



**SACHEM HIGH SCHOOL  
EAST CAMPUS  
177 Granny Road  
Farmingville, N.Y. 11738**

**Student Handbook  
2016 - 2017**

**Board of Education**

**Anthony Falco, President  
Robert Scavo, Vice President  
Teri Ahearn  
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**Superintendent of Schools  
Kenneth E. Graham ED.d**

**Principal  
Louis Antonetti**

**Assistant Principals  
Andrew Larson  
John Galligan Lisa Johnson**

**MISSION STATEMENT**

The Sachem Family (students, parents, employees and (residents) works interdependently to develop **leaders** of great **character** who are highly **competent** and **caring**.  
Most importantly, we are motivating our students to become the best possible version of themselves.

**TITLE IX  
SACHEM CENTRAL SCHOOL DISTRICT  
PUBLIC NOTIFICATION**

The Sachem Central School District hereby advises students, parents, employees and the general public that it offers employment and educational opportunities, without regard to sex, race, color, national origin or handicap.

Inquiries regarding this nondiscrimination policy may be directed to either of the following:

**Paul Manzo**  
Title IX Coordinator  
Sachem Central School District  
51 School Street  
Lake Ronkonkoma, N.Y. 11779  
Telephone 631-471-1300

Elizabeth Tucci  
Section 504 Coordinator  
Sachem Central School District  
51 School Street  
Lake Ronkonkoma, N.Y. 11779  
Telephone 631-471-1890

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<b>Bell Schedule</b>		
<b>PERIOD</b>	<b>START</b>	<b>END</b>
1	7:20	8:02
HR	8:02	8:04
2	8:20	8:52
3	8:58	9:40
4	9:46	10:28
5	10:34	11:16
6	11:22	12:04
7	12:10	12:52
8	12:58	1:40
9	1:45	2:27
10	<b>BEGINS AT 2:32</b>	

**DIRECTORY**

**Principal:**

Louis Antonetti (631) 716-8200 ext. 5100

**Assistant Principals:**

Andrew Larson (631) 716-8200 ext. 5120  
John Galligan (631) 716-8200 ext. 5125  
Lisa Johnson (631) 716-8200 ext. 5115

**Nurses:**

Kathleen Maloney (A-L) (631) 716-8200 ext. 5241  
Kimberly Monsen (M-Z) (631) 716-8200 ext. 5242

**Substance Abuse Counselor**

Adam Intraria (631) 716-8200 ext. 5198

**Social Worker:**

Kim Pirreca (631) 716-8200 ext. 5177

**Psychologists:**

Dr. Fern Miranda (631) 716-8200 ext. 5177  
Cheryl Ryan Dina St. Giles

**Sachem East Guidance: (631) 716-8200 ext. 5110**

<b>COUNSELOR</b>	<b>9TH</b>	<b>10TH</b>	<b>11TH</b>	<b>12TH</b>
Tina Moon	A-Br	A-Bq	A-Bq	A-Br
Wendy Corrigan	Bu-Cr	Br-Co	Bs-Co	Bs-Da
Kate Taylor	Cu-Fo	Cr-Fo	Cr-Fo	Db-F
Christian Aliperti	Fr-H	Fp-I	Fp-I	G-H
Therese Robinson	I-Ly	J-Lo	J-Lo	I-Lom
Nicole Koerber	M-Ne	Lp-Mom	Lp-Mom	Lon-Mo
Megan MacLellan	Ni-Re	Mon-Pe	Mon- Pe	Mp-Ra
Donna Jackson	Ri-Sha	Ph-Sch	Ph- Sch	Rb-Si
Francine Ciancimino	She-We	Sci-V	Sci-V	Sj-Wa
Kristin Dunseith	Wh-Z	W-Z	W-Z	Wb-Z

**DISTRICT ATTENDANCE POLICY**

The Board of Education recognizes that regular school attendance is a major component of academic success. Through implementation of this policy, the Board expects to reduce the current level of unexcused absences, tardiness, and early departures, (referred to in this policy as unexcused ATEDs), encourage full attendance by all students, maintain an adequate attendance record keeping system, identify patterns of student attendance and develop effective intervention strategies to improve school attendance.

**Notice**

To be successful in this endeavor, it is imperative that all members of the school community are aware of this policy, its purpose, procedures and the consequences of non-compliance. To ensure that students, parents/guardians, teachers, and administrators are notified of and understand this policy, the following procedures shall be implemented:

- The attendance policy shall be included in student handbooks and will be reviewed with students at the start of the school year.
- Parents/guardians will receive a plain language summary of this policy by mail at the start of the school year.
- When a student is absent from school, a designated staff member will attempt to notify the students' parents/guardians by phone.
- When a student has an unexcused absence from class, which includes leaving school grounds without permission, a designated staff member will attempt to notify the students' parents or guardians.
- Each school will communicate the district's attendance policy through various means, including orientation, open school nights, the school newspaper, etc.
- The district will provide a copy of the attendance policy and any amendments thereto to faculty and staff. New staff will receive a copy upon their employment.
- All faculty and staff will meet at the beginning of each school year to review the attendance policy and to clarify individual roles in its implementation.
- Copies of this policy will also be made available to any community member, upon request.
- The district will share this policy with local Child Protective Services (CPS) to ensure a common understanding of excused and unexcused ATEDs and to work toward identifying and addressing cases of educational neglect.

## Excused and Unexcused Absences

- Excused ATEDs are defined as absences, tardiness and early departures from class or school when they are due to personal illness, death in the family, impassable roads or weather, religious observance/obligations, quarantine, required court appearances, medical appointments, approved college visits, approved cooperative work programs, military obligations, family emergencies, or such other reasons as may be approved by the Superintendent or his designee.
- Absences, tardiness, and early dismissals are unexcused ATEDs when they do not meet the above criteria.
- All absences must be accounted for. It is the parents'/guardians' responsibility to notify the appropriate school office on the day of occurrence of the absence and to provide a written excuse upon the student's return to school.

## Tardiness

- Students who are tardy to school shall have this information recorded and reported to their parents'/guardians.
- Students who develop a pattern of tardiness shall have their parents'/guardians contacted, shall be reminded of the attendance policy, and will be told that the students are subject to the school disciplinary policy.
- Students who are late to school by a significant amount of time shall have their parents'/guardians contacted.

## Attendance Incentives

- The district will design and implement systems to be approved by the Board of Education which are to acknowledge a student's efforts to maintain or improve school attendance.

