrooms. Please contact Erin at SVEdemPTO@yahoo.com for more information.

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Promotion and Retention
The concept of grade placement is based on the premise that each teacher will provide appropriate experiences for children at particular stages of physical, emotional and academic growth. District curriculum guides indicate goals for achievement by the “average” student at each grade level. However, academic growth, like physical growth, does not take place at the same pace or time for all individuals. Certain students may achieve mastery in a shorter period of time, while others need additional time. Promotion and retention are methods of meeting the needs of such children. Promotion or retention of a student will be considered according to the following criteria:

- Academic achievement as compared to district curriculum guides; Social and emotional development of the child; Age of the child
- Retention is not to be considered a failure or a repetition of a grade. Experiences provided during the period of retention will be beneficial to the student’s academic and social growth.
- All recommendations concerning grade placement must be made to the Principal by the teacher after full notification of the consultation with the parents or guardians.

Final authority for grade placement rests with the Building Principal.

Notifications

APPR of Teachers and Principals
Under Section 3012-c of the Education Law, parents have the right to access the composite APPR (Annual Professional Performance Review) score for their child’s teacher and/or principal. If you wish to review this information, contact the Superintendent, Diahann Hesler, at 589-7100.

Teacher Qualifications
In accordance with the federal No Child Left Behind Act of 2001, you have the right to request information about the professional qualifications of your child’s classroom teachers. Requests to receive any of the above information may be directed to the Superintendent’s office in written form. All requests will be honored in a timely manner.

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January 2021

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February 2021

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February 2021

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APPR of Teachers and Principals
Under Section 3012-c of the Education Law, parents have the right to access the composite APPR (Annual Professional Performance Review) score for their child’s teacher and/or principal. If you wish to review this information, contact the Superintendent, Diahann Hesler, at 589-7100.

Promotion and Retention
The concept of grade placement is based on the premise that each teacher will provide appropriate experiences for children at particular stages of physical, emotional and academic growth. District curriculum guides indicate goals for achievement by the “average” student at each grade level. However, academic growth, like physical growth, does not take place at the same pace or time for all individuals. Certain students may achieve mastery in a shorter period of time, while others need additional time. Promotion and retention are methods of meeting the needs of such children. Promotion or retention of a student will be considered according to the following criteria:

- Academic achievement as compared to district curriculum guides; Social and emotional development of the child; Age of the child
- Retention is not to be considered a failure or a repetition of a grade. Experiences provided during the period of retention will be beneficial to the student’s academic and social growth.
- All recommendations concerning grade placement must be made to the Principal by the teacher after full notification of the consultation with the parents or guardians.

Final authority for grade placement rests with the Building Principal.

Teacher Qualifications
In accordance with the federal No Child Left Behind Act of 2001, you have the right to request information about the professional qualifications of your child’s classroom teachers. Requests to receive any of the above information may be directed to the Superintendent’s office in written form. All requests will be honored in a timely manner.

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Residents don’t need to register to vote in school district elections but must be:
- A citizen of the United States who is 18 years of age or older
- A district resident for at least 30 days before the election
- Show ID and proof of residence

If you have questions about voting, call the district office at 589-7100.

**Income Tax Code**

The Spencer - Van Etten Central School District state aid is partially based upon the income of our residents. For us to receive proper credit, be sure to put our school district code number on your income tax form when you file your annual tax returns. The number is 613.

**Spencer-Van Etten Alumni Association Inc.**

The Spencer-Van Etten Alumni Association (SVEAAI) is a 501c3 Not for Profit educational association, incorporated in the state of New York.

- Visit [http://www.svealumni.org](http://www.svealumni.org)
- Register to stay connected [http://www.svealumni.org/register](http://www.svealumni.org/register)
- Help grow the SVEAAI Scholarship Fund by joining our SVEAAI Working Group [http://www.svealumni.org/volunteer/](http://www.svealumni.org/volunteer/)

**Voting Information**

S-VE Graduates of Distinction

The S-VE Graduates of Distinction recognition honors Spencer - Van Etten graduates for outstanding lifetime achievement. Honorees will be graduates who are exemplary citizens having distinguished themselves through their communities, professions or careers. No person shall be eligible for this honor until at least ten years following the date of graduation from Spencer-Van Etten. Nominations must be received by July 1st of each year. For more information and to view the complete list of criteria and nomination form, visit our website [www.svecsd.org/communityinfo.cfm](http://www.svecsd.org/communityinfo.cfm). The Graduates of Distinction wall is located in the auditorium lobby of the S-VE High School. Due to COVID-19, Graduates of Distinction has been postponed for the 2020-2021 School Year.

**S-VE Athletic Hall of Fame**

The Athletic Hall of Fame honors those who have made a significant contribution to the athletic program in the Spencer-Van Etten Central School District. A member of the Hall of Fame can be either a Student – Athlete (graduated at least ten years prior to selection), Coach (coached the same sport for more than five full seasons), Team (accomplishments at least ten years prior to selection) or Contributor (individual who has made a significant contribution to the S-VE athletic program). The complete criteria and nomination forms can be found online at [www.svecsd.org/communityinfo.cfm](http://www.svecsd.org/communityinfo.cfm). Completed nomination forms may be submitted by anyone to the Spencer-Van Etten District Office no later than March 1st of the year of consideration.

The committee reserves the right to consider any worthy nominee and waive any of the requirements listed above. Come visit our Athletic Hall of Fame in the gymnasium lobby of the S-VE High School! Due to COVID-19, the Athletic Hall of Fame may be postponed for the 2020-2021 school year.

**Community Resources**

Community links are available on our website at [www.svecsd.org/communityinfo.cfm](http://www.svecsd.org/communityinfo.cfm). Links include: the Food Cupboard, Haefele news, Inspire S-VE, Lions Camp Badger, Spencer Historical Society, SVEYA and the S-VE Alumni Association! Also linked are our local town and village websites, newspapers, and other important local resources.

**Community All Call List**

Parents of students from the Spencer - Van Etten Central School District currently receive phone calls, texts, and/or emails regarding important information such as school closings and date changes. *We invite all interested community members to sign up for these notifications by contacting Jennifer in the District Office at 589-7100.*

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Get Involved!

Interscholastic Athletics

Interscholastic athletics are a great opportunity offered to our students in grades 7-12. Being a member of a team will create lifelong friends, memories, opportunities and valued skills for employment. To view all of the offerings and the schedules of those offerings for the student-athlete in your home, please visit: http://svecsd.org/sportschedules.cfm.

If you are interested in signing up for any of these offerings, you will need to contact the high school office for more information at 589-7140. If you are interested, please contact your child's coach. All of the necessary forms and agreements are included in the sign-up procedure through Family ID for S-VE Athletics.

For the most current schedule, please check the school website: www.svecsd.org. Any schedule changes are announced on the home page as soon as possible.

Our district receives athletic coverage through the Tioga County Sports Report website (https://tiogacountysportsreport.com/postgroup.php?g=SVE). Typically, within a few hours of the coaches submitting information regarding a game, there will be an article and photos (if submitted) on the website, which can be accessed for free.

Due to COVID-19 guidelines, athletics may be delayed, postponed, or cancelled. We will keep families informed and post the latest update on our website.

Visitors/Volunteers

Due to COVID and limiting student exposure, visitors will not be permitted in the building and volunteers will not be utilized at Spencer-Van Etten Central School District during the 2020-21 school year. Looking ahead, we have increased our safety protocols and when volunteers are permitted again, we will require all volunteers to fill out an application, obtain fingerprints at your cost through the New York State Education Department, and complete a background check prior to volunteering in our district. These changes will be implemented to ensure our staff and student safety.

Project Graduation

The goal of Project Graduation is to provide a safe, fun, drug and alcohol-free environment for celebration at the end of your child’s academic career at S-VE. Each year a group of senior class parents work to ensure our staff and student safety. The goal of Project Graduation is to provide a safe, fun, drug and alcohol-free environment for celebration at the end of your child’s academic career at S-VE. Each year a group of senior class parents work to ensure our staff and student safety.

Afterschool Opportunities

Throughout the school year, enrollment forms for afterschool opportunities, provided by grants and community funding, will come home in your child’s backpack. Please consider taking advantage of these wonderful opportunities which foster lifelong learning, self-esteem, social responsibility, self-discipline and independent thinking. Please go to www.svecsd.org/pave.cfm for further information. Please note: due to COVID-19 guidance, programming may be delayed, postponed, cancelled or offered virtually. Updates regarding afterschool opportunities will be posted on our website and shared with families.

