

# Schenectady City School District

108 Education Drive  
Schenectady, NY 12303-1238



## ◆ BOARD OF EDUCATION

John Foley, President Katherine Stephens, Vice President

• Andrew Chestnut • Dharam R. Hitlall • Catherine A. Lewis • Ann M. Reilly • Bernice E. Rivera

August 12, 2019

Dear Parents, Guardians and Caregivers,

**\*\*\* FIRST DAY OF SCHOOL IS THURSDAY, SEPTEMBER 5 \*\*\***

I hope that you are having a wonderful summer and that you are looking forward to the new school year as much as we are.

We have had a busy summer across the district with professional development and staff trainings, the four-week summer enrichment program, capital project construction underway in some places and the hard work of our custodial and maintenance staff who have been working tirelessly to prepare our schools for the arrival of your children.

## EQUITY

Equity will continue to sit at the forefront of all our efforts and everything that we do in Schenectady. In this school year, we will continue our work to ensure that all of schools are trauma sensitive, that student needs are met and that race, economics and disability are never predictors of student achievement. We are committed to ensuring that your children have what they need to grow academically and that they remain on the path to graduation. We encourage you to visit school, share any thoughts and concerns at any time and to engage throughout the educational journey.

## SPOTLIGHT ON SCHENECTADY

Please look out for our second edition of "Spotlight on Schenectady." We are proud of the work that we are doing across the district. The 2019 Spotlight highlights some of this work, provides an overview of many of our initiatives including how we ensure that students have what they need to be academically successful.

In 2018-2019, Schenectady student voice was strong at all levels and did affect change in a variety of ways. As such, "voices of Schenectady" is a theme that is threaded throughout the publication. I'm confident you will feel a great sense of pride when you read about the hard work and accomplishments of our students and staff.

## ◆ OFFICE OF THE SUPERINTENDENT

Laurence T. Spring  
Superintendent

Dr. Patricia Paser  
Assistant to  
the Superintendent

## CENTRAL OFFICE

Tele: 518.370.8100

Fax: 518.370.8173

Web: [www.schenectady.k12.ny.us](http://www.schenectady.k12.ny.us)

## **LET'S TALK**

You can reach us 24 hours a day, seven days a week through "Let's Talk." You can access it by clicking on the tab, located on the left hand side of the district website or the "Let's Talk" link under the parent dropdown menu. I invite you to ask your questions, share your comments and express concerns. There is a team behind each topic on "Let's Talk." We'll make sure you are directed to the appropriate person and receive a timely response. We want to hear from you.

## **CAPITAL PROJECT WORK**

Phase I of our Capital Project work has wrapped up and planning for Phase II is well underway. Work has begun at Schenectady High School, Lincoln, Zoller and Woodlawn. We anticipate work will begin at King School later this year. Work in several other schools will begin in 2020. We will keep you posted.

## **#PROJECTBEHERE**

The beginning of the school offers a fresh start for all students. The first step to being academically successful, is to be in school every day. Please make daily school attendance a priority. Missing just two days a month negatively affects a student's academic performance. We look forward to featuring your child as a positive attendance role model in our #projectbehere campaign.

## **PARENT PORTAL**

One way to keep track of your child's attendance, grades and more is through the Parent Portal. If you have not signed up to have access, please do so immediately. Information is included in the attached. We have also posted video tutorials on our website to assist you.

## **ENCLOSED**

As we look forward to the new school year, please read the attached which include important updates, reminders and a few forms for you to return. In the past, we have included the district calendar in this mailing. We are pleased to tell you that we have redesigned the district calendar to a larger size so that you can write on it and use it at home. Your child will bring the new calendar home from school on the first day. We did include September events with the attached.

Enjoy the remainder of your summer. I look forward to seeing you on September 5.

Sincerely,



Laurence T. Spring  
Superintendent of Schools



# 2019-2020

## Checklist

### The following items are included in this package:

- Schenectady City School District Vision, Goals, Slogan
- School Start and End Times
- Back to School Nights
- “Who to Call” Guide
- Transportation News & FAQ’s
- Food Services
- **#projectbehere**: Attendance Matters
- Parent Portal Instructions
- Information on the Auto Call System, e-News, Text Messaging Alerts, Social Networking, Virtual Backpack and Let’s Talk
- September Calendar - We are redesigning our calendar. All families will receive a printed calendar during the first week of school.
- Schenectady High School Handbook  
While you may not have a child in the high school yet, all students are on the path to Schenectady High School and graduation. We thought you might be interested in taking a peek at the high school culture, restorative practices and opportunities for parents.

### Enclosed Forms

— **Update Your Contact Information (green form)**

Please fill out and send or bring the contact information sheet to school immediately.