## Disciplinary Consequences

- Unexcused ATEDs will result in disciplinary action consistent with the district's code of conduct. Those penalties may include, for example, detention or in-school suspension. Students may also be denied the privilege of participating in or attending extracurricular events.
- In addition, designated staff member(s) will attempt to contact the student's parents'/guardians and the student's guidance counselor. Such staff member(s) shall remind parents'/guardians of the attendance policy, explain the ramifications of unexcused ATEDs, and stress the importance of class attendance and discuss appropriate intervention strategies to correct the situation.
- In addition, the designated staff member(s) will contact local Child Protective Services (CPS) if they suspect educational neglect.

## Attendance/Grade Policy and Denial of Credit

- The Board of Education recognizes an important relationship between class attendance and student performance. Students are expected to attend all scheduled classes.
- Consistent with the importance of classroom participation, unexcused ATEDs may adversely affect a student's class participation grade for the marking period.
- For high school level courses, more than nine (9) absences (five (5) for alternate day courses) in a semester will result in the denial of credit. However, students with properly excused absences may make up the work in a timely manner and those absences will not count toward the minimum attendance standard.
- An unexcused tardy to class of 15 minutes or more shall be considered for the purpose of this policy an unexcused absence.
- To ensure that parents'/guardians and students are aware of the implications of this minimum attendance requirement, the teacher or other designated staff member(s) will advise the student and attempt to contact the parents'/guardians by telephone and mail at appropriate intervals prior to the student reaching the maximum absences.
- In implementing the policy set forth above, students who are unable to attend school or class on a given day due to their participation in a school sponsored activity (i.e., music lessons, field trips), may arrange with their teachers to make up any work missed. This also applies to any student who is absent, tardy or leaves early from school or a class due to illness or any other excused reason.
- Upon their return to school, students with excused absences are expected to consult with their teachers regarding missed work.
- Only those students with excused absences will be given the opportunity to make up a test or other missed work to eliminate the absence from the calculations utilized in the denial of credit. Make up opportunities must be completed by a date specified by the student's teacher for the class in question. **It is the student's responsibility to obtain any missed work from their classroom teacher(s).**

## Annual Review

- The Board shall annually review building-level student attendance records, and, if such records show a decline in student attendance, the Board shall revise this comprehensive attendance policy and make any revisions to the plan it deems necessary to improve student attendance.

## HOMEROOM / ATTENDANCE PROCEDURES

The following procedures are used at Sachem High School East:

1. A student who is late to school must report to the Attendance Office with a note indicating the date of and reason for the lateness. Any student who is excessively late will be held responsible for the lateness and will be subject to disciplinary action which, in severe cases, may include an informal principal's meeting and/or a referral to Family Court or Child Protective Services. Students are always subject to the guidelines of the Student Attendance Policy when they are illegally absent or when they are late to school.
2. Parents should be advised that they will be notified of their child's absence. It is the parents'/guardians' responsibility to notify the attendance office on the day of occurrence and provide a reason for the absence. If the Attendance Office is not notified within 48 hours, the absence will be recorded as unexcused. Parents should call the Attendance Office to inform the school of their child's absence or lateness.
3. Seniors making college visitations, reporting for Armed Service or employment physical examinations, etc., will be required to bring in appropriate documentation from the place of visitation in order to have an educational day recorded on the official student attendance record.

## MORE ON CLASS ATTENDANCE

Every student has a right to educational opportunities that will enable that student to develop to his or her fullest potential. In principle, classroom attendance is a major component of academic success. The early identification of attendance problems, together with cooperation among parents, students, teachers, administrators and support staff will foster improvement in student achievement.

For each marking period, a student's final grade will be based upon classroom participation, homework, tests, papers, projects, etc. Students with excused or legal absences will be afforded the opportunity to make up missed work.

Class cutting and/or illegal lateness is also counted against the 90% requirement; in addition, as violations of Sachem's rules, they carry penalties of detention or suspension. Students who cut class throughout the duration of any course will be subject to loss of course credit.

A student denied credit for attendance reasons is denied privileges for the remainder of the year. This includes the removal of privileges to attend all high school social events, including dinner dances, proms, banquets, the senior trip, if applicable, Renaissance trips and other special events. Students will not be allowed to participate in school clubs or on school teams and will be denied permission to park on school property. A student who is denied credit for a full year course will not be permitted to take that course in summer school. Any student denied credit will not be eligible for participation in any BOCES vocational program in the future.

To discuss your child's classroom attendance contact the Dean of Students.

## PHYSICAL EDUCATION

The attendance guidelines apply to Physical Education as well. Several unique situations have been developed to assist students in meeting their Physical Education responsibilities:

1. Legal absences from PE may be made up before school or during period 9. This must be done within two weeks of the legal absence.
2. Students with medicals will be required to attend Sportsfolio classes to make up for missed P.E. classes. Medicals are not retroactive; they must be submitted to the Nurse within two weeks of the medical problem which affects the student's ability to participate. An "Until Further Notice" medical will be valid for up to two months. The medical must be updated at that time.
3. Students unprepared for class must make up each class as provided above.
4. Illegal absences (cuts) **may not be made up.**

In order to graduate, a student must attend and participate in the Physical Education Program for each semester he or she is at Sachem High School. This is a New York State mandated requirement. **All students must successfully complete a unit in swimming in order to receive credit for Physical Education for that semester.** If you fail a swimming unit, you will receive a failing Final Average for the associated Physical Education course.

District policy requires students to remove ALL jewelry before participating in Physical Education class. This includes bracelets, watches, neck chains, rings, earrings, eyebrow rings, tongue rings, naval rings, etc. Any body part which has been newly pierced must be taped. In keeping with our policy of not bringing valuable items to school, these items, and items such as cell phones, **CANNOT** be brought to the gym area.

## GRADUATION

Commencement exercises are held in June. Only students who have successfully fulfilled all graduation requirements and who are in good standing will be invited to attend the graduation ceremony, following the completion of all of their credits. Unless a request is initiated for early (mid-year) graduation, all students will be graduated in June of their senior year.

June graduates are required to attend a graduation orientation and an actual graduation rehearsal prior to the ceremony. Students who are eligible to graduate in August after successfully completing an approved secondary summer school course will receive a diploma once the official transcript from the summer school is received and/or the Guidance Department verifies that all requirements for graduation have been satisfied. August graduates will be invited to attend the graduation ceremony the following June.

## GRADUATION REQUIREMENTS

The Guidance Handbook highlights specific graduation requirements and course offerings.

## EXAMS AND REGENTS

Most courses culminate in either a final exam or Regents exam. There are no exemptions from the final and if a Regents is given for the course, the student is encouraged to take it. The passing of a Regents exam entitles the student to Regents credit. Course credit toward graduation is given to students with passing final averages.

