

MISSION STATEMENT

The mission of the entire Sachem North Community is to develop students' self-awareness, social consciousness, and motivation leading to the establishment of short and long range goals. These goals will be achieved by applying the skills necessary to become productive, knowledgeable, and responsible members of society. Our mission will be promoted by a creative, enthusiastic, dedicated, and student-centered staff who is implementing a challenging and thought-provoking curriculum in a learning environment that is safe, nurturing, and stimulating.

**SACHEM CENTRAL SCHOOL DISTRICT
TITLE IX 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:

OFFICE OF CIVIL RIGHTS STATEMENT

The Sachem Central School District does not discriminate on the basis of an individual's actual or perceived race, color, creed, religion, religious practice, national origin, ethnic group, sex (including sexual harassment and sexual violence), gender identity, sexual orientation, political affiliation, age, marital status, military status, veteran status, disability, weight, domestic violence victim status, arrest or conviction record (except as permitted by law), genetic information or any other basis prohibited by New York State and/or federal non-discrimination laws in its programs and activities.

Susan Tuttle
Section 504 Coordinator
Sachem Central School District
51 School Street
Lake Ronkonkoma, N.Y. 11779
Telephone 631-471-1899

BELL SCHEDULE

Period	Start	End
1	7:20	8:02
HR	8:02	8:11
2	8:16	8:58
3	9:03	9:45
4	9:50	10:32
5	10:37	11:19
6	11:24	12:06
7	12:11	12:53
8	12:58	1:40
9	1:45	2:27

GUIDANCE COUNSELORS 471-1400 Ext. 5510

Sue Hance (Chairperson)	Laura Leonardi
Jennifer Conti	Ed Manly
Beth Farber	Kathy Morgillo
Deanna Huisman	Carolyn Roell
Christine Launer	Chris Scott

PSYCHOLOGISTS 471-1400 Ext. 5645

Jane Boccafola	Christine Ruggero
Christopher Kearney	Annmarie Frankel, Substance Abuse
Michelle Michelson	Leslie Zanone, Social Worker

CAMPUS DIRECTORY 471-1400

PRINCIPAL	Ext. 5501
ATTENDANCE	Ext. 5540
CUSTODIANS	Ext. 5590

GUIDANCE	Ext. 5510
LIBRARY	Ext. 5628
MAIN OFFICE	Ext. 5500
MUSIC	Ext. 5666
NURSE	Ext. 5640
P.E. BOYS/GIRLS	Ext. 5613
RADIO STATION WSHR 91.9 FM	Ext. 5648

DAILY ATTENDANCE PROCEDURES

School Absence

Parents or guardians should call the designated Attendance Office to verify a student's absence from school. Upon his/her return to school, a student must bring a written excuse, signed by a parent or guardian, to the homeroom teacher or the Attendance Office. Any absence not confirmed by a parent within 24 hours (verbal or written) will become an illegal absence as defined by the attendance policy. Students absent for more than five consecutive days must present a doctor's note to the School Nurse indicating that the student is fit to return to school.

School Lateness

If a student is late to school, he/she needs to **report to the Attendance Office** to sign in, obtain a late pass and go directly to class. Students illegally tardy will receive a "cut" in any class missed. Lateness to class will affect a student's grade. If lateness occurs frequently, the student will be referred to one of the Deans for disciplinary action.

Early Release from School

Students who need to leave school before the end of their regularly scheduled classes must bring a written note, containing a phone number where the parent can be reached, to the Attendance Office. A contact call will be made so that the early release can be verified by a parent or guardian. Students must come to the Attendance Office at the approximate release time.

Educational Days

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.

Changes in Address and Telephone

Please notify the Attendance Office immediately if there is a change in your address, telephone number, or person to contact in the event of an emergency. This information is very important in the event of illness or injury.

HEALTH SERVICES

Health services are available to any student who becomes ill during the day. A student who becomes ill in school must report directly to the Health Office.

During school hours, students may not call their parents (by cell phone or office 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 the parents/guardian.

Students must have written permission from parents and a school physical examination before he/she can take part in any athletic practice.

Only the school nurse can dispense medication in school. **If a student is on medication, he/she must bring a note from the doctor stating this, and must take said medication in the nurse's presence.** Students cannot leave school for medical reasons without the nurse's permission.

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 his/her family physician must be returned to the Health Office by October 1, or the examination must be done by a school physician.

Any illness or injury must be reported to the Health Office. Forms for special transportation may be obtained in the Health Office. Accident claim forms are processed through the Main Office. Home teaching forms are available through the Guidance Office.

Every student **must** have an **Emergency Contact Card** on file in the Health Office. No student will be released without one. Emergency cards must be returned the first day of school.

ACCIDENTS

Every accident or injury in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge as well as the school nurse.

IMMUNIZATION

New York State Public Health Law demands that students be immunized against Poliomyelitis, Measles, Rubella (German Measles), Mumps, Diphtheria, and Hepatitis B, and Meningococcal. Parents have to contact their family physician for the immunizations or call the Suffolk County Health Department at 348-2755. Students will not be admitted to school without the required immunizations.

ATTENDANCE

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 early departures, (referred to in this policy as unexcused **ATEDs**), encourage court 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.

Excused and Unexcused Absences

- **ATEDs** are defined as absences, tardiness and early departures from class or school. They may be deemed excusable 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.

General Procedures/Data Collection

- Attendance