Spencer-Van Etten Youth Association (SVEYA)

Our community offers many athletic opportunities to children before entering school sports. Athletics offered include: baseball, basketball, cheerleading, field hockey, football, soccer, softball and wrestling. To become involved in the community athletic organization SVEYA, please visit www.svecsd.org.

Booster Club, PIE and PTO

Parent groups for the high school, middle school and elementary school are always looking for parents, grandparents or community members to become involved. Meetings may be virtual during the 2020-21 school year due to COVID-19.

The S-VE Booster Club consists of individuals dedicated to the support of our school district’s athletic program. The club exists to cultivate and promote community spirit in support of athletic programs within the S-VE school system and to enhance activities connected with a balanced athletic program. New members are always welcome. For more information, contact Terry at tdhuy@svecsd.org.

If you are interested in donating your time to the Middle School, PIE (Partners in Education) would be the organization for you! PIE coordinates middle school initiatives, prepares receptions for events and more. Please contact Sandy at sholmes@svecsd.org for more information.

The Elementary School PTO (Parent Teacher Organization) is a group of parents and teachers that supports initiatives in the elementary school and offers mini-grants to the teachers to help support their classrooms. Please contact Erin at SVEelemPTO@yahoo.com for more information.

Additional information can be found on our website at www.svecsd.org/parentgroups.cfm.

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Notifications

Family Educational Rights and Privacy Act (FERPA)

The Federal Family Educational Rights and Privacy Act (FERPA) requires that the school district, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, the district may disclose appropriately designated “directory information” without written consent unless you have advised the district, in writing, that you object to the release of such information. The primary purpose of directory information, which is generally not considered harmful or an invasion of privacy if released, is to allow the district to include this type of information from your child’s education records in certain school publications.

Examples include:
- A playbook, showing your student’s role in a drama production;
- The annual yearbook;
- The Honor Roll or other recognition lists;
- Graduation programs;
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

If you do not want the district to disclose some or all directory information from your child’s education records without your prior written consent, you must notify the district in writing by the end of the second week of school each September. The district has designated the following student information as directory information: name, address, telephone number, date of birth, major course of study, and dates of attendance. 

In addition, New York State Education Law and federal laws require school districts to provide military recruiters, upon request, with high school student names, addresses and telephone numbers; however, parents have the right to request that the district not release their child’s contact information to military recruiters without their prior written consent.

Also, under FERPA, parents and student over 18 years of age have a right to inspect and review information to military recruiters without their prior written consent.

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Also, under FERPA, parents and student over 18 years of age have a right to inspect and review information to military recruiters without their prior written consent.

Protection of Pupil Rights Amendment

Parents have the opportunity to opt out (remove) their child from participating in the following activities:
- Activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose. This includes all third-party vendors.
- The administration of any survey containing one or more of the specified eight items of information pursuant to the Protection of Pupil Rights Amendment (PPRA).
- Any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school, and scheduled by the school in advance, and is not necessary to protect the immediate health and safety of the student or other students. This law does not apply to any physical examination or screening that is permitted and is not necessary to protect the immediate health and safety of the student or other students.
- The right to provide written consent before the school discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests, such as an employee of the district, an attorney, therapist, and law enforcement.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Spencer-Van Etten Central School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202

Parent’s Bill of Rights

The Spencer-Van Etten School District in compliance with Education Law section 2-d hereby establishes the following Parent’s Bill of Rights relating to Student Data:

1. A student’s personally identifiable information will not be sold or released for any commercial purpose.
2. Legal Guardians have the right to inspect and review the complete contents of their child’s education record. Procedures for reviewing student records can be found in the Board Policy 5500 entitled Family Educational Rights and Privacy Act (FERPA).
3. Security protocols regarding confidentiality of personally identifiable information are currently in place and the safeguards necessary to protect the confidentiality of student data are maintained at industry standards and best practices.
4. New York State maintains a complete list of all student data collected by the State and the data is available for public review at www.coredata.gov, or by writing to 89 Washington Avenue, Albany, NY 12234.

Legal Guardians have the right to have complaints about possible breaches of student data addressed. Complaints should be directed to the Superintendent of Schools.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older (“eligible students”) certain rights with respect to the student's education records. These rights are:
- The right to inspect and review the student's education records within 45 days after the day Spencer-Van Etten Central School District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school Records Retention official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents or eligible students who wish to ask Spencer-Van Etten Central School District to amend a record should write the school principal, clearly identify the part of the record they want changed and specify why it should be changed.
- The right to have a hearing if the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests, such as an employee of the district, an attorney, therapist, and law enforcement.

Calendar

January 2021

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**Parent Information**

### Handbooks

Handbooks containing comprehensive information for both parents and students about our policies and procedures of the Spencer - Van Etten Central School District can be found under the Quick Links on our district website at [www.svecsd.org/parentinfo.cfm](http://www.svecsd.org/parentinfo.cfm). If you have any questions, please email or call your child’s teacher, school principal or the district office.

### Working Papers

Students interested in working: 14/15 year olds and 16/17 year olds can fill out a working paper application, including social security number, parent/guardian signature and provide proof of a physical within the previous 12 months. Please allow 3 business days for the working card to be completed which students must sign in front of a school official. Please call Tammy VanDerpoel at 589-7144 with any questions.

### Tioga County Dental Van Offers Free Care

The Tioga County Dental Van is typically available in June to see S-VE students. If students need appointments at other times of the year, they may call 687-8595.

This is a wonderful service for families in need of dental care; however, subject to change due to COVID-19.

### SchoolTool Parent Portal

Parent Portal is an important method of home/school communication, currently available to parents of HS and MS students in our district. This year we are offering Elementary School parents access to Parent Portal!

Parent Portal allows you to:

- Review basic information on your child, including name, birthday, address, phone number
- Access your child’s schedule, attendance, grades, discipline, assignments
- Contact your child’s teachers by e-mail

We encourage all parents to sign up. Please go to our website to register for an account.

[www.svecsd.org/parentportal.cfm](http://www.svecsd.org/parentportal.cfm)

### Building Planning Teams

Each of the three Spencer–Van Etten school buildings has a school-based planning team which is made up of teachers, support staff, parents and students. These planning teams are responsible for building-level planning for instructional improvement. Meetings are held monthly and are open to the public. Check with each building principal for a schedule or for more information.

### Fundraising

During the course of the school year, and when safe, your child may come home with a fundraiser to help offset costs within organizations they are involved in. Please visit our website periodically at [www.svecsd.org/fundraisingcal.cfm](http://www.svecsd.org/fundraisingcal.cfm) to view the updated fundraising calendar.

### School/Community Health and Wellness Team

The Comprehensive School/Community Health and Wellness Team is made up of a diverse group of community members, parents, staff, area health professionals and students. This group’s goal is to promote health and wellness in the community, information and meeting schedules can be obtained by calling the High School office at 589-7140.

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**MAY 2021**

Please note: Due to COVID, we expect ongoing changes and adjustments to the calendar. Items with an * may be virtual.

All events, dates, and times are subject to change, as this calendar is printed during the summer. Go to [www.svecsd.org](http://www.svecsd.org) to confirm events.

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Non-Discrimination

This policy of nondiscrimination includes access by students to educational programs, counseling services for students, course offerings, and student activities, as well as recruitment and appointment of employees and employment pay, benefits, advancement and/or terminations.

The district shall provide every student with equal educational opportunities regardless of race, color, creed, sex, national origin, religion, age, marital status, or disability. No student will be excluded on such basis from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities or other school resources.

The Director of Instructional Support has been designated to handle inquiries regarding the district’s non-discrimination policies. Contact information for the Director of Instructional Support is available on the district’s website. Complaints of discrimination are covered by policy 0110.

Sexual Harassment

Spencer-Van Etten Central School District is committed to maintaining an environment free from sexual harassment, which includes protection of sexual orientation. All complaints or information about suspected sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner and will be excluded on such basis from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities or other school resources.

Support is available on the district’s website. The full district policy 0110 can be found on our website. The Director of Instructional Support has been designated to handle inquiries regarding the district’s non-discrimination policies. Contact information for the Director of Instructional Support is available on the district’s website. Complaints of discrimination are covered by policy 0110.