— **Infinite Campus Parent Portal (yellow form)**

Please return to your child’s school with a copy of your I.D. (See attached)

### For Your Information

- Notification to Parents of Teacher Qualifications
- Letters regarding ESSA Accountability and New York Schools (English & Spanish)
- Required Vaccinations/Change in Law
- Food Services/2019-2020 Community Eligibility Provision (Breakfast & Lunch)
- Code of Conduct
- District-wide School Safety Plan Annual Notification
- Annual Notification of the Availability of the Strict Asbestos Management Plan
- Initial Pesticide Neighbor Notification





**2019-2020**

If you need this information in another language, please call 881-3413.

Si necesita esta información en otra lengua, por favor llame al 881-3413.

3413 ه پ پده تاي تيرا، ير له كوس ا نه ت تامل عمه پهل به بڑ، ي لو ب 881-

如果您在另一種語言需要這信息，請叫881-3413

تاعد نيات نأ جت ح ت نه قمول عم ي فرخآة غ ل، اجر 3413-881

Nếu bạn cần thông tin này trong NGỮ khác, xin gọi 881-3413.

Bu bilgilere ihtiyacınız varsa, başka bir dilde lütfen arama 881-3413

ر گامش ن ياتاعلاطازاي نه بنا بز، يرگ يداف طلا بنف ل ت 3413-881





## **2019-2020 School Times**

### **Elementary Schools (Grade Pre-K through 5)**

Start Time: 8 a.m. Dismissal: 2:15 p.m.

*Drop off and supervision times vary from school to school.*

Half Day Dismissal: 11:15 a.m.

### **Middle Schools (Grades 6-8)**

Start Time: 8:30 a.m. Dismissal: 3:30 p.m.

Half Day Dismissal: 11:45 a.m.

### **Schenectady High School & Steinmetz Career and Leadership Academy**

Start Time: 8:30 a.m. Dismissal: 3:30 p.m.





## **2019-2020 Back to School Nights**

Back to School Nights provide an opportunity for you to visit your child's classroom, meet teachers, get a snapshot of what your child will be learning this year, learn what classroom and school expectations are and provide you with some tools to help your child at home.

The 2019-2020 Back to School Nights will be held as follows:

### **Elementary Schools**

Thursday, September 12

### **Middle Schools**

Thursday, September 19

### **Schenectady High School**

Tuesday, September 24

### **Steinmetz Career and Leadership Academy (SCLA)**

Thursday, October 10



If you have questions or concerns regarding the following		Please Contact		Phone Number
<b>1</b>	Your child in school including progress, homework, classroom instruction, behavior.	↑	Classroom Teacher	School Phone Number Attached
<b>2</b>	Clarification or additional questions or concerns regarding school matters	↑	School Principal	Attached
<b>3</b>	If your questions or concerns are not student or school related OR if you feel they have not been answered or resolved by the teacher/principal, please contact the appropriate department as indicated below. 			
	<b>Student Registration, Attendance Zones</b>	↑	<b>Registration</b> Katy Vacca, Beth Brown	518-370-8101 X-28116/28127
	<b>Transportation</b>	↑	<b>Transportation</b> Al Valachovic	518-370-8100 X-28111
	<b>Breakfast &amp; Lunch</b>	↑	<b>Food Services</b> Irene Mazzuco	518-370-8100 X-40111
	<b>Academic Programs (Curriculum Areas, Special Programs)</b>	↑	<b>Dist. Director Curriculum &amp; Instruction</b> Tonda Dunbar	518-370-8100 X-40116
	<b>Student Support Services</b> including attendance, superintendent's hearings, special education, family services	↑	<b>Dist. Director Pupil Personnel Services</b> Andrea Tote-Freeman	518-370-8100 X40126
	<b>Building and Grounds</b>	↑	<b>Director of Facilities</b> Michael Barry	518-370-8100 X-40160
	<b>School Tax Bills</b>	↑	<b>Tax Collector</b> Ann Testa	518-370-8100 X-40175
	<b>Business &amp; Financial</b> (Accounts Payable, Accounts Receivable, Purchasing)	↑	<b>Dist. Director Business &amp; Finance</b> Kimberly Lewis	518-370-8100 X-40128
	<b>Athletics</b>	↑	<b>Athletic Director</b> Steven Boynton	518-881-3515
	<b>Use of Facilities</b>	↑	<b>Custodial Supervisor</b> Brian Hoffman	518-370-8100 X40162
	<b>Employment</b>	↑	<b>Dist. Director Human Resources</b> Christina Mahoney	518-370-8100 X-40133
	<b>Communications &amp; Public Relations</b>	↑	<b>Public Information Specialist</b> Karen Corona	518-370-8100 X-40137
<b>4</b>	If you feel that your questions or concerns have not been addressed after contacting the appropriate representative above.	↑	<b>Assistant to the Superintendent</b> Patty Paser	518-370-8100 X-40105
<b>5</b>	If your questions/concerns still have not been addressed after following the channel above by contacting school representatives and/or departments.	↑	<b>Superintendent of Schools</b> Larry Spring	518-370-8100 X-40107