## FAILURES

If you fail a required subject, you must repeat it either in Summer School or in the regular session of the following year. It is the responsibility of the student to make all adjustments regarding failed subjects which may be required for graduation.

Regents Examinations are administered in January, June, and August. Students interested in taking examinations a second time for improvement of grades may receive information in an Assistant Principal's office.

## CHANGES IN ADDRESS AND TELEPHONE

Please notify the Attendance Office immediately with changes in your address, telephone number, or person to contact in the event of an emergency. This information is vital in the event of illness or injury.

## CLOSED CAMPUS

Sachem High School East is a closed campus. As we sharpen our focus on higher academic expectations, we are attempting to create an environment which limits opportunities to make bad decisions. A truly closed campus reduces the likelihood that students will leave grounds, cut class, smoke or be late to class. Students must remain within the school building from the time that they arrive at East until the conclusion of the school day. There are no scheduled bus departures prior to this time. Please Note: No student is permitted in the building prior to 7:00 a.m.

1. Students are not permitted to exit the building between classes or at any other time during the school day. Being in any area that is "out of supervision" or loitering in the vicinity of the school is viewed as a serious safety issue and will result in severe disciplinary action. Leaving grounds or entering any of the wooded areas surrounding the school will result in disciplinary action. Any student who leaves the building without authorization during the course of the instructional day will not be permitted to re-enter the building to attend classes.
2. Students who depart school grounds at the end of the school day may not re-enter grounds at a later time merely to take a bus.
3. All students who remain after school must be supervised. Students who stay for an activity during ninth period must remain in this supervised setting unless they are issued a pass to another supervised area. Athletes are assigned to an academic enrichment period during this time and must adhere to published guidelines or risk consequences. All other students in the hallway will be asked to leave. Students who intentionally and repeatedly evade this provision will not be permitted to take a late bus. Students may not leave an activity early unless they have been dismissed and are departing school grounds.
4. Use of any physical education facility, to include the weight room and basketball courts, must be under the supervision of a staff member.

## STUDENT DRESS CODE

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. All district personnel shall dress appropriately and help students develop an understanding of appropriate appearance in the school setting. A student's dress, grooming and appearance shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments and see-through garments are not appropriate. (The following is also inappropriate for grades 6-12; spaghetti straps, bra straps, display of the midriff, bandanas)
3. Ensure that underwear is completely covered with outer clothing.
4. Include safe footwear at all times.
5. Not include the wearing or carrying of hats or bandanas during the school day except for a medical or religious purpose.
6. Not include items that are vulgar, obscene, libelous or denigrate others on account of race, color, creed, national origin, gender, sexual orientation or disability.
7. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

## EARLY DISMISSAL

A request for an early dismissal should be brought to the Attendance Office on the morning of the dismissal. The time and reason for the early dismissal must be included on the note. When possible, medical and dental appointments should be made outside of school hours.

A student will be released only to parents, unless the school has been notified in writing by the parents that they have granted permission for someone else to pick up their child. The parent, or authorized person, must come to the Attendance Office and present proper identification when signing their child out. It is imperative that we have accurate and updated parent contact numbers so we can call to verify these types of situations.

## FIRE ALARMS

If the fire alarm sounds, students should evacuate the building in a quiet, orderly fashion and follow the instructions of those in charge. Students should not stand on paved areas where vehicles may need to pass. Should such an evacuation be required during any exam, students are to remain silent or they risk the invalidation of that exam.

## LOCKDOWN

A building lockdown is an emergency procedure which will be implemented should there be an armed intruder in the building. This procedure will help protect the lives and safety of all. Students will be notified via the PA system or via school security personnel. If a lockdown is activated, all students, staff and faculty should report to the closest classroom. If you are already in a secure area, remain there. Once your area is occupied, all doors and windows should be closed and locked. All window blinds should be drawn. Take cover away from doors and windows and await further instruction. Do not attempt to leave the classroom, gymnasium, auditorium, cafeteria, bathroom, office or other room you are in. Follow instructions from the Suffolk County Police Department or the Sachem Security Department. These instructions should come over the PA system or via a bullhorn.

## EXTRA HELP

You may seek extra help from your teachers if you do not understand an assignment, if the work is difficult, or if you have been absent and have missed assignments and class discussions. Arrange a conference with your teacher before or after school or at a time convenient to both of you during the day.

A teacher will sometimes request that a student stay after school if it is apparent that the student is having difficulty with his/her work. This should not be thought of as a punishment, but rather as the desire of the teacher to help maintain an appropriate level of achievement.

## EXTRACURRICULAR ACTIVITIES

CLUBS: Throughout the school year, many diverse extracurricular activities are offered for the benefit and enrichment of students. We encourage students to participate in such activities. Students who are involved in the total school experience generally perform better and adjust faster to their new environment.

ATHLETICS: The development of a strong mind and a healthy body go hand-in-hand at Sachem High School East. As a result, all students are actively encouraged to participate in our interscholastic program. Sachem High School East participates in a wide variety of interscholastic sports such as cross-country, soccer, football, wrestling, basketball, volleyball, gymnastics, baseball, lacrosse and track and field. In addition, programs in girls' field hockey, gymnastics, volleyball, basketball, softball, soccer, and track are also offered at the East Campus.

## GUIDANCE and COUNSELING SERVICES

The primary function of the guidance counselor is to assist individual students with academic or social adjustment to high school. The counselor is also available for the individual needs of any student whether they are vocational or personal. A student or parent may arrange an appointment with a counselor by calling the Guidance Department. Beginning in January, our counselors will once again be contacting parents to set up individual meetings regarding student scheduling.

During the school year, students may make appointments to see their guidance counselor by filling out a Guidance Appointment Request which may be obtained from their homeroom teacher. The teacher will then forward the request to the Guidance Department. Counselors will then return passes to the homeroom teacher showing the date and time of the appointment. Before reporting to the Guidance Office, the guidance pass must be shown to the subject teacher of the class where the guidance appointment occurs. No student may be excused from class nor will he/she be allowed in the Guidance Office without a pass.

## COURSE SELECTION

Course selection, a carefully arranged series of steps, runs from January through July each year; it includes:

1. Orienting students to the various courses offered and to the scheduling process;
2. Recommendations by teachers;
3. Parental involvement with the student in selecting appropriate courses;
4. Preliminary selection of courses by students with recommendations by counselors;
5. Review of student selections by counselors;
6. Notification of selections to parents with an invitation for feedback and change;
7. Reassessment and adjustments as needed based on year-end progress of student;
8. Adjustments as needed to reflect any summer school work;
9. District financial commitments to provide teachers and courses as chosen;
10. Final programming by computer scheduling procedures.