The New York State Dignity for All Students Act was signed into law on September 13, 2010 and is in effect for all public schools as of July 1, 2012. The intent of the Dignity Act is to provide all students in New York State public schools a learning environment that is free of discrimination and harassment.

The Dignity Act states that NO student shall be subjected to harassment or discrimination by employees or students on school property or at a school function based on their actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.

School property includes the school building, athletic playing fields, playground, parking lots, and school bus. School functions include school-sponsored extracurricular events and activities.

Dignity Act Coordinators for S-VE and Reporting Procedures:

The Dignity Act requires that all schools have at least one staff-person designated as the Dignity Act Coordinator. The Dignity Act Coordinator is responsible for addressing reports of potential harassment and/or discrimination. If you have concerns about an incident of possible harassment or discrimination, please contact our S-VE Dignity Act Coordinator.

Coordinators:
Elementary School: Mr. Matt Stroup & Mrs. Stacy Laubach
Middle School: Ms. Rebecca Saggiomo & Ms. Sarah Heveland
High School: Mrs. Melissa Jewell & TBD

Reports can be made in the following manner:
Call the main office of the appropriate building:
Elementary School: 607-589-7110
Middle School: 607-589-7120
High School: 607-589-7140

For additional information related to the NYS Dignity for All Students Act please refer to: www.p12.nysed.gov/dignityact

Please also refer to the Spencer Van Etten School District Code of Conduct. Hard copies of our District’s Code of Conduct can also be obtained by contacting the main office of each building in the district.
2020-21 Meal Prices

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* Due to COVID guidelines, students may need to eat in their classrooms.

Meals for Distance Learners
Breakfast and Lunch will be available for all students who receive free and reduced-price meals, organized through our Food Service Department.

Applying for Free or Reduced-Price Meals
Students are sent a free and reduced-price meal application with instructions, income guidelines and answers to frequently asked questions at the start of each school year. If you were free or reduced at the end of the previous school year, that status remains until the first week in October. Everyone must fill out a new application each school year. Applications are completely confidential and may be submitted at any time during the year if your family circumstances change. If your family income falls within the federal guidelines, please complete the form and return it to your child’s school. The Director of Food Service is available to assist you in completing the application. Applications can be found at any of the three schools or at www.svecsd.org/cafeteria.cfm.

Opportunities Available
Students who receive Free and Reduced Meals could qualify for:

- Reduced rates for SAT, PSAT, ACT and AP Exams
- Waived fees for college applications
- In-school programming with outside agencies (Upward Bound and Youth Engagement Services)

The district could qualify for additional funding from New York State and the Federal Government.

JUNE 2021

Please note: Due to COVID, we expect on-going changes and adjustments to the calendar. Items with an * may be virtual.

All events, dates, and times are subject to change, as this calendar is printed during the summer. Go to www.svecsd.org to confirm events.
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**November 2020**

Please note: Due to COVID, we expect ongoing changes and adjustments to the calendar. Items with an * may be virtual.
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All events, dates, and times are subject to change, as this calendar is printed during the summer. Go to www.svecsd.org to confirm events.
Immunizations

New York State public health law requires all students have up-to-date immunizations or Medical Exemption paperwork on file in the health office or they will NOT be allowed to attend school. Effective June 13, 2019, religious exemptions are no longer permissible. For questions and clarification on required immunizations:
- Call your child’s healthcare provider
- Go to svecsd.org/health.cfm to access the New York State Immunization Requirements link.
- Call the school nurse in your child’s school

Guidelines for keeping a child home from school:

It is imperative parent/guardian contact information is kept updated so you can be reached in the event your child is not feeling well during the school day.

- If your child is not feeling well, it is best to keep them home rather than to ask them to “try and make it” through the school day.
- Fever greater than 100 orally, including a fever that requires control with medication like Tylenol (acetaminophen) or Motrin (ibuprofen). Child needs to be fever free for 72 hours before they are sent back to school.
- If your child has COVID-19 symptoms (fever, cough, shortness of breath). Parent/guardian should call DOH COVID Hotline at 888-364-3065 for guidance.
- Active vomiting or diarrhea. Keep home until 72 hours since last episode without a medication that treats vomiting or diarrhea.
- Child is too sleepy or ill from an illness.
- Significant cough that makes a child feel uncomfortable or disrupts the class.
- Sore throat that is severe, accompanied by fever and/or feeling ill, that persists longer than 48 hours OR occurring after known exposure to a confirmed case of Strepoccal throat infection.
- Honey-crusted sores around the nose or mouth, or rash on other body parts that might be impetigo; OR a rash in various stages including boils, sores and bumps that may be Chicken Pox; OR a significant rash accompanied by other symptoms of illness such as fever.
- Red, runny eyes that distract the child from learning. If the eyes are reddened, itch, are painful or have discharge, please contact your doctor before sending them to school.
- Large amount of discolored nasal discharge, especially if accompanied by facial pain or headache.
- Severe ear pain or drainage from the ear.
- Severe headache, especially if accompanied by fever.
- Undiagnosed, new, and/or untreated rash or skin condition (i.e. generalized hives, wound with purulent drainage, etc.).
- Any condition that you think may be serious or contagious to others.
- If your child has a doctor’s note requiring an individual plan of care to stay home.

Health Information

Medications

In accordance with New York State Law and S-VE school policy, if a student must take a medication at school or during school sponsored activities such as sports and field trips, there must be a doctor’s order and parent’s written permission. This includes any medication over-the-counter or prescription, inhalers and epipens. Each school year requires a new order and the medication must be in the original bottle and brought in by an adult. Any time these guidelines are not followed, it is a violation of NYS law.

Temperature Checking and COVID Questionnaire:

The District has partnered with Cayuga Medical to utilize their service for daily health screening. Cayuga Medical will send a daily email, arriving the night prior to a school day, for parents/guardians to log your child’s temperature and answer a COVID questionnaire. You will receive a green or red response. Green means you may send your child to school. Red means you must be cleared by a medical professional in order to return to school. Red is determined by an elevated fever of 100 degrees Fahrenheit or higher or a yes answer to the COVID questionnaire. If red, parents/guardians have a choice if they would like to accept a telehealth visit with Cayuga Medical (copays may apply per your health insurance) or if they would like to take their child to their own physician.

We were able to secure a grant for elementary school families to receive a thermometer and are excited to provide assistance to our families.

Should someone test positive for COVID-19, we will work with the local health departments, who will guide us through the contact tracing process. We would follow the guidance from the Department of Heath regarding a closure, as well as transition to 100% Distance Learning. We will communicate with families regarding a confirmed case while maintaining confidentiality.

Physicals

For the fall of 2020, an annual physical (also called a Health Certificate or Well Child Visit) is required for new entrants and students entering into Grades Pre-K or K, 1, 3, 5, 7, 9 & 11, dated on or after September 1, 2019.

A current physical is also required if your student in grades 6-12 plans to play a school sport.
Student Attendance Policy

Statement of Overall Objectives
The School District has developed this Comprehensive Student Attendance Policy to meet the following objectives:

a. To accurately track the attendance, absence, tardiness and early departure of students to and from the school;

b. To ensure sufficient pupil attendance of classes so that pupils may achieve State mandated education standards;

c. To identify attendance patterns;

d. To track student location for safety reasons and to account to parents regarding the location of children during school hours;

e. To verify that individual students are complying with education laws relating to compulsory attendance;

f. To accurately record daily attendance for State aid purposes.

Description of Strategies to Meet Objectives
The School District will:

a. Maintain accurate record keeping via a Register of Attendance to record attendance, absence, tardiness or early departure of each student.

b. Utilize data analysis systems for tracking individual student attendance and individual and group trends in student attendance problems.

c. Develop early intervention strategies to improve school attendance for all students.

d. Review on an annual basis the Comprehensive Student Attendance Policy and the student attendance data and recommend any changes.

Determination of Excused and Unexcused Absences, Tardiness and Early Departures
The School District has determined that absences, tardiness and early departures will be considered excused or unexcused according to the following standards:

a. Excused: An absence, tardiness or early departure may be excused if due to personal illness, illness or death in the family, impassable roads due to inclement weather, religious observance, quarantine, required court appearances, attendance at health clinics, approved college visits, approved cooperative work programs, military obligations or other such reasons as may be approved by the Board of Education.

b. Unexcused: An absence, tardiness or early departure is considered unexcused if the reason for the lack of attendance does not fall into the above categories (e.g., family vacation, hunting, babysitting, haircut, obtaining learner’s permit, road test, oversleeping).