School Name		Principal	Phone Number
<b>Elementary Schools</b>			
<b>Hamilton Elementary School</b> 1091 Webster St., Schenectady, NY 12303	Renee Beaulieu	Ph: 881-3720   Fax: 881-3722	
<b>Howe Elementary School</b> 1085 Baker Ave., Schenectady, NY 12308	Susan Gorman	Ph: 370-8295   Fax: 881-3542	
<b>Keane Elementary School</b> 1252 Albany St., Schenectady, NY 12304	John Sardos	Ph: 881-3960   Fax: 881-3962	
<b>Lincoln Elementary School</b> 2 Robinson St., Schenectady, NY 12304	Job Thomas	Ph: 370-8355   Fax: 395-3576	
<b>Martin Luther King, Jr. Elementary School</b> 918 Stanley St., Schenectady, NY 12307	Michelle VanderLinden	Ph: 370-8360   Fax: 370-8363	
<b>Paige Elementary School</b> 104 Elliott Ave., Schenectady, NY 12304	Matthew Berkshire	Ph: 370-8300   Fax: 370-8300	
<b>Pleasant Valley Elementary School</b> 1097 Forest Rd., Schenectady, NY 12303	TBD	Ph: 881-3640   Fax: 881-3642	
<b>Van Corlaer Elementary School</b> 2300 Guilderland Ave., Schenectady, NY 12306	Mariann Bellai	Ph: 370-8270   Fax: 881-3742	
<b>Woodlawn Elementary School</b> 3311 Wells Ave., Schenectady, NY 12304	John Perreault	Ph: 370-8280   Fax: 370-8283	
<b>Yates Elementary School</b> 725 Salina St., Schenectady, NY 12308	Robert Flanders	Ph: 370-8320   Fax: 881-3862	
<b>Zoller Elementary School</b> 1880 Lancaster, St., Schenectady, NY 12308	Patricia Doyle	Ph: 370-8290   Fax: 881-3882	
<b>Middle Schools</b>			
<b>Central Park Middle School</b> 421 Elm St., Schenectady, NY 12304	Jason Rodgers	Ph: 370-8250   Fax: 881-3662	
<b>Mont Pleasant Middle School</b> 1121 Forest Rd., Schenectady, NY 12303	Jeff Bennett	Ph: 370-8160   Fax: 881-3562	
<b>Oneida Middle School</b> 1529 Oneida St., Schenectady, NY 12308	Tony Farina	Ph: 370-8260   Fax: 370-8267	
<b>High School</b>			
<b>Schenectady High School</b> 1445 The Plaza, Schenectady, NY 12308	Diane Wilkinson	Ph: 881-2044 X-44801   Fax: 881-3802	
<b>Class of 2020</b>	David Preston   AP: Leah Akinleye	Ph: 881-2044 X-44842	
<b>Class of 2021</b>	Nicole Biette   AP: Jocelyn Hoffmann	Ph: 881-2044 X-44838	
<b>Class of 2022</b>	Jonathan Goyette   AP: Ady Pina	Ph: 881-2044 X-44830	
<b>Class of 2023</b>	Christopher Chank   AP: Michaela Miranda AP: Kargisia McDuffie	Ph: 881-2044 X-44834 Ph: 881-2044 X-44641	
<b>Steinmetz Career &amp; Leadership Academy</b>	Gregory Fields   AP: William Pickett	Ph: 881-2030 X-30100   Fax: 881-3602	



# 2019-2020 Transportation

## Our phone number: (518) 370-8103

Please feel free to contact the Transportation Office with any questions or concerns. We are here to help and open from 7:00 a.m. – 4:00 p.m. Emergency calls can be made any time during these hours. Due to call volume, we recommend making routine phone calls between 9:30 a.m. and 2 p.m.

## Transportation is provided as follows:

### Policy

- Students in grades Pre-K through 5 who attend school more than 1 mile from their home
- Students in grades 6-12 who attend school more than 1.5 from their home
- Pre-K students must be four years of age or older before December 1 in order to be eligible for transportation
- Disabled or special needs children in accordance with recommendations of the Committee on Special Education

## Measuring Distances

The district measures the distance between the student's legal residence and the school. Distances are measured along public roads used by cars and similar vehicles. The distance measured is between the driveway of the student's legal residence and the main entrance to the school grounds used by the bus.

If you move, please notify your school immediately. Transportation will be set up after your school notifies the Transportation Office.

### If You Move

Each student is assigned to a bus stop in the neighborhood of the student's legal residence. The student will only be transported to and from the bus stop to which the student is assigned. **Changes in transportation cannot be communicated by children.**

### Bus Stops

Buses travel main roads. Routes are designed with central pickup points.

You will receive a card from the Transportation Office letting you know where your child's bus stop is and estimated pick-up time. **\*Times are subject to change \***

## Talking to Children about Rules and Safety

Safety of our children is the most important part of what we do. Please talk with your child about the rules of riding the bus to make sure of their safety and that of the other children (Rules on back).