## REQUESTS FOR STUDENT SCHEDULE CHANGES

Changes to a student's schedule that are made after the school year begins interfere with the educational process, affecting not only the student requesting the change, but also the other students in the classes involved. Therefore, to eliminate arbitrary requests for changes to a student's schedule, one or more of the following guidelines must be met in order for a schedule change to be considered:

1. Missing a course: The student's schedule does not contain a full, 8 period day of required or elective courses;
2. Change in career preparation defined as affecting two (2) or more class periods. Arbitrary schedule changes involving only one (1) class period will not be made.
3. Failure resolution / not satisfying a course pre-requisite: A student did not pass a course required for enrollment in the subsequent course of study.
4. Teacher confirmed request for a level change within a specific course of study.
5. Administrative approval: the student's assistant principal may, in very limited situations, approve a schedule change request.

Students and parents should note that counselors will not process any student or parent initiated requests for a schedule change after the school year begins. If you believe that one of the above listed guidelines applies to your request for a schedule change, then you must schedule an appointment to meet with your guidance counselor. If you believe your request qualifies under item #5 above, then contact your assistant principal to schedule an appointment.

## HEALTH SERVICES

Students must have written permission from parents and a school physical examination before they may take part in any athletic practice.

Health services are available to any student who becomes ill during the day. Any student who becomes ill in school must report directly to the Nurse's Office. Students must not call their parents (by cell phone or pay phone) and request to be picked up because they are ill. It is necessary for the student to report to the nurse's office, and the nurse will call home.

Only the school nurse can dispense medication in school. For a student to receive any medication, a doctor's note must be on file stating this fact. The medication will be kept in the Nurse's Office and dispensed in the nurse's presence, according to doctor's instructions.

All new students must have a physical examination. A student will not be approved for graduation unless such an exam is on file in the Health Office. This report from the family physician must be returned to the Health Office by October 1, or the examination must be done by a school physician.

**IMMUNIZATION:** Section 2164 of the Public Health Law demands that students be immunized against poliomyelitis, measles, rubella (German measles), mumps, and diphtheria. Parents may contact their family physician for the appropriate immunizations or they may call the Suffolk County Health Department at (631) 732-0400. Pupils will not be admitted to school without the required immunizations.

## ACCIDENTS

Every accident which occurs in the school building, on school grounds, at practice sessions, field trips or at any athletic event sponsored by the school must be reported immediately to the person in charge and the school Nurse's Office.

## HOMEWORK

The course of study at Sachem High School necessitates daily homework assignments. Homework is not always of a written nature, but may involve reading and research in order to:

- provide extra practice on learned skills.
- provide further learning in areas covered in the classroom.
- provide students with opportunities to improve work habits.
- provide opportunity for growth in responsibility.

Parents can do their part to improve the quality of their student's homework when they:

- communicate with the teacher to make homework meaningful
- provide their child with suitable study conditions (desk/table, lights, books, supplies).
- encourage their child but avoid undue pressure.
- show interest in what their child is doing but do not do the work for them.
- understand that the school expects the homework to be submitted on time.

If a student is out of school for an extended period of time due to illness, parents may contact the student's teachers directly via email or phone to request homework assignments. However, please keep in mind that the requests take two (2) full school days to process. Parents should anticipate this when calling and planning to pick up their child's assignments.

## HONOR ROLL

At the end of each marking period, students who have demonstrated superior academic achievement will be named to the honor roll. Students must meet all of the following criteria:

- the student must have a minimum overall weighted average of 90%
- the minimum grade that a student may earn in any subject is 80%
- a grade of F, Incomplete, or DC/DCA (denied credit for lack of attendance) will prevent a student from being placed on the honor roll.

## HONOR SOCIETY

The Sachem East chapter of the National Honor Society is an organization which performs important services for the school community. Among their many contributions, members serve as ushers and guides at special events and orientations. In addition, charter members provide their fellow students with peer tutoring services.

### The selection criteria for membership in the Honor Society are listed as follows:

#### ACADEMICS:

- Students must have a 90 average (weighted) overall average, as well as quarterly averages that are each a minimum of 90 (weighted) and must have at least a 90 (weighted) average in the majors. Again, these are minimums and will not be rounded up. In addition, no student may have any course or regents failures.

#### ACTIVITIES:

- Students must have a minimum of two school-based extra curricular activities during the current school year (athletics and/or clubs). Any honor society club will not fulfill this requirement. Non-school based activities will be considered on an individual basis; however, such consideration is not a guarantee of acceptance to fulfill this requirement.

#### SERVICE:

- Verifiable community service means the pursuit of altruistic volunteerism or helping others without any profit or benefit to you or your group. If you have questions about your community service, please see an advisor. Please note: any community service associated with your two above listed extra-curricular activities will not satisfy this requirement. **A minimum of 30 hours must be completed. Documentation must be submitted to provide proof of this service**

### Requirements to maintain membership in the Honor Society are listed as follows:

#### ACADEMICS:

- Students must have quarterly averages that are each a minimum of 90 (un-weighted) and must have at least a 90 unweighted or 90 weighted average in the majors. Again, these are minimums and will not be rounded up. In addition, no student may have any course or regents failures.

#### ACTIVITIES:

- Students must have a minimum of two school-based extra curricular activities during the current school year (athletics and/or clubs). Any honor society club will not fulfill this requirement. Non-school based activities will be considered on an individual basis; however, such consideration is not a guarantee of acceptance to fulfill this requirement.

#### SERVICE:

- A minimum of four service projects are due at different times of the year. Any service activity that is not sponsored by the National Honor Society will be reviewed on an individual basis to determine eligibility to fulfill this requirement, however, such consideration is not a guarantee of acceptance to fulfill this requirement.

#### TUTORING:

- NHS Homework Club: You will be assigned a date to satisfy your mandatory tutoring requirement after school in the Library.

#### MEETINGS:

- Attendance at monthly meetings is MANDATORY. The meetings are very brief and will not interfere with other commitments.