Student Attendance Data/Data Collection
Attendance shall be taken and recorded in accordance with the following:

a. For students in kindergarten through grade five (i.e., self-contained classrooms and supervised group movement to other scheduled school activities such as physical education in the gym, assembly, etc.), such student’s presence or absence shall be recorded after the taking of attendance once per school day, provided that students are not dismissed from school grounds during a lunch period.

b. For students in grades six through twelve, each student’s presence or absence shall be recorded after the taking of attendance in each period of scheduled instruction or supervised activity except that where students do not change classrooms for each period of scheduled instruction, attendance shall be taken in accordance with paragraph “a” above.

c. Any absence for a school day or portion thereof shall be recorded as excused or unexcused in accordance with the standards articulated in this policy.

d. In the event that a student at any instructional level from kindergarten through grade twelve arrives late for or departs early from scheduled instruction, such tardiness or early departure shall be recorded as excused or unexcused in accordance with the standards articulated in this policy.

Student Attendance
Students are expected to attend all scheduled classes. Consistent with the importance of classroom participation, student absences, tardiness, and early departures may affect a student’s grade.

Students who are absent from class due to their participation in a school-sponsored activity are to arrange with their teachers to make up any work missed. Attendance at school-sponsored events where instruction is substantially equivalent to the instruction that was missed shall be counted as the equivalent of regular attendance in class.

Upon a student’s return to school following an absence, tardiness or early departure, it shall be the responsibility of the student to consult with his/her teacher(s) regarding arrangements to make up missed work, assignments and/or tests in accordance with the time schedule specified by the teacher.

Notice of Students who are Absent, Tardy or Depart Without Proper Excuse
If a student has been marked as absent for the first period of scheduled instruction and the school has not been previously notified of the absence, the district shall attempt to contact the student’s parent(s) or person in parental relation to learn the reason for the student’s absence and/or notify the parent that the student has not arrived at school.

Attendance Incentives
The school principal and staff shall create and implement school and classroom based incentive programs for excellent attendance.

Disciplinary Consequences
A student may be subject to disciplinary procedures for unexcused absence, tardiness, or early departure.

Disciplinary Consequences
The school principal and staff shall create and implement school and classroom based incentive programs for excellent attendance.

Intervention Strategy Process
Each marking period, the Building Principal with other administrators and teachers as the Principal determines necessary to review student attendance records, address identified patterns of unexcused pupil absence, tardiness and early departure, and review current intervention methods.

Student Attendance Policy

OCTOBER 2020

Please note: Due to COVID, we expect on-going changes and adjustments to the calendar. Items with an * may be virtual.

All events, dates, and times are subject to change, as this calendar is printed during the summer. Go to www.swecsd.org to confirm events.
**Attendance and Transportation Information**

**Transportation Changes**
Due to COVID-19 and to limit exposure, multiple transportation plans will not be allowed during the 2020-2021 school year. We understand that changes to your submitted transportation plan may be necessary. Please reach out to the transportation department at 589-7160 with any change requests.

**Don't Lose Your Riding Privilege**
Our goal is the safe and efficient transportation of our students. Masks are required for all on the school bus due to COVID. Buses will run at 50% capacity due to the guidelines of our Governor. If you have any concerns about your child’s transportation, please contact our office at 589-7160.

It is crucial for students to behave appropriately while riding on district buses to ensure their safety and that of other passengers, as well as to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Pushing, shoving, fighting and excessive noise will not be tolerated.

**Emergency Information**
At the beginning of each school year, parents are asked to update emergency information files. It is very important that we know how to reach a parent or designated person in case of an emergency. If any changes are made during the school year concerning this information, including cell phones, be sure to notify your child’s school immediately.

**SafeArrival System**
The SchoolConnects SafeArrival system improves student safety by streamlining the attendance process. Parents and guardians should continue to report their student's absence in advance, using the SafeArrival mobile app, website, or toll-free phone number (available 24 hours a day, 7 days a week).

If a student’s absence is not reported by 8:00am the day of the absence, SchoolConnects will make multiple attempts to reach parents and other contacts, if needed, to confirm the student’s safety and to request the reason for the absence.

If you haven’t yet, be sure to provide your email address to the school so that you will receive your invitation to set up an account. For more information go to www.scvwd.org/safearrival.cfm.

**School Closings/Delays**
The primary consideration in a school closing is the safety of students. Factors relevant to safety include pandemics, icy roads, reduced visibility, drifting snow, chill factor, flooding, high wind, and mechanical and health hazards at the school. If school is closed or delayed because of an emergency, the district will use our Rapid Connects phone system to notify student households in addition to posting on our website at www.scvwd.org, our district Facebook page, as well as broadcasting on the television and radio stations listed below. Please be sure to provide your child’s school office with your updated “crisis/emergency” contact information to ensure that you receive our calls.

In the event of a one or two-hour delay or school closure, buses will arrive at stops one hour (or two hours) later and school will begin one hour (or two hours) later than usual. PLEASE DO NOT CALL your child’s school or the bus garage to ask if schools are closed or delayed. Instead, check our website and Facebook page, or tune in to one of the television or radio stations below.

**FM Radio Stations:** WAAL (99.1), WAVR (101.1), WBCU (97.5), WCGS (102.9), WCHB (97.1), WNK (106.1), WLTB (101.7), WMXW (105.3), WQNY (101.7) and WYXL (97.3).

**Television Stations:** WBNY-TV, WETM-TV, WENV-TV, WICZ-TV, WIVT-TV and WSYR-TV.

**Attendance and Transportation Information**

5300.01 INTRODUCTION
The district has a long-standing set of expectations for conduct on school property and at school functions. Unless otherwise indicated, this code applies to all students, school personnel, parents and other visitors when on school property or attending a school function.

5300.05 DEFINITIONS
A. "Disruptive student" means an elementary or secondary student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher’s authority over the classroom. The term includes but is not limited to any behavior that:

1. Engages in or incites others to engage in conduct that is a violation of a school rule or a rule of conduct for student-athletes.
2. Engages in or incites others to engage in any conduct that endangers the health or safety of another student or the school community.
3. Involves another student in participation in activities that are in violation of school rules or rules of conduct for student-athletes.
4. Causes disruption in the classroom or school setting.
5. Causes disruption in the school setting.
6. Causes disruption in school-related activities.
7. Causes disruption in school-related events.
8. Causes disruption in school-related activities or events.
9. Causes disruption in school-related activities or events.
10. Causes disruption in school-related activities or events.
11. Causes disruption in school-related activities or events.
12. Causes disruption in school-related activities or events.

B. "School function" means any school curricular or extracurricular event or activity.

C. "School property" means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school, or in or on a school bus, as defined in Vehicle and Traffic Law §442.

D. "School property" means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school, or in or on a school bus, as defined in Vehicle and Traffic Law §442.

E. "School property" means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school, or in or on a school bus, as defined in Vehicle and Traffic Law §442.

F. "School property" means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school, or in or on a school bus, as defined in Vehicle and Traffic Law §442.

G. "School property" means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school, or in or on a school bus, as defined in Vehicle and Traffic Law §442.

H. "School property" means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school, or in or on a school bus, as defined in Vehicle and Traffic Law §442.

5300.10 STUDENT RIGHTS AND RESPONSIBILITIES
A. All district students have the right to:

1. Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender or sexual orientation or disability unless suspended from instruction and participation for legally sufficient cause.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school rules and, when necessary, receive an explanation of those rules from school personnel.
4. Not submit to a survey, analysis, or evaluation that reveals information concerning:
   a. political affiliations;
   b. mental and psychological problems potentially embarrassing to the student or his or her family;
   c. sexual behavior and attitudes;
   d. illegal, antisocial self-incriminating and demeaning behavior,
   e. critical appraisals of other individuals with whom respondents have close family relationship;
   f. legally recognized privileged and comparable relationships, such as those of lawyers, physicians and ministers; or
   g. income (other than required by law to determine eligibility for participation in a program or for receiving financial assistance under such programs) without the prior consent of the student, if over 18 years of age, or without the prior written consent of the parent/guardian for those students under 18 years of age.