**Parents must escort Pre-K and kindergarten children to and from the bus stop.**

## Contacting Your Bus

If your bus is running late, please call (518) 370-8103, then select the proper option for your vendor:

Capital Bus – (518) 300-4015

Brown – (518) 393 – 6634 or (518) 346-9117

Durham – (518) 355 – 1724 or (518) 355-1727

Northland – (518) 393 – 4998

Amazing Grace – (518) 250 – 4664

Gateway - (518) 280 - 5940

## Rules

- Go directly to your own bus stop.
- Walk facing traffic and stay on the sidewalk, whenever possible.
- Be at your stop 10 minutes before pick-up time.
- Don't talk or go with strangers.
- Dress for the weather. Wear clothing that is safe, visible and warm.
- Carry your belongings in a book bag or backpack.
- Show care for others' property.
- Do not bring pets to the bus stop.
- Stand on the sidewalk and back from the road at your bus stop. Do not climb snow banks.

### Crossing the Road

- Wait for the bus driver to turn on all exterior signals before crossing and check for traffic.
- Make eye contact with the bus driver and walk far enough in front of the bus, so the bus driver can see you.

### Safe Bus Behavior

- Do not distract the bus driver
- Remain seated while the bus is moving.
- Elementary students must wear seat belts.
- Eating and smoking are not allowed.
- Keep arms and heads inside windows
- Do not throw objects of any kind, inside or outside of the bus.

## School Closings and Delays

We've added a new feature to our phone directory which includes, school cancellation and delays. This will be an option for you to select after you have dialed our office number (518) 370-8103. To ensure you are getting the latest updates on closings and delays, please listen to your local radio station and watch local news channels, as the directory option may be delayed.

## Student Behavior

Students who are distractive or cannot follow rules may have bus transportation privileges suspended. In such cases, the parents and/or guardians become responsible for safely getting their child to and from school.

Please talk with your child and stress appropriate behavior at the bus stop and while riding the bus to and from school.

If you have any questions or concerns, please do not hesitate to call the Transportation Office at (518) 370-8103.

## Transportation

You will receive a courtesy card in the mail from the Transportation Office listing your child's pick up and drop off location and times. Please call us with any questions or concerns.

## Text Message Alerts

You can sign up to receive transportation text message alerts.

Visit the school district website and click on the "Sign Up For Transportation" alerts link or go to

<http://www.schenectady.k12.ny.us/TextMessaging/textrequest.htm>



# Universal Breakfast and Lunch

Schenectady City School District Food Services

ALL SCSD students,  
at ALL district schools, receive...

## FREE breakfast and lunch daily.

All locations serve breakfast  
after the bell and offer  
allergy-friendly food options.\*

### Breakfast components:

Fruit, grain, meat/meat alternate and milk.

### Lunch components:

Fruit, vegetable, grain,  
meat/meat alternate and milk.



### Online Resources:

Menus for all grade levels:

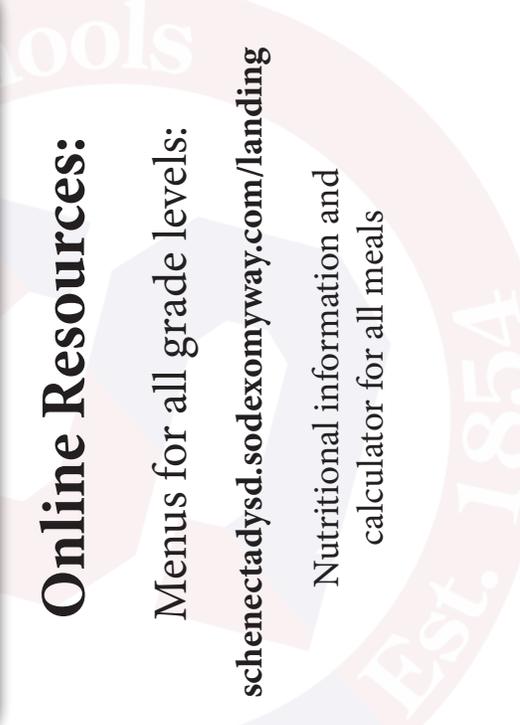
[schenectadysd.sodexomyway.com/landing](http://schenectadysd.sodexomyway.com/landing)

Nutritional information and  
calculator for all meals



Questions? Comments? Suggestions? Contact us via Let's Talk.  
Select Breakfast & Lunch Program on our website:

<http://www.schenectady.k12.ny.us/>







**2019-2020**

**#projectbehere**  
*attendance matters*

## **Student Success Begins with Attendance**

*The path to graduation begins with coming to school*

The first day of kindergarten is one of the first steps a child takes on the path to graduation. It is a critical time and can set the tone for the educational journey that he or she is beginning. Stressing the importance of being in school every day and encouraging your child to develop a love of learning, sends the right message. It lets your child know that education is a priority to you and will become a priority to him or her.