## IDENTIFICATION CARDS

All Sachem High School East students are issued student identification cards which include the student's name, student number, grade and picture. These cards also contain the student number in bar code format. They are provided to students, at no cost, during the third week of school. In the interest of safety, **ALL STUDENTS WILL BE EXPECTED TO PRODUCE THEIR ID CARD UPON REQUEST AT ALL TIMES WHILE ON CAMPUS.** This includes attendance at after school events. The I.D. card is required for entry to bathrooms, cafeteria, library, school events and use of after school buses. Students who lose their initial card should report to the Dean's office for a replacement. A replacement fee of \$3.00 will be assessed. The misuse or alteration of cards or the transfer of I.D. cards to other people will result in a disciplinary referral. **Students who do not bring their ID cards to school will be given a temporary ID card and assigned ½ point toward the cumulative point system for each occurrence (see page 18).**

## LATENESS TO CLASS

Sufficient passing time is provided for all students to be in class on time. If a student feels he/she may be late to their next class, they must obtain a late pass from the staff member they are with at that time. Students will not be permitted to look for that person once they are late. Instead, they must report to class where they will be admitted by the classroom teacher who will hold them accountable. Late passes will not be given by office personnel to students who take it upon themselves to make a phone call, visit the school store, etc. Any student can easily ask a staff member for a late pass if they feel they are going to be late, but it is the staff member who must approve or deny the request. Students should be aware that persistent lateness to class will initiate a two-part process. First, a combination of lateness and cuts can ultimately result in a student being denied credit for a course. Secondly, the intervention of the classroom teacher and assistant principal will result in disciplinary consequences which will be increased with each subsequent offense. Ultimately, repeat offenders may be called to an Informal principal's meeting to have their academic, attendance and disciplinary records reviewed for a possible alternative placement. The object of this process is to have students be in class on time. Responding to the guidelines of the classroom teacher and assuming the responsibility for one's actions will usually keep disciplinary matters at the classroom level.

## LOCKERS

Each student is assigned his/her own hall locker when they first enter Sachem East and will keep the same locker until they graduate. Lockers are provided by the school for the storage of school materials, books, and clothes. They should not be kicked, banged, defaced, or otherwise damaged. Locker decorations must not be offensive and items containing adhesives should not be applied. Students should go to their lockers only during passing time. Students must keep lockers locked at all times. Do not set the combination for easy opening. For the safety of everyone, random locker searches will be conducted during the course of the year. The school also reserves the right to enter specific student lockers when we have a reasonable belief that materials contained therein threaten the maintenance of a safe and orderly school environment. Defective lockers should be reported to the Main Office. To protect your property, print your name and homeroom section prominently on your personal items such as texts, clothing and gym items such as sneakers. Never give your combination to any other student.

## VALUABLES

**Students are prohibited from bringing valuable items to school. There is no insurance to cover the loss of these items.** This includes all electronic devices and jewelry. A student found with an electronic device will be required to surrender it to a teacher or administrator. A parent or guardian must then pick up the electronic device. Sachem is not responsible for damage that may be incurred while cars are parked on grounds. ONLY equipment necessary for physical education class should be secured in the gym area. **Building administration is not obligated to investigate stolen or lost items that are prohibited in school.**

## LOST AND FOUND

Lost articles may be claimed at the Main Office.

## POSTING MATERIALS / USE OF SHOWCASES

Non-curricular materials may not be distributed in the building or on school property by any person without administrative approval. No materials may be posted without administrative approval. Please see Mr. Galigan in room C175 to have materials stamped. For questions related to the use of showcases, please see Mr. Larson, located in room A320.

## LUNCH

Students may bring a lunch or purchase one from the school cafeteria. All food and drink must be consumed in the cafeteria. Tables should be left clean and trays returned to the appropriate location. Except in specific cases approved by an administrator or school nurse, students are not permitted to carry food or beverages out of the cafeteria area. (Exceptions may include honor society tutors, peer mediators and members of the student leadership classes.) **Students are not to ask other students to lend them money. Students often view this as intimidating behavior, and it is therefore unacceptable.** Students who have a problem purchasing lunch or other items should contact a teacher or administrator.

## PARENT - TEACHER COMMUNICATION

Parents are encouraged to contact the school whenever the need arises. Staff members may be contacted by email, note or telephone. If you call during the school day, the office will leave the teacher a note to return your call. If you wish to have a conference, please call ahead to arrange an appointment as teachers' schedules do not allow time for drop-in conferences.

## SCHOOL EVENTS

Tickets may be sold in advance for all school functions. Students attending school functions may be asked to present their I.D. card and ticket in order to be admitted to any school dance or event. Parents are welcome to attend athletic, musical, dramatic, curricular and other events throughout the school year. Your attendance at these affairs is a continued reflection of your interest in your child's progress in school. No student may participate in afternoon or evening extracurricular activities, including dances, games, or practices if he/she has not been in attendance during the normal school day. Please refer to the "Points Policy" for additional information.

The consumption and/or possession of alcohol, and/or drugs will result in an automatic suspension.

## TEXTBOOKS AND WORKBOOKS

Students may be assigned textbooks in each area of study. Textbooks are to be covered. The student assumes full responsibility for these books and, at the end of the school year, must return those same numbered books in good condition. The district is to be reimbursed for the loss of books throughout the school year. Students may make restitution at the main office.

## CAMPUS WATCH

Our Campus Watch program provides yet another means for students to seek assistance. If you need help regarding personal concerns or if you have a friend who is in dire need of assistance, you may want to call this number at any time. The Campus Watch Hotline phone number is **1-800-78-CRIME**. The Hotline is staffed 24 hours a day, 365 days a year. Callers may remain anonymous or may provide the operator with their identity. Based upon the degree of urgency, the operator will either immediately notify the appropriate school personnel for assistance or, in cases that are less urgent, defer the matter for follow-up by school personnel on the next school day.

## VISITORS

Students are not permitted to bring visitors to school. Visitors will be asked to remain in the main office until they can be picked up. Parents are always welcome, however, it is suggested that they call first for an appointment.

## WORK PERMITS

Minors under 18 years of age are required by law to have a work permit in order to be employed in most positions. Applications for work permits are available in the Home Teaching office. Instructions are included in each application. There is a separate form for newspaper carriers.

## STUDENT CONDUCT

Each student will be treated as a person who can be expected to be responsible for his/her own behavior. The administration will assist each student in maintaining personal responsibility with a few sensible rules of conduct, focusing on safety and respect for the rights and property of others. These regulations will be applied consistently in the classrooms and throughout the school. Students who cannot accept this responsibility and who consistently violate school rules will be required to accept the penalties of their actions and will be subjected to more regulated supervision.

We expect every staff member to be treated with respect and dignity just as students should expect to be treated with respect by the staff. A show of disrespect toward a staff member or insubordination on the part of the student will not, under any circumstances, be tolerated.

One priority at Sachem is to maintain a safe, secure and orderly environment so students may focus their energies on learning. To that end we've developed programs that deal with conflict resolution, reduction of prejudice and peer mediation. We continue to work with our Building Leadership Team to address our mutual concerns. Students who fail to take advantage of these programs and whose behavior threatens the welfare of others will be subject to specific actions to be taken by the principal and/or superintendent.