B. All district students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Live familiar with and abide by all district policies, rules and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
4. Work in the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
6. Work to develop mechanisms to control their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to discipline.
10. Accept responsibility for their actions.
11. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

**CODE OF CONDUCT**

5300.15 ESSENTIAL PARTNERS
A. All parents are expected to:

1. Recognize that the education of their children is a joint responsibility of the parents and the school community.
2. Send their children to school ready to participate and learn.
3. Ensure their children attend school regularly and on time.
4. Ensure absences are excused.
5. Insist their children be dressed and groomed in a manner consistent with the student dress code.
6. Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
7. Know school rules and help their children understand them.
8. Convey to their children a supportive attitude toward education and the district.
10. Help their children deal effectively with peer pressure.
11. Inform school officials of changes in the home situation that may affect student conduct or performance.
12. Provide a place for study and ensure homework assignments are completed.
B. All district teachers are expected to:
1. Maintain a climate of mutual respect and dignity, which will strengthen students’ self-concept and promote confidence to learn.
2. Be prepared to teach.
3. Demonstrate interest in teaching and concern for student achievement.
4. Know school policies and rules and enforce them in a fair and consistent manner.
5. Communicate to students and parents:
   a. Course objectives and requirements
   b. Grading procedures
   c. Assignment deadlines
   d. Expectations for students
   e. Classroom discipline plan.
6. Communicate regularly with students, parents and other teachers concerning growth and achievement.
C. School Counselors
1. Assist students in coping with peer pressure and emerging personal, social and emotional problems.
2. Initiate teacher/student/counselor conferences and parent/teacher/student/counselor conferences, as necessary, as a way to resolve problems.
3. Regularly review with students their educational progress and career plans.
4. Provide information to assist students with career planning.
5. Encourage students to benefit from the curriculum and extracurricular programs.
D. Principals
1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
2. Ensure that teachers and staff have the opportunity to communicate regularly with the Principal and approach the Principal for redress of grievances.
3. Evaluate on a regular basis all instructional programs.
4. Support the development of and student participation in appropriate extracurricular activities.
5. Be responsible for enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.
E. Superintendent
1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
2. Review with district administrators the policies of the Board of Education and state and federal laws relating to school operations and management.
3. Inform the Board about educational trends relating to student discipline.
4. Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.
5. Work with district administrators in enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.
F. Board of Education
1. Collaborate with student, teacher, administrator, and parent organizations, school safety personnel and other school personnel to develop a code of conduct that clearly defines expectations for the conduct of students, district personnel and visitors on school property and at school functions.
2. Adopt and review at least annually the district's code of conduct to evaluate the code's effectiveness and the fairness and consistency of its implementation.
3. Lead by example by conducting Board meetings in a professional, respectful, courteous manner.
4. Provide the following types of materials and activities to assist staff with their concerns for disciplinary problems
   a. related literature in the professional library
   b. professional conferences and meetings
   c. in-service classes to train staff in present trends and research
   d. school visitations
   e. peer observations and mentorships and/or
   f. consultants to those members of the staff needing specific techniques in maintaining control in the learning environment
   5. Conference day training on violence prevention.

5300.20 STUDENT DRESS CODE
A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, shall:
1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments such as bare midriffs and see-through garments are not appropriate.
3. Ensure that undergarments are completely covered with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include the wearing of hats in the building except for a medical or religious purpose.
6. Not include items that are vulgar, obscene, libelous, or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
7. Not promote and/or endorse the use of tobacco, alcohol or illegal drugs and/or encourage other illegal or violent activities.

5300.25 PROHIBITED STUDENT CONDUCT
Students may be subject to disciplinary action, up to and including suspension from school, when they:
A. Engage in conduct that is disorderly. Examples of disorderly conduct include:
   1. Running in hallways.
   3. Using language or gestures that are profane, lewd, vulgar or abusive.
   4. Obstructing vehicular or pedestrian traffic.
   5. Engaging in any willful act which disrupts the normal operation of the school community.
   7. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the district’s acceptable use policy.
B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include:
   1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
   2. Lateness for, missing or leaving school without permission.
   3. Skipping detention.
Special Education and Instructional Support

The Spencer-Van Etten Central School District is committed to providing educational support services to all students. These services occur in two forms:

1. Improvement services are offered by Classroom Intervention Teams and Instructional Support teachers. Improvement services are also offered in speech/language therapy, occupational therapy and counseling.

2. Special education services exist for students with more intense needs. Through the local Committee on Special Education (CSE), students are identified and provided with a program which will best meet their individual needs. Parents/guardians are encouraged to work with their child’s teacher to access the Classroom Intervention Teams before making a formal referral.

The Committee on Preschool Education (CPSE) exists to serve students ages 3 to 5 who have not yet entered school. If parents suspect their preschool child has a special need, they should contact the Instructional Support Office at 589-7111. All information is free and confidential.

For the parent’s guide to special education, please refer to the following link: http://www.p12.nysed.gov/specialed/publications/policy/parentguide.htm

Christina Lampila, Director
Susan Vargo, Administrative Assistant
Office Hours: 8:00am - 4:00pm
Phone: 589-7111

C. Engage in conduct that is disruptive. Examples of disruptive conduct include:
1. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.
2. Inappropriate sexual contact.
3. Display or use of personal electronic devices, such as, but not limited to, cell phones, iPods, digital cameras, in a manner that is in violation of district policy.

D. Engage in conduct that is violent. Examples of violent conduct include:
1. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator or other school employee or attempting to do so.
2. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person lawfully on school property or attempting to do so.
3. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
4. Displaying what appears to be a weapon.
5. Threatening to use any weapon.
6. Sexually damaging or destroying including graffiti or arson, the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property.
7. Intentionally damaging or destroying school district property.

E. Engage in any conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct include:
1. Lying to school personnel.
2. Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.
3. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
4. Discrimination, which includes using race, color, creed, national origin, ethnic group, religion, religious practice, sex, gender (identity and expression), sexual orientation, weight or disability to deny rights, equitable treatment or access to facilities available to others.
5. Harassment, which includes a sufficiently severe action or persistent pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be, or which a reasonable person would perceive as ridiculing or demeaning. Harassment is also the creation of a hostile environment. (See policy, 0115. Student Harassment and Bullying Prevention and Intervention for a more complete definition.)
6. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
7. Bullying, which may be a hostile activity which harms or induces fear through the threat of further aggression. (See policy 0115 for a more complete definition.)
8. Harassment, which includes any intentional or reckless act directed against another for the purpose of initiating into, affiliating with or maintaining membership in any school sponsored activity, organization, club or team.
9. Selling, using or possessing obscene material.
10. Using vulgar or abusive language, cursing or swearing.
11. Vaping or smoking a cigarette, cigar, pipe or using chewing or smokeless tobacco.
12. Possessing, consuming, selling, offering, manufacturing, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any synthetic version thereof, whether specifically illegal or not, commonly referred to as "designer drugs" which are substances designed and synthesized to mimic the intended effects and uses of, which are chemically substantially similar to, illegal drugs, which may or may not be labeled for human consumption.
13. Inappropriately using or sharing prescription and over the counter drugs.
15. Indecent exposure, that is, exposure to sight of the private parts of the body.
16. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.

F. Engage in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on district buses, to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated.

G. Engage in any form of academic misconduct. Examples of academic misconduct include:
1. Plagiarism.
2. Cheating.
3. Copying.
4. Altering records.
5. Assisting another student in any of the above actions.

H. Engage in off-campus misconduct that interferes with or can reasonably be expected to substantially disrupt the educational process in the school or at a school function. Examples of such misconduct include, but are not limited to:
1. Cyberbullying (i.e., inflicting willful and repeated harm through the use of electronic text).
2. Theft.
3. Possessing, using or possessing student or school personnel over the phone or other electronic means.

5300.30 REPORTING VIOLATIONS
All students are expected to promptly report violations of the code of conduct to a teacher, guidance counselor, the Building Principal or his or her designee. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, the Principal, the Principal’s designee or the Superintendent of Schools.

Any weapon, alcohol or illegal substance found shall be confiscated immediately, if possible, followed by notification to the parent of the student involved and the appropriate disciplinary sanction, which may include permanent suspension and referral for prosecution.

The Principal or his/her designee must notify the appropriate local law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of a school.
Distance Learning Resources
All students, grades Pre-K-12 have the opportunity to receive a loaned tech device from the district. To assist our families, parents can go to www.svecsd.org/DistanceLearning.cfm for tech support. You can access self-help options, submit an electronic tech help request form for assistance from the district tech department or call the tech help hotline.