As a parent, you are responsible for making sure your child gets to school each day. While you might think that a few absences here and a few absences there won't impact learning, they do.

**Missing 18 days of school, which is ten percent of the time, is considered chronic absenteeism.**

<b>Chronic Absence</b>	Missing 18 days in a school year
<b>Warning – Cause for Concern</b>	Missing 10 – 17 days in a school year
<b>Good Attendance</b>	Missing 9 days or fewer in a school year

When children miss one day of school, they miss an entire day of instruction. For every day missed, it takes a child at least two days of school to catch up and they must work twice as hard. They miss opportunities and skill development and have a harder time learning to read. Additionally, a teacher loses class time by having to teach one student something the entire class was taught the day before. An absence impacts the entire class.

In the 2019-2020 school year, we will continue our **#projectbehere** attendance awareness campaign in which we feature students who have good and improved attendance, on posters, social media and on our website.

**#projectbehere** stories, video clips and resources are available on our district website.

Follow us on Twitter **#projectbehere**.

### **What attendance tells us:**

- Absences can be a sign that a student is losing interest in school, struggling with school work, dealing with a bully or a facing other serious difficulties.
- By 6<sup>th</sup> grade, absenteeism is one of three signs that a student may drop out of high school.
- By 9<sup>th</sup> grade, regular and high attendance is a better predictor of graduation than 8<sup>th</sup> grade test scores.
- Missing 10 percent, or 18 days, of the school year can dramatically affect a student's academic success.

### **What you can do**

- Talk about the importance of going to school every day. Make it an expectation.
- Set a regular bed time and morning routine. Help your child maintain daily routines such as finishing homework and getting a good night's sleep.
- Lay out clothes and pack backpacks the night before.
- Try not to schedule any appointments, including medical or dental, during the school day.
- Don't schedule family vacations for times when school is session.
- Don't let your child stay home unless truly sick. Complaints of headaches or stomachaches may be signs of anxiety.
- If your child seems anxious about going to school, talk to teachers, school counselors, or other parents for advice on how to make him or her feel comfortable and excited about learning.
- Develop back-up plans for getting to school if something comes up. Call on a family member, a neighbor or other parents.

### **Help your child stay engaged**

- Stay on top of academic progress and seek help from teachers if necessary. Make sure teachers know how to contact you.
- Stay on top of your child's social contacts. Peer pressure can lead to skipping school.
- Encourage meaningful afterschool activities including sports and clubs.

Talk to teachers if you notice sudden changes in behavior. Log in to Campus Parent Portal and check your child's attendance frequently.

**If you are having trouble getting your child to school, ask for help.** Talk to school officials, afterschool programs, other parents or community agencies. We will help you find the resources that you need.

# #projectbehere

attendance matters

This year, the Schenectady City School District has sharpened focus on student attendance by bringing awareness to the impact of chronic absenteeism and providing the tools and resources to ensure that all students are in school and on the path to graduation.

Since missing school can dramatically affect a child's academic success, we strongly encourage parents to closely monitor how many days of school their child is absent. **We offer you a powerful tool to do this.**

## The Parent Portal

The Parent Portal is a web-based platform that allows you real-time access to schedules, grades and attendance data for all of your children. The process for signing up is simple:

- 1 Fill out the attached form.**
- 2 Send the form to your student's school with a copy of your I.D.**  
*If you cannot make a copy of your ID, your school office can make one for you.*  
*You can also email a picture of your ID to [portal@schenectady.k12.ny.us](mailto:portal@schenectady.k12.ny.us)*
- 3 Check your email for an invitation to create your Parent Portal account.**  
After we receive your form, you will receive an email that will include instructions and an activation link. Click on the activation to create your Parent Portal account.
- 4 The Parent Portal screen looks like this.**  
**You will be asked to create a username and password.**

Chronic absence from school can dramatically affect a student's academic success.

- **Missing 18 days** of school or more in a school year is considered chronic absenteeism.
- **Missing between 10-17 days** in a school year is cause for concern.

Starting as early as Pre-K and Kindergarten, chronic absence can have adverse academic consequences.

By 3<sup>rd</sup> grade, chronically absent students are less likely to read on grade level.

By 6<sup>th</sup> grade, chronic absence becomes a warning sign that a student will drop out of high school.

By 9<sup>th</sup> grade, attendance is a better predictor of graduation than 8<sup>th</sup> grade test scores.

**Good attendance is having 9 or fewer absences for the entire school year.**

Infinite Campus Transforming K12 Education®

Campus Portal

**Campus Portal account creation successful!** SCHENECTADY CITY SCHOOLS

Welcome **EDWARD FRIEDMAN**, you are now ready to create your Campus Portal account. You must enter a user name and password that you will use to access Campus Portal in the future.