Those students who become involved in serious disciplinary situations such as substance abuse and related activities, fighting, being present at a fight with prior knowledge that the fight was planned, the possession of dangerous instruments and certain other situations that represent a serious threat to the school community, will be subject to a superintendent's hearing to determine further disciplinary measures beyond a principal's five day suspension. It is possible that on a first serious offense of the type outlined below that a student may be placed on home teaching for the remainder of marking period or longer or that he/she may be placed in an alternative educational setting.

**RANGE OF CONSEQUENCES FOR INAPPROPRIATE BEHAVIORS**

	Behavior	Consequences
1	Disrespect of a staff member	1-17
2	Profane, lewd, vulgar or abusive language or gestures	1-17
3	Insubordination	1-17
4	Disruption of class or the school community	1-17
5	Use/possession of drugs, (this includes the possession of prescription drugs) related paraphernalia or alcohol	12-17
6	Loudness, running in the halls	1-17
7	Inappropriate attire	1-17
8	Pushing/yelling/inappropriate physical contact	1-17
9	Striking another student, fighting or any violent conduct	12-17
10	Two or more students involved in intimidating behavior directed at another student	1-17
11	Smoking on grounds/in building	10-17
12	Gambling	10-17
13	Theft of someone else's property	10-17
14	Intimidation, harassment, sexual harassment, menacing, bullying, cyberbullying (examples include, but are not limited to, verbal threats, coercion, racial, religious, sexual orientation epithets...any form of harassment; verbal, written or electronically communicated).	4-17
15	Possession/use of fireworks	11-17
16	Vandalism/graffiti	4-17
17	Leaving school grounds without permission	4-17
18	Actions which result in a false fire alarm (including actions via computer)	11-17
19	Academic misconduct	1-17
20	Possession of weapons or dangerous instruments	11-17
21	Lewd/vulgar behavior	1-17
22	Computer/electronic communications misuse	1-17
23	Repeated disciplinary referrals	7-17
24	Leaving a state exam without permission	8-17
25	Failure to identify oneself or carry a school I.D. card	1-17
26	Being in an area which is out of supervision	7-17
27	Loitering in the vicinity of the school	4-17
28	Possession of a laser pointing device	4-17
29	Obstructing vehicular or pedestrian traffic	1-17
30	Trespassing	1-17
31	Endangering the health, safety, morals or welfare of oneself or others	1-17
32	Bus misconduct	1-17
33	Hazing	1-17
34	Use of a recording device without permission (includes picture phones, cameras, voice recorders)	10-17
35	Inappropriate use/operation of a motor vehicle	1-17
36	Entering any roof area of the building or any restricted zone leading to it	10-17
37	Theft (i.e. cafeteria)	4-17
38	Using / Wearing electronic device	1-12
39	Not carrying your school ID card	1-4

**School/District Disciplinary Actions**

1. Assignment of points toward cumulative points system
2. Verbal reprimand
3. Phone call to parent by teacher or administrator
4. PM detention
5. Temporary suspension from class or classes
6. Temporary suspension of bus privileges
7. Extended Detention
8. Parent conference with teacher, service provider or administrator
9. Referral to Pupil Personnel Services
10. Administrative In School Suspension (ISS) for remainder of day/days
11. Invalidation of the exam
12. Informal principal's meeting
13. Police Notification
14. Five day out of school suspension
15. Involvement in outside community resources (police, community services)
16. Superintendent's Hearing
17. Possible removal from school for Alternative Placement

\*All students should note that the outcome of an Informal principal's meeting or Superintendent's Hearing regarding a serious disciplinary infraction which results in a five (5) day OSS will result in the removal of privileges to attend all high school social events, including dinner dances, banquets and proms, Renaissance trips and any other school sponsored events. Additionally, these students may not be permitted to participate in school clubs or on school teams or obtain a parking sticker. In addition, we have instituted a *Cumulative Points* system to track those students who have ongoing issues.

**CUMULATIVE POINTS SYSTEM FOR DISCIPLINARY INFRACTIONS**

Students who commit disciplinary infractions, however minor, contribute to the larger problem of disrupting the educational process. This policy will hold students accountable for all disciplinary infractions committed throughout the year. This will be accomplished through a point system which is detailed below.

Consequence	Point Value
Detention	½ Point for each day
Extended Detention	1 Point for each day
In-School Suspension	1 Point for each day
Out-of-School Suspension	2 Points for each day

Students who accumulate **10 or more points** during the school year will forfeit privileges to attend all high school social events, including dinner dances, banquets and proms, Renaissance trips and any other school sponsored events. Additionally, these students may not be permitted to participate in school clubs, school teams or obtain a parking sticker. However, a student may earn back 3 points for each marking period that he or she does not receive any disciplinary action. It is our hope that by working together with students, parents, staff and administration we will continue to provide our students with a positive learning environment.

## HALLWAY CONDUCT-CELLPHONE USE

Students are not permitted in the halls during class periods or during homeroom unless they are accompanied by a teacher or have a hall pass from a staff member. Students are not permitted to use the school store, purchase food items from the cafeteria or use vending machines except during their lunch period. Students who would like a food item because they do not feel well should report to the Nurse's Office. Students may not use a phone during class time except as approved by an administrator. **WE ASK THAT PARENTS DO NOT SEND STUDENTS TO SCHOOL WITH CELLULAR PHONES.** We recognize, however, that, in some cases, parents have provided their children with cell phones so they can get in touch with them before and after school, however, students will NOT be permitted to leave class or be late to class in order to use a cell phone. In the event of an emergency or any time a parent needs to contact a child, please call the main office. **This is the least disruptive way to find and speak to your child.** They will be brought to the office immediately to return your phone call. Occasionally, students may be in the middle of a testing situation. Therefore, we ask that parents advise our secretaries of the urgency of the situation or whether a student can call back at a specified time. Some cell phones are capable of taking pictures, video or recording the conversations of others who may be in the area. These and all other audio and video recording devices may not be used in school without the permission of the principal. Failure to adhere to this rule will result in disciplinary consequences. **ELECTRONIC DEVICES, HATS AND OTHER HEADGEAR ARE NOT TO BE VISIBLE DURING THE SCHOOL DAY. FAILURE TO ADHERE TO THIS RULE WILL RESULT IN THE ITEM(S) BEING CONFISCATED AND RETURNED AT THE END OF THE DAY. A SECOND INFRACTION WILL REQUIRE THAT A GUARDIAN PICK UP THE ITEM.**

**The use of electronic devices such as cell phones, camera phones, and PDA's during school or state exams is prohibited. Use of any of these devices during testing could result in the invalidation of the exam, confiscation of the device and an Informal principal's meeting.**

### EXAMPLES OF CODE OF CONDUCT INFRACTIONS

#### (THESE INCLUDE BUT MAY NOT BE LIMITED TO THE FOLLOWING EXAMPLES)

**Computer/electronic communications misuse** includes cell phones, pagers and any unauthorized use of computers, software or internet/intranet account, accessing inappropriate websites or any violation of the district's acceptable use policy. In addition, inappropriate use of computers or the Internet may result in the revocation of privileges to use the district's computer resources.