Trainings for parents/guardians and students on SchooTool, Schoology, Zoom, Microsoft Teams, email, basic device operations, and more will also be linked on the Distance Learning Resources page.

Mental Health Task Force
The Spencer-Van Etten Central School District recognizes the importance of Mental Health and Social Emotional Well-Being supports and resources. We established a Mental Health Task Force during the 2019-2020 school year to focus on addiction, suicide prevention, mental health stigma and trauma. Through these discussions, we established a plan for selfcare and professional development. Over the course of the pandemic, the district remained attentive to the needs of our staff and students. We hope to revisit to the work of the Mental Health Task Force soon.

A webpage was created to communicate resources with families and the community, www.svecsd.org/mentalhealthresources.cfm. Resources listed include crisis resources, resources by county and more.

Newsletters
In an effort to be more fiscally and environmentally responsible, this fall we will transition from bulk mailings to electronic newsletters. Our newsletters will be sent electronically to our S-VE families and will be available on our website, as well as linked on our social media sites.

We acknowledge that some community members may prefer to receive newsletters by mail. If you would like to continue receiving newsletters by mail, please contact the District Office at 589-7100 and provide your name and address.

5300.35 DISCIPLINARY PENALTIES, PROCEDURES AND REFERRALS
In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:
1. The student's age.
2. The nature of the offense and the circumstances which led to the offense.
3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Information from parents, teachers and/or others, as appropriate.

Other extenuating circumstances.
If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with the separate requirements of this code of conduct for disciplining students with a disability or presumed to have a disability. A student identified as having a disability shall not be disciplined for behavior related to his/her disability.

A. Penalties/Resolutions
The school personnel are authorized to impose that penalty, consistent with the student's right to due process.
1. Oral warning
2. Written warning
3. Written notification to parent
4. Detention
5. Suspension from transportation
6. Suspension from athletic participation
7. Suspension from social or extracurricular activities
8. Suspension of other privileges
9. In-school suspension
10. Removal from classroom by teacher
11. Short-term (five days or less) suspension from school
12. Long-term (more than five days) suspension from school
13. Permanent suspension from school
14. Counseling
15. Peer mediation
16. C-Pass Review Court
17. Referral to appropriate outside agencies
18. Referral to appropriate outside agencies

B. Procedures
Students who are to be given penalties other than an oral warning, written warning or written notification to their parents are entitled to additional rights before the penalty is imposed. These additional rights are explained below.
1. Detention
2. Suspension from transportation
3. Suspension from athletic participation, extra-curricular activities and other privileges
4. In-school Suspension
5. Teacher Disciplinary Removal of Disruptive Students
6. Suspension from School
   a. Short term (five days or less) Suspension from School
   b. Long term (more than five days) Suspension from School
   c. Permanent suspension
C. Minimum Periods of Suspension
1. Students who bring a weapon to school
   a. The student's age.
   b. The student's grade in school.
   c. The student's prior disciplinary record.
   d. The Superintendent's belief that other forms of discipline may be more effective.
   e. Input from parents, teachers and/or others.
   f. Other extenuating circumstances.

A student with a disability may be suspended only in accordance with the requirements of state and federal law.

Students who commit violent acts other than bringing a weapon to school
Any student, other than a student with a disability, who is found to have committed a violent act, other than bringing a weapon onto school property, shall be subject to suspension from school for at least five days.

Students who are repeatedly substantially disruptive of the educational process or repeatedly substantially interfere with the teacher's authority to give instruction

D. Referrals

1. Counseling
   a. The Guidance Office shall handle all referrals of students to counseling.
2. PINS Petitions
   a. The district may file a PINS (person in need of supervision) petition in Family Court on any student under the age of 18 who demonstrates that he or she requires supervision and treatment by:
      a. Being habitually truant and not attending school as required by part one of Article 65 of the Education Law.
      b. Engaging in an ongoing or continual course of conduct which makes the student unenrollable, or habitually disobedient and beyond the lawful control of the school.
      c. Knowingly and unlawfully possesses marijuana in violation of Penal Law § 221.05. A single violation of § 221.05 will be a sufficient basis for filing a PINS petition.
3. Juvenile Delinquents and Juvenile Offenders
   a. The Superintendent is required to refer the following students to the Cayuga County Social Services for a pre-petition conference proceeding before the Family Court:
      a. Any student under the age of 16 who is found to have brought a weapon to school, or
      b. Any student 14 or 15 years old who qualifies for juvenile offender status under the Criminal Procedure Law § 1-20 (42).
   b. The Superintendent is required to refer students age 16 and older or any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities.

5300.40 ALTERNATIVE INSTRUCTION
When a student of any age is removed from class by a teacher or a student of compulsory attendance age is suspended from school pursuant to Education Law § 3221-A, the district will take immediate steps to provide alternative means of instruction for the student. It is the responsibility of the classroom teacher to provide lessons for the person providing alternative instruction.

Social Media
The Spencer-Van Etten Central School District believes in the importance of sharing school communications with our community. For a more convenient and social media pages are understood to be solely the opinion of the author, and do not represent the Spencer-Van Etten Central School District. The Spencer-Van Etten Central School District abides by the Statement of Rights and Responsibilities for each social media platform, and the school district asks its social media followers to do the same. The Spencer-Van Etten Central School District reserves the right, but is not obligated, to remove comments that contain inappropriate content, or that otherwise violates the Statement of Rights and Responsibilities for each social media platform.

Stay informed by following our social media accounts and hashtags!

Website: www.svecsd.org
Facebook: Spencer-Van Etten Central School District
Twitter: @SpencerVanEtten
Instagram: @svetschooldistrict

Hashtags:
#SVETogetherWeAchieve
#SVEPantherPride
#SVETeamFamily
#SVEHighSchool
#SVEMiddleSchool
#SVELearningElementarySchool

Student Services
The Spencer-Van Etten Central School District Student Services team is made up of School Counselors, School Social Workers, School Psychologists, and Tioga County Mental Hygiene Counsellors. These professionals provide mental health counseling, crisis intervention, academic advisement, career planning, etc. Students and families are encouraged to utilize these services as needed. More information on the services each provide can be found in the Student Services Brochure on our website: www.svecsd.org/mentalhealthresources.cfm.
COVID Communications

District Communications:
Thank you for your patience and support as we navigated through the end of the 2019-2021 school year under the guidance of the counties, the Governor, the Department of Health, the Center for Disease Control, and the New York State Education Department. As we begin our school year, we will continue to communicate safety and healthrelated information to our community. At this time, all communications are sent to parent emails, test messages, phone calls and listed on our website at www.svecsd.org/reopen.htm. You can also find links to available COVID resources to address your concerns. If you have trouble accessing our communications, please contact the District Office.

Learning Plans:
Our district has prepared three reopening plans: in-person, remote, and a hybrid model. Our plan should allow a smooth transition through all three plans, as we will need to be prepared to flow between each plan as needed throughout the course of the school year.

Mandates and Trainings:
All staff and students will be taught how to follow COVID-19 protocols safely and correctly. These trainings include but are not limited to temperature checking, COVID questionnaire, hand hygiene, proper use of face coverings, social distancing, and use of personal protective equipment.

Guidance from the Department of Health:
The district will follow the guidance from the Department of Health should someone have COVID-like symptoms.

Refusal to Comply:
Students refusing to follow Department of Health regulations and mandates may be subject to violations of the Code of Conduct and appropriate consequences will be administered.

Safety Drills:
Safety drills will still be conducted with modifications ensuring social distancing when feasible.

Message from Our Superintendent

Families, Students, Staff and Community Members,

We are eager to welcome back our students and staff! We know this has been a very challenging time for families and students and we have been diligently planning to meet all the new requirements and safety mandates, as well as the new expectations per New York State and the Department of Health. We appreciate your support. Our staff and students will go through various trainings to ensure we are COVID compliant. Our buildings have been prepped with protective barriers, appropriate signage indicating 6 ft distancing, and mask reminders. For the safety of all, we have decided to open in a hybrid model, which allows for a combination of both in-person and remote learning. Reopening with half of our students at one time, we are able to ensure safety, as we train and rehearse the new expectations to staff and students. Our goal is to move to 100% in person once the data from the Department of Health supports it.