Username

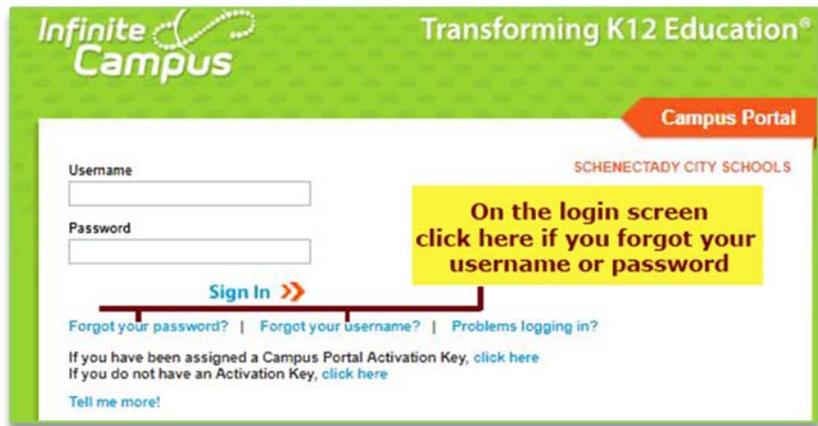
Password  
 0%

Verify Password

## Did you forget your username or password?

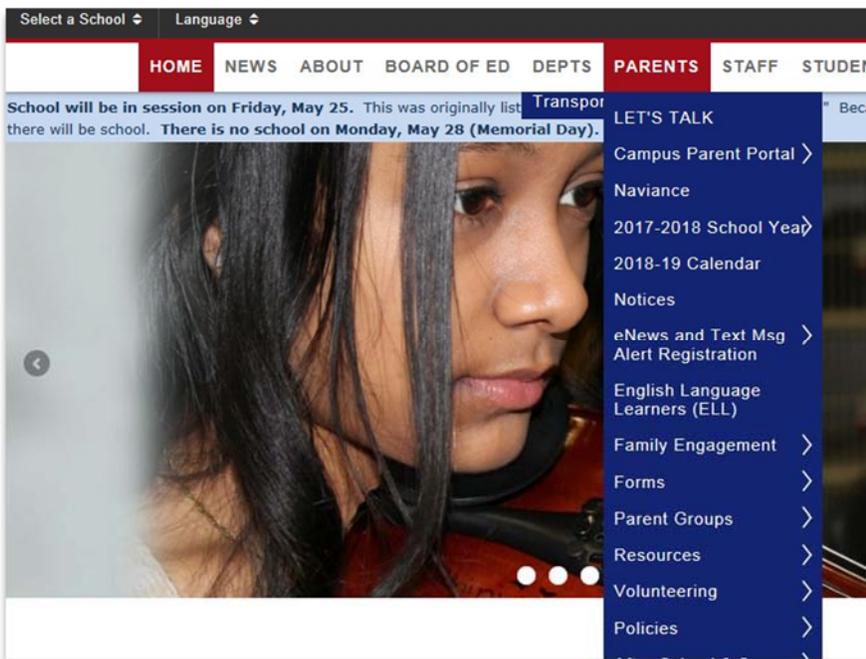
If you forget your Parent Portal username or password, go to the login page. Click on the link below "Sign In."

Once you have registered, you will have access to your child's information.



## To Log in

Use the link from the email that you receive or you can access it from the SCSD website under **#projectbehere** or the "Parents" dropdown menu.



You only need to sign up once even if you have more than one child in school. Your account is active for as long as your children are students in the district.

**"How To" Video:** We created a video to walk you through the Parent Portal registration process. You can view it at: <https://bit.ly/2GJgyWg>. You can also find it on the website under **#projectbehere** and under Campus Parent Portal.



## Benefits of the Parent Portal include:

- Instant attendance notifications for your PK-12<sup>th</sup> grade student(s)
- Help your 7<sup>th</sup>-12<sup>th</sup> graders manage their course assignments
- See quarterly grades before you receive a report card in the mail
- See Regents test scores before you receive a report card in the mail

**Questions and Support:** If you have questions or need assistance setting up or accessing your account, please contact our Parent Portal team by clicking on the Let's Talk tab on the left hand of the district website.



# Schenectady City Schools

108 Education Drive, Schenectady, NY 12303  
 Phone (518)370-8100  
 www.schenectady.k12.ny.us

## PARENT PORTAL Parent/Guardian Access Request Form

The Schenectady City School District can provide access to student information via the Infinite Campus Parent Portal. In order to protect the confidentiality of student records, all parents/guardians who want to use this service are required to fill out this form and return it in person to any one of your student(s)' schools or via e-mail at portal@schenectady.k12.ny.us. For security purposes, a photo ID is required when you return the form.