Examples of **disorderly conduct** include, but are not limited to running in the halls, making unreasonable noise, using language or gestures that are profane, lewd, vulgar or abusive. Other examples are obstructing vehicular or pedestrian traffic or engaging in any willful act which disrupts the normal operation of the school community. Disorderly conduct also includes trespassing. Students are not permitted in any school building, other than the one they regularly attend, without the permission of the administrator in charge of that building.

Examples of **insubordinate or disruptive conduct** include, but are not limited to such things as failing to comply with the reasonable directions of teachers, administrators or other school employees in charge of students or otherwise demonstrating disrespect. It would also include things such as lateness, skipping detention and missing or leaving school without permission.

Examples of **violent conduct** include, but are not limited to, scratching, hitting, kicking or punching a teacher, administrator, student, school employee or anyone lawfully on school property or the attempt to do so. It also includes threatening to use a weapon, displaying what appears to be a weapon or the actual possession of a weapon. Violent conduct would also include intentionally damaging or destroying the personal property of a student, teacher, administrator or other district employee or anyone lawfully on school property; or the property of the district and that of the contractors hired by the district such as transportation. Such conduct would also include graffiti or arson.

Examples of **academic misconduct** include, but are not limited to plagiarism, cheating, copying, altering records or assisting another student in any of the above action.

Conduct which **endangers someone's health, safety, morals or welfare** includes, but is not limited to the following:

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 the use of race, color, creed, national origin, religion, gender, sexual orientation or disability as a basis for treating another in a negative manner(see Board of Education policy 5020.2).
5. Harassment, which includes a sufficiently severe action or a 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, including sexual and/or racial harassment (see Board of Education policies 5020.1 & 5020.2).
6. Intimidation, and/or bullying which includes engaging in actions or statements that put an individual in fear of bodily harm, including the soliciting of funds from others.
7. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club or team.
8. Selling, using or possessing obscene material.
9. Using vulgar or abusive language, cursing or swearing.
10. Smoking a cigarette, cigar, pipe or using chewing or smokeless tobacco.
11. Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, and/or drug paraphernalia, 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 substances commonly referred to as "designer drugs."
12. Inappropriately using or sharing prescription and over-the-counter drugs. School policy dictates that all medication taken in school must be administered by the school nurse. On the secondary level the use of inhalers by individual students themselves may be permitted only after appropriate forms are completed and on file with the school nurse (see Board of Education policy 5312.1).
13. Gambling.
14. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
15. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.

With regard to **bus misconduct**, 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. Please Note: Disciplinary consequences for bus misconduct may also include the revocation of transportation privileges. Students may be held financially responsible for any acts of vandalism. To insure proper behavior and safety on school buses all students shall comply with the following rules:

1. Students will remain seated on buses.
2. Conduct must be orderly, i.e., excessive noise, pushing, shoving and fighting will not be tolerated
3. Students must keep bus aisles clear.
4. No part of the body may be outside a bus.
5. The bus driver will be obeyed at all times.
6. No one may smoke on a school bus.
7. Students waiting for buses will conduct themselves properly with respect to the rights and property of others.

### PRINCIPAL'S NOTE

The Principal retains the right and privilege to issue penalties for acts of discipline not specifically stated herein and to alter any penalties as he considers necessary. Furthermore, the Principal reserves the right to amend any provision in this handbook which he deems to be in the best interest of the educational process at Sachem High School East.

### SMOKING

State and county no-smoking laws require school districts and their personnel to enforce the law. It should be understood that smoking, and/or the use of tobacco products including E-cigarettes/vaporizers on school grounds is prohibited at all times by state and county law. This prohibition is in effect at all times, including night time and weekends and includes students, staff parents and visitors to the campus. E-cigarettes are considered drug paraphernalia and students will be suspended for 5 days OSS with a possible Superintendent Hearing.

For students, the first offense will result in a one day suspension, the second offense a two day suspension and the third offense a three day suspension. In addition, beginning with the third offense, the Student's name will be referred to the Suffolk Department of Health Services. Such a referral will subject the student and family to a personal appearance at the Health Department and a fine from the Health Department not to exceed \$500 per offense, payable to Suffolk County.

Any staff member, parent or visitor who fails to comply with the state and county no-smoking laws will be subject to a referral to the Health Department. These individuals will also be subject to the Department's fine.

It must be understood by all smokers that Sachem High School, East Campus will comply with the law. As a service to the community, Sachem East would be interested in offering courses, or advertising for non-profit groups that assist individuals who would like to stop smoking. Should anybody wish to discuss the law or the potential need for smoking cessation courses, you may contact Sachem East at (631) 716-8200, the Suffolk County Department of Health Services at (631) 853-3081.

### WEAPONS

Bringing a weapon, knife (including a pocket knife) or any object that can be used as a weapon onto school property; or possessing, buying or selling said weapons will result in a five day out-of-school suspension by the Principal, followed by a Superintendent's Hearing to determine whether a longer period of exclusion from school is warranted. A second offense of any of the above listed infractions may result in exclusion for the remainder of the school year. In addition to police involvement, federal law provides that any student possessing a gun on school property will be suspended for one year.

### HATS, CELLULAR PHONES AND ELECTRONIC DEVICES

AS DISCUSSED, PHONES, CAMERAS, PAGERS, MP3 PLAYERS, HATS AND OTHER HEADGEAR SUCH AS HEADBANDS AND BANDANAS ARE NOT TO BE VISIBLE DURING THE SCHOOL DAY. FAILURE TO ADHERE TO THIS RULE WILL RESULT IN THE ITEM(S) BEING CONFISCATED WHICH WILL REQUIRE THE ITEM TO BE PICKED UP BY A GUARDIAN. EACH INFRACTION WILL RESULT IN THE ASSIGNMENT OF ONE (1/2) POINT TOWARD THE CUMULATIVE POINTS SYSTEM. Students may not use (including checking the time) or answer a cell phone, except if approved by an administrator, while classes are in session or during passing time. Cell phones that are turned on and either ring or vibrate will be considered a disruption to the school day.

**The use of electronic devices such as cell phones, camera phones, and PDA's during school or state exams is prohibited. Use of any of these devices during testing could result in the invalidation of the exam, confiscation of the device and an Informal principal's meeting.**



## **SUBSTANCE ABUSE POLICY**

Students are prohibited from possessing prescription drugs on school property. Any student who is required to carry a prescription drug on his/her person during school hours shall, immediately upon entering school property, deposit such drug with the school nurse who, if necessary, will administer the drug. The student will pick up same upon leaving the school.