Our school is one to be proud of. We have a strong group of dedicated and committed administration and staff that work with your children each and everyday to ensure a safe and productive learning environment. The S-VE district is appreciative of the partnership we have between our school and the community. We know that learning through a remote environment is not the preferred method and it poses challenges. We have developed various tech supports to assist staff and families, such as Schoology self-help, a support request form and a help hotline, all available on our website. Our district will loan tech devices to all students to assist in learning equity for all. Although we wish we could provide Wi-Fi access for all families that need it, this is not cost feasible, so we have boosted our access points into the parking lots to assist families in downloading materials. We learned from feedback in our parent survey that it was challenging to maneuver between multiple platforms for student assignments; therefore, we have adopted the Schoology platform district-wide for the 2020-21 school year. We hope that these additional necessary changes will allow us to flow from in-person learning to remote more seamlessly, if and when we need to do so.

We are committed to providing food to distance learning students who qualify for free and reduced meals. Please contact Jerry Carr in our Food Service Department for assistance to set this up. As you can image the additional costs we have incurred to ensure a safe reopening was something we had not budgeted for; however, we are thankful to have the opportunity to secure reimbursements through FEMA to offset some of the costs. Our reopening will be like nothing we have experienced before, and hopefully will never have to experience again in our lifetimes. In our S-VE style we will make the most of it, rise to the challenge and continue to overcome each obstacle as they may arise. Here is to a safe and healthy school year!

Together We Achieve Excellence Beyond Expectations!

Diahann Hesler, Superintendent of Schools

5300.45 DISCIPLINE OF STUDENTS WITH DISABILITIES

This code of conduct affords students with disabilities subject to disciplinary action no greater or lesser rights than those expressly afforded by federal and state law and regulations.

A. Authorized Suspensions or Removals of Students with Disabilities

1. For purposes of this section of the code of conduct, the following definitions apply:

A "suspension" means a suspension pursuant to Education Law § 3212.

A "removal" means a removal for disciplinary reasons from the student's current educational placement other than a suspension and change in placement to an interim alternative educational setting (IAES) because the student poses a risk of harm to himself/herself or others.

2. School personnel may order the suspension or removal of a student with a disability from his or her current educational placement as follows:

a. For more than 10 consecutive school days; or
b. For more than 10 consecutive school days if the suspension or removal does not exceed the amount of time non-disabled students would be subject to suspension for the same behavior.

c. For more than 10 consecutive school days if the suspension or removal does not exceed the amount of time non-disabled students would be subject to suspension for the same behavior.

3. An additional suspensions of not more than 10 consecutive school days in the same school year for separate incidents of misconduct.

4. The Superintendent may order the placement of a student with a disability in an IAES, but not more than 45 days, if the student carries or possesses a weapon in school or to a school function, or the student knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function.

5. An impartial hearing officer may order the placement of a student with a disability in an IAES setting for up to 45 days at a time.

B. Change of Placement

1. A disciplinary change in placement means a suspension or removal from a student's current educational placement as follows:

a. for more than 10 consecutive school days; or
b. for a period of 10 consecutive school days or less if the student is subjected to a series of suspensions or removals that constitute a pattern.

2. School personnel may not suspend or remove a student with disabilities if the suspension or removal would result in a disciplinary change in placement based on a pattern of suspension or removal unless the CSE has determined that the behavior was not a manifestation of the student's disability, or the student is placed in an IAES for behavior involving weapons, illegal drugs or controlled substances.

C. Special Rules Regarding the Suspension or Removal of Students with Disabilities

1. The district's Committee on Special Education shall:

a. Conduct functional behavioral assessments and develop or review behavioral intervention plans whenever the district is first suspending or removing a student with a disability for more than 10 school days in a school year or imposing a suspension or removal that constitutes a disciplinary change in placement. If, subsequently, a student with a disability who has a behavioral intervention plan, the members of the CSE shall review the plan and its implementation to determine if modifications are necessary.

b. Convene a manifestation determination review of the relationship between the student's disability and the behavior subject to disciplinary action.

2. The parents of a student who is facing disciplinary action, but who has not been determined to be eligible for services at the time of misconduct, shall have the right to invoke applicable procedural safeguards.

a. A school official imposing a suspension or removal shall be responsible for determining whether the student is a student presumed to have a disability.

b. A school official may not be considered a student presumed to have a disability for disciplinary purposes if the, either:

(1) conducted an individual evaluation and determined that the misconduct is not a student with a disability, or (2) determined that an evaluation was not necessary and provided notice to the parents of such determination.

3. The district shall provide parents with notice of disciplinary removal.

4. The parents shall be provided with an opportunity for an informal conference.

5. Superintendent hearings on disciplinary charges against students with disabilities subject to a suspension of more than five school days shall occur.

6. Due process procedures are applicable.

7. Students with disabilities shall be provided services during any period of suspension or removal as applicable.

D. Expedited Due Process Hearings

1. An expedited due process hearing shall be conducted if:

a. The district requests to place a student with a disability in an IAES where school personnel maintain that it is dangerous for the student to be in his or her current educational placement.

b. The parent requests such a hearing.

(1) During the pendency of an expedited due process hearing the student shall remain in the IAESpending the decision of the impartial hearing officer or until expiration of the IAES placement.

(2) If the impartial hearing officer grants the parent's request for the student to be in his or her current educational placement, the student shall remain in the IAES pending the decision of the hearing officer.

2. An expedited due process hearing shall be completed within 15 business days of receipt of the request for a hearing.

E. Referral to Law Enforcement and Judicial Authorities

1. The district may report a crime committed by a child with a disability to the appropriate authorities.

2. The Superintendent shall ensure that copies of the special education and discipline records of a student with disabilities are transmitted for consideration and determination to the appropriate authorities to whom a crime is reported.

5300.50 CORPORAL PUNISHMENT

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any district employee is strictly forbidden.
However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used to:

1. Protect oneself, another student, teacher or any other person from physical harm.
2. Protect the property of the school or others.
3. Restrain or remove a student whose behavior interferes with the orderly exercise and performance of school district functions, powers and duties, if that student has refused to refrain from further disruptive acts.

The district will file all complaints about the use of corporeal punishment with the Commissioner of Education in accordance with Commissioner's regulations.

5300.55 STUDENT SEARCHES AND INTERROGATIONS

An authorized school official may search a student or the student's belongings based upon information received from a reliable informant. Searches will be limited to the extent necessary to locate the evidence sought.

A. Student Lockers, Desks and other School Storage Places

May be subject to search at any time by school officials, without prior notice to students and without their consent.

B. Strip searches

In every case, the school official conducting a strip search must have probable cause.

School officials will attempt to notify the student's parent by telephone before conducting a strip search, or in writing after the fact if the parent could not be reached by telephone.

C. Documentation of Searches

The authorized school official conducting the search shall be responsible for recording information about the search.

D. Police Involvement in Searches and Interrogations of Students

Police officials may enter a school property or a school function to question or search a student or to conduct a formal investigation involving students only if they have:

1. A search or an arrest warrant;
2. Probable cause to believe a crime has been committed on school property or at a school function; or
3. Been invited by school officials.

Students who are questioned will be afforded the same rights they have outside the school.

E. Child Protective Services Investigations

Consistent with the district's commitment to keep students safe from harm and the obligation of school officials to report to child protective services, the district will cooperate with local child protective services workers who wish to conduct interviews of students on school property relating to allegations of suspected child abuse, and/or neglect, or custody investigations.

5300.60 VISITORS TO THE SCHOOLS

The following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors to the school must report to the office of the Principal upon arrival at the school. They will be required to sign the visitor's register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the Principal's office before leaving the building.
3. Visitors attending school functions that are open to the public, such as teacher organization meetings or public gatherings, are not required to register.
4. Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher(s), so that class disruption is kept to a minimum.
5. Teachers are expected not to take class time to discuss individual matters with visitors.
6. Any unauthorized person on school property will be reported to the Principal or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
7. All visitors are expected to abide by the rules for public conduct on school property.

5300.65 PUBLIC CONDUCT ON SCHOOL PROPERTY

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property.

A. No person, either alone or with others, shall on school ground or at school activities:

1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or destroy property or damage graffiti or arson.
3. Disrupt the orderly conduct of classes, school programs or school activities.
4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous obstruct the rights of others, or are disruptive to the school program.
5. Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or handicap.
6. Engage in gambling.
7. Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
8. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the school district.
9. Loiter or on about school property.
10. Groom or dress in a disorderly manner.
11. Refuse to comply with any reasonable order of identifiable school officials performing their duties.
12. Willfully incite others to commit any of the acts prohibited by this code.
13. Violate any federal or state statute, local ordinance or Board policy.