**(PLEASE PRINT)**

Parent/Guardian  
 Name: (One name per form)

*(First Name, Middle Initial, Last Name)*

Parent/Guardian  
 Home Address:

Phone:

Parent/Guardian  
 E-Mail Address:

*Please list all children in household who are/will be enrolled in Schenectady City School District*

Student Name	Your Relationship to Student	Reside with Student (Yes or No)	School	Grade Level

*I certify that all of the above information is true and I have legal authority to access the records of the student(s) listed above. This access is restricted to authorized users for official purposes only. Care must be exercised to ensure passwords and private data are secure and that unauthorized users are not permitted to access or make changes to your family's personal information. Passwords are not to be shared or recorded in any location that is accessible to unauthorized personnel.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature & ID must be that of the Parent/Guardian shown on first line* *mm/dd/yyyy*

**Important** – Once the information provided above is verified and processed, you will receive your Infinite Campus Activation via the eMail address you provided. Please allow five (5) to seven (7) school days to receive this email. When you receive your Activation eMail, you will be able to access the Campus Portal through on the Schenectady City School District's website: <http://www.schenectady.k12.ny.us/> , and create your username and password.

Office Use Only:	
Date Returned: _____	<input type="checkbox"/> ID Verified Form & ID Checked By: _____
<input type="checkbox"/> Verify E-mail	<input type="checkbox"/> Activation eMail Data Provided: _____ Initials: _____





**2019-2020**

**Stay Connected**

### **Automated Calling**

During the school year, you will receive calls from the district and your child's school, through our automated calling system, with important reminders and updates including delays or unexpected closings.

In order to receive these important messages, your child's school **must** have a current phone number for you on file. To ensure that we have up to date contact information for you, please complete and submit the *Contact Information Sheet* enclosed in this packet immediately. If your contact information changes, please notify your child's school immediately.

### **eNews**

To receive district eNews reminders and updates, visit our website at [www.schenectady.k12.ny.us](http://www.schenectady.k12.ny.us), click on the "Parents" dropdown menu and select *eNews Registration*.

### **Text Alerts**

You can sign up to receive text alerts alerts by visiting website at [www.schenectady.k12.ny.us](http://www.schenectady.k12.ny.us). Click on the "Parents" dropdown menu and select *Text Msg Alert*.

### **Facebook**

Follow us on Facebook @SchenectadyCitySchoolDistrict

### **Twitter**

Follow us on Twitter @SCSchools

### **Instagram**

Follow us on Instagram @schenectadycityschoolist

## YouTube

You can locate our video library on YouTube: Schenectady City School District

## Website

Visit our website at [www.schenectady.k12.ny.us](http://www.schenectady.k12.ny.us). Each school has a “Virtual Backpack” button located under the “For Parent” dropdown menu and as a quick link on your school’s homepage. The virtual backpack includes letters, reminders, notices and more.

You can subscribe to your **school’s calendar and receive updates** whenever an event is added, deleted or changed on the calendar by going to your school page and clicking on CALENDAR on the top menu.



Click on the Subscribe button to receive a notification when an event is added, deleted or changed on the calendar.

You can also view the calendar as a daily, weekly, monthly or yearly grid by clicking the drop down or selecting the icon.



# SEPTEMBER 2019

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p>2</p> <p>LABOR DAY</p>	<p>3</p> <p>STAFF DEVELOPMENT DAY</p> <p>NO CLASSES</p>	<p>4</p> <p>STAFF DEVELOPMENT DAY</p> <p>BOARD OF ED MEETING, 7PM, MPMS</p> <p>ZOLLER PK/K BACK TO SCHOOL NIGHT</p> <p>WOODLAWN PK/K MEET THE TEACHER, 2 PM</p> <p>VAN CORLAER K/1 BACK TO SCHOOL NIGHT, 5:30 PM</p> <p>PLEASANT VALLEY KINDERGARTEN ORIENTATION, 5 PM</p> <p>PAIGE KINDERGARTEN OPEN HOUSE</p> <p>KEANE POPS ON THE PLAYGROUND</p>	<p>5</p> <p><b>CLASSES BEGIN</b></p>	<p>6</p>
<p>9</p>	<p>10</p> <p>SHS AUDITION FOR <i>SHRINKING &amp; TOWERING TIGER LILIES</i>, 3:30 PM BLACK BOX</p> <p>ZOLLER PTO MEETING, 6:30 PM</p>	<p>11</p> <p>KEANE PTO MEETING 5:30 PM</p> <p>KING PTO MEETING, 5 PM</p> <p>MPMS PARENT FOCUS GROUP 10 AM</p>	<p>12</p> <p><b>ELEMENTARY BACK TO SCHOOL NIGHT</b></p>	<p>13</p>
<p>16</p> <p>SHS SENIOR PORTRAITS 9/16-9/20</p> <p>ATHLETIC HALL OF FAME &amp; REUNION DINNER, 4:30 PM, GLEN SANDERS</p>	<p>17</p> <p>CPMS DADS TAKE YOUR CHILD TO SCHOOL DAY, 8:30 AM</p> <p>CPMS EAGLE ELITE ASSEMBLY</p> <p>HOWE PTO MEETING, 6 PM</p>	<p>18</p> <p>BOARD OF ED MEETING, 7 PM, MPMS SCHENECTADY ROOM</p>	<p>19</p> <p><b>MIDDLE SCHOOL BACK TO SCHOOL NIGHT</b></p>	<p>20</p> <p>PAIGE BINGO FOR BOOKS &amp; PAIGE PTO MEETING, 5:45 PM</p>
<p>23</p> <p>NATIONAL HONOR SOCIETY INDUCTION CEREMONY, 6 PM, SHS</p> <p>MPMS BOOK FAIR 9/23-9/27</p>	<p>24</p> <p><b>SHS BACK TO SCHOOL NIGHT</b></p> <p>COLLEGE FAIR, 9:30 AM, SHS CAFÉ</p> <p>PV PTO MEETING, 2:30 PM</p>	<p>25</p> <p>PLEASANT VALLEY COFFEE CHAT, 8 AM</p> <p>VAN CORLAER PK/K COFFEE BREAK, 8:05 AM</p>	<p>26</p> <p>ZOLLER PTO ICE CREAM SOCIAL</p>	<p>27</p> <p>SHS HOMECOMING</p>
<p>30</p> <p>YATES MONTHLY ASSEMBLY</p> <p>ROSH HASHANAH (AT SUNDOWN)</p>				





Please complete this form and send or bring it to your child's school immediately

## School Contact Information

Parent Name: \_\_\_\_\_

Parent Address: \_\_\_\_\_

Parent/Guardian Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Parent/Guardian E-Mail Address: \_\_\_\_\_

Please list all children in your household who are enrolled in the Schenectady City School District

Student Name	Relationship to You	Do you Reside with the Student	School	Grade Level

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## 2019-2020

### For Your Information

#### Notices

The following notices are available on the Schenectady City School District website.

Go to [www.schenectady.k12.ny.us](http://www.schenectady.k12.ny.us) Under "Parents" on the top menu bar, select "Notices."

- Notification to Parents of Teacher Qualifications
- ESSA Accountability & New York Schools

#### Vaccinations/Change in Law for Religious Exemption

Per the amendment to Public Health Law Section 2164, children who attend daycare or public, private or parochial school who previously had a religious exemption, **must now receive their first age-appropriate dose in each immunization series with a deadline of 14 days from the start of school.** Parents and guardians of children must show, within 30 days of the first day of school, that appointments have been made for follow-up doses.

#### Food Services/Community Eligibility Provision (CEP)

The Schenectady City School District participates in the Community Eligibility Provision (CEP) program. All children in the Schenectady City School District will receive free breakfast and lunch at their school each day.

The District also participates in the Fresh Fruit and Vegetable Program for all elementary students.

Menus for all grades and meals can be found online on the district website.

#### Code of Conduct

The Code of Conduct is available at your child's school and can be downloaded from the district website.

All students will be required to watch the Code of Conduct overview video in school. We strongly encourage all parents to watch the video. It can be accessed from the district website under the *parent or student dropdown*.

### **District-wide School Safety Plan - Annual Notification – 2019-2020**

The Schenectady City School District has developed a District-wide Safety Plan in accordance with the New York State Safe Schools against Violence in Education Law (Project SAVE) of 2000. The regulation requires that each public school district have a district-wide safety plan and that it is reviewed and updated prior to September 1 annually. The plan is made available via the district website. For more information concerning the district-wide safety plan please contact the following person:

Joanne Wolcott – Assistant District Director of Safety and Preparedness  
(518) 370-8100 X 40118/518-881-3400

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### **Annual Notification of the Availability of the District Asbestos Management Plan – 2019-2020**

The Schenectady City School District has submitted information regarding asbestos containing building materials in the school district to the New York State Education Department, in compliance with the Department's notification procedures. This information is documented in the school district's Asbestos Management Plan, which is in accordance with the United States Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA) of 1987 (40 CFR Part 763). This memorandum is intended to fulfill annual notification requirements.

In compliance with the AHERA Regulation, the school district conducted its 2016 Asbestos Triennial Re-inspection during the spring of 2016. Documentation related to the re-inspection is available in the Asbestos Management Plan. The District continues to perform the required six month surveillance inspections as prescribed by AHERA.

The Asbestos Management Plan for the Schenectady City School District is available to the public for review during the following times:

Monday through Friday – 9:00 AM – 3:00 PM

For more information, please contact the following person:  
Michael Barry, LEA Asbestos Designee  
Phone Number: (518) 370-8100 X40161

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### **Initial Pesticide Neighbor Notification – 2019-2020**

The use of pesticide products may be applied periodically throughout the 2019-2020 school year at the Schenectady City School District. Under the Pesticide Neighbor Notification Law, Section 409-h of the Education Law, the District is required to maintain a list of parents/guardians, and school staff who wish to receive 48 hour advance written notice of an actual pesticide application in the facilities or on school grounds. You may register for 48-hour notification, and may receive additional information regarding the Neighborhood Notification Law, by contacting Irene Mazzucco at 518-370-8100 X40111 between the hours of 9:00 AM through 3:00 PM Monday through Friday.