The conspiracy to possess, the possession, use, transmittal, manufacture, purchase or sale of illegal drugs, drug paraphernalia (vaporizers are considered drug paraphernalia), designer drugs, prescription drugs or alcohol in any place or vehicle under school jurisdiction is prohibited. This includes any and all school sponsored activities, regardless of location, including local and foreign field trips, competitions, dances, dinners, or proms.

Upon verification of any involvement with substance use, the student will immediately be suspended for a duration of five days and the student's parent(s) or guardian(s) will be notified. School Authorities will furnish the police department with a complete report, including the controlled substance(s) and other physical evidence obtained for analysis and such criminal action as the police department may determine. The student's parent(s) or guardian(s) will be required to meet with the principal and/or Superintendent of Schools or his designee during the term of the suspension to determine a specific plan for monitoring the student's subsequent behavior and possible alternative educational placement or exclusion from the public schools. A condition of reinstatement to school will be a mandatory referral for counseling. E-cigarettes are considered drug paraphernalia and students will be suspended for 5 days OSS with a possible Superintendent Hearing.

In addition to the aforementioned disciplinary actions, the student will be prohibited from attending any school social activity, be it banquet, trip or prom. Representation of Sachem High School, be it through a club, musical and/or athletic interscholastic activity, will be subject to individual review at the building principal level.

Students should be aware that the principal or other school officials will conduct periodic locker inspections. This means that all student lockers are subject to search at any time without the student's permission. School officials will seize and retain possession of any drugs, drug paraphernalia or alcoholic beverages in the possession of or subject to the immediate control of the student, or found in his/her locker.

## **HARASSMENT, INTIMIDATION, BULLYING AND CYBERBULLYING (In Accordance with NYS Dignity for All Students Act: DASA)**

No student shall be subjected to harassment, intimidation, bullying or cyberbullying while in school, on school property, in school vehicles, on school buses, at designated school bus stops, at school sponsored activities or events. Harassment intimidation, bullying or cyber bullying is defined as any written, verbal or physical act, or any electronic communication that is motivated by a student's actual or perceived race, color, religion, national origin, ancestry, or ethnicity, sexual orientation, physical, mental, emotional, or learning disability, gender, gender identity and expression, or other distinguishing personal characteristic, or based on association with any person identified above, when the written, verbal or physical act of electronic communication is intended to:

1. Physically harm a student or damage the student's property.
2. Substantially interferes with a student's educational opportunities
3. Be so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment.
4. Substantially disrupt the orderly operation of the school.

## **STUDENT PARKING STICKER GUIDELINES**

\*\* Student parking stickers may be revoked for the following:

1. Course failure (reviewed quarterly);
2. Receiving a "DC" (Denied Credit) or "DCA" (Denied Credit-Auditing) in any course;
3. Suspensions or serious disciplinary infractions;
4. Chronic lateness to school;
5. Failure to adhere to parking regulations, unsafe operation of a motor vehicle or improper use of a parking sticker (i.e. switching to another vehicle without permission, copying or altering a sticker or transferring to another individual).
6. Using your car to transport other students off school grounds when they do not have permission to be off school grounds will result in suspension from school and revocation of parking permit.
7. Students may not park in the teacher lot on the East side of the building.
8. Students may only exit the student lot through the Brookhaven Town driveway and not via the bus runway or across the front of the building.
9. Cars with student parking stickers may only be driven on to school grounds by the person who registered that car and received that current Sachem East sticker.

(NOTE: 1<sup>st</sup> Quarter permits, issued in September, are based upon the previous year's overall final averages, suspensions and cumulative points. Students who accumulate 10 or more points in the prior year will not be eligible for a parking sticker.)

## **SUPERVISION AFTER SCHOOL**

Students may not stay after school unless they are in a supervised activity. All students who are not in a supervised setting will be asked to leave. Students who intentionally and repeatedly evade this provision will face disciplinary action. Students may not leave an activity early.

## **MARKING PERIODS**

<b>QTR</b>	<b>End of Marking Period</b>
1	Nov. 10
2	Jan. 27
3	Apr. 5
4	June 12

## **ACCEPTABLE USE POLICY FOR DISTRICT INTERNET ACCESS**

The Sachem School District has made Internet access available to students, faculty and staff, providing users with access to thousands of worldwide computer networks which contain a vast array of educational resources. These will strengthen the communicative and research skills of students and significantly expand their knowledge base.

The District's Acceptable Use Policy is available on the District's Website as well as the summer edition of Sachem East's Newsletter, The Hilltop Herald.

**All students must have an acceptable use form on file. District policy requires that this form be updated each year. The form must be signed by both student and guardian.**

## **SACHEM HIGH SCHOOL EAST LIBRARY**

The Library is open on school days from 7-3pm. Students are encouraged to stop by the Library and avail themselves of the ready resources. There are 40-networked computers with Internet access plus access to various databases and laser printers (both color and black and white). In addition, our library contains over 22,000 books that are available to students, staff and faculty. The goal of the School Library Media Specialists is to connect learners with ideas and information in an open, friendly, welcoming environment. We are active partners in the teaching/learning process for all. We prepare students for life-long learning, informed decision making, a love of reading and the use of information technologies.

Students' wishing to access the Library must follow these procedures:

1. Students without a Student ID or schedule are not permitted into the Library.
2. No students from Study Hall are permitted in the Library, on a regular basis.
3. Those students who want to use their lunch period to do homework, study for a test, research or read may do so. Those wanting to eat will receive a special pass from the Librarians, which will give them access to the cafeteria. They will surrender their Student ID to the librarians in exchange for the pass and will receive their ID at the end of the period. A total of 20 passes will be distributed per period. For those students who wish to remain in the Library during their lunch period, they may do so after surrendering their ID or schedule.
4. Students may not eat in the Library. Cafeteria duty teachers are asked to remind students of this if they see them leaving with food and a Library pass.
5. If a student is sent to the Library with a pass from a teacher, they will be admitted. If they are taking a test, they may return to class when they have finished.
6. Passes for the cafeteria will only be distributed during passing time (and with a possible exception of a minute or two late). Students will not be permitted to go the cafeteria 10-15 minutes into the period. They will not be allowed to leave the Library to return to the cafeteria during the period that they have been admitted. They must remain in the Library until the end of the period.
7. Any student accessing the Library must sign into the binder with their name, date and the period they are utilizing the Library.
8. Those students who have outstanding loans on books borrowed may lose the privilege of utilizing the Library and resources provided.