B. Persons who violate this code shall be subject to the following penalties:

1. Visitors. Their authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to arrest.
2. Students. They shall be subject to disciplinary action as the facts may warrant in accordance with Education Law § 3020.1.
3. Tenured faculty members. They shall be subject to disciplinary action as the facts may warrant in accordance with Education Law § 3020-a or any other legal rights that they may have.

Board of Education

2020-2021

Don Johnson, Board President 
589-6474

dojohnson@svecsd.org

Sean Valley, Vice-President  
589-7396

Matt Connor  
589-7546

Peter Johanns  
423-2470

Karen Johnson  
758-7064

Donna Muster  
589-6958

dmuster@svecsd.org

Rick Rogers  
589-6620

rogers@svecsd.org

Spencer - Van Etten Board of Education meetings are held on the second Thursday of each month, with the fourth Thursday reserved for workshops if needed. Meetings begin at 7:00 p.m., location to be determined due to COVID. Please refer to the website.

The Board of Education encourages public participation at its meetings in accordance with New York State law, which establishes the right of citizens to attend and listen to the deliberations of the board. Each agenda includes an opportunity for community members to address the Board regarding agenda items and other concerns that can be legally discussed at a public session of the board.

For a complete list of the regulations and procedures for board meeting participation, as well as official board policy and meeting agendas, visit the Spencer-Van Etten Central School District website at www.svecsd.org/board.cfm.

District Administration

Spencer-Van Etten Central School District

16 Dartts Crossroad

Spencer, NY 14885

Phone: (607) 589-7100

Fax: (607) 589-3010

District Office 589-7100

Dinhah Hesler  
Superintendent

dhessler@svecsd.org

Laurie Cooper  
Deputy Superintendent

lcooper@svecsd.org

Deb Eichholtz  
School Clerk/Registrar

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Karen Johnson  
Principal

kjohnson@svecsd.org

Nurse

mccormick@svecsd.org

Building Administration

S-VE High School 589-7140

Melissa Jewell, Principal

mjewell@svecsd.org

TBD, Assistant Principal & Athletic Director

Holly Perry, School Secretary

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Jordan Ashman, School Counselor

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Marjorie McKinnon, School Counselor

mmckinnon@svecsd.org

Tammy VanDerpool, School Counseling Secretary

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Toni Valley, Nurse

tvalley@svecsd.org

S-VE Middle School 589-7120

Rebecca Sagianno, Principal

rsagianno@svecsd.org

Sarah Heveland, Dean of Students

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Sandy Holmes, School Secretary

sholmes@svecsd.org

Dan Croscen, School Counselor

dacroscen@svecsd.org

Donna Gulde, Nurse

dgulde@svecsd.org

S-VE Elementary School 589-7110

Matt Sroup, Principal

msroup@svecsd.org

Stacy Lanuch, Dean of Students

slnuch@svecsd.org

Amy Bishop, School Secretary

abishop@svecsd.org

Tammy Martinez, Nurse

tmartinez@svecsd.org

School Registration

Registration packets can be picked up at the District Office by appointment or found on our website at www.svecsd.org/registration.cfm. To schedule an appointment, please call 589-7101.

To enroll your child, you must provide two forms of proof of residency within the district, child’s birth certificate, immunization records and court order (if applicable).

To be eligible for the Pre-K 3 Program, your child must turn 3 before December 1st. To be eligible for the Pre-K 4 Program, your child must turn 4 before December 1st. To be eligible for Kindergarten Program, your child must turn 5 before December 1st. Both preschool programs have a limited enrollment capacity.
Spencer - Van Etten Central School District
2020-21 Calendar At-A-Glance

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**Please note:**
- All events, dates, and times are subject to change, as this calendar is printed during the summer. Large group gatherings are not permitted at the time of print of this calendar. Guidance from our Governor will determine if our scheduled events will take place in person or virtually. Please go to www.svecsd.org to confirm events and any possible adjustments to our calendar due to COVID-19.

**Asbestos Safety Notice**

In compliance with the US Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), the district has performed asbestos re-inspections of each of our school buildings for asbestos-containing building materials. The inspection findings are in the asbestos management plan on file in each school office and the district office.

The EPA requires the district to perform re-inspections of the asbestos materials every three years. In June 2019, a certified asbestos inspector performed these re-inspections. A certified asbestos management plan reviewer re-inspected the results and developed recommended actions the district should take to safely manage the asbestos material in our buildings.

All the asbestos material in our buildings remains in good condition and we will continue to manage them in place as recommended by EPA guidelines and the asbestos management plan. Residents wishing to discuss or review the asbestos management plan may contact the Director of Facilities at 589-7110 during school hours.

**Pesticide Notice**

New York State Education Law Section 409.3(h), effective July 1, 2001, requires all public and non-public elementary and secondary schools to provide written notification to all parents, faculty and staff regarding the potential use of pesticides periodically throughout the school year. In 1994, our District’s Safety Committee selected to restrict any use of pesticides. The Spencer-Van Etten Central School District is required to maintain a list of parents, faculty and staff who wish to receive written notification of certain pesticide applications. The following pesticide applications are not subject to prior notification requirements:

- A school remains unoccupied for a continuous 72 hours following an application.
- Antimicrobial products.
- Nonvolatile rodenticides in tamper-resistant bait stations in areas inaccessible to children.
- Nonvolatile insecticide baits in tamper-resistant bait stations in areas inaccessible to children.
- Silica gels and other nonvolatile ready-to-use pastes, foams or gels in areas inaccessible to children.
- Boric acid and disodium octaborate tetrahydrate.
- The application of EPA-designated biocides.
- The application of EPA-designated exempt materials under 40CFR152.21.

In the event of any emergency application necessary to protect against an imminent threat to human health, a good faith effort will be made to supply written notification to those on the list 48 hours prior to application.

The Spencer-Van Etten Central School District is required to maintain a list of parents, faculty and staff who wish to receive written notification of certain pesticide applications. The following pesticide applications are not subject to prior notification requirements:

- A school remains unoccupied for a continuous 72 hours following an application.
- Antimicrobial products.
- Nonvolatile rodenticides in tamper-resistant bait stations in areas inaccessible to children.
- Nonvolatile insecticide baits in tamper-resistant bait stations in areas inaccessible to children.
- Silica gels and other nonvolatile ready-to-use pastes, foams or gels in areas inaccessible to children.
- Boric acid and disodium octaborate tetrahydrate.
- The application of EPA-designated biocides.
- The application of EPA-designated exempt materials under 40CFR152.21.

In the event of any emergency application necessary to protect against an imminent threat to human health, a good faith effort will be made to supply written notification to those on the 48-hour notification list. If you want 48-hour notification of pesticide applications, please contact the Director of Facilities at 589-7110 during school hours.

**Sex Offender Notification**

Parents of students attending the Spencer-Van Etten Central School District will receive notice of sex offenders moving into the district through our “School Connects” or all-calls system. The message will state that “The Spencer-Van Etten Central School District has received information regarding an individual subject to Megan’s Law.” Please refer to www.svecsd.org or contact any school office for more information. We have created a link from our website to a searchable database for your convenience on this subject. That website is: http://criminaljustice.state.ny.us/mnr/

If you have any questions or concerns, please contact the District Office at 589-7100.

**Days School is in Session:**

- September 14 + 3
- October 21
- November 17
- December 20
- January 19
- Total Number of Days: 183 + 4 = 187
Spencer-Van Etten
Central School District

VISION
Together We Achieve Excellence Beyond Expectations

MISSION
We Promote Pride, Inspire Growth, Foster Innovation

GOALS
• SVE will increase awareness, interest, and involvement by encouraging collaborative efforts to develop school spirit and community pride.
• SVE will cultivate creative, problem solving, and future ready citizens through rich experiences and positive relationships.
• SVE will invest in and support social-emotional well-being, academic growth, and community through meaningful connections.

WE BELIEVE
• In a safe, respectful and trusting environment
• That all individuals can learn
• In pursuing excellence
• In human dignity
• In responsibility
• In positive involvement
• In communicating effectively
• In building healthy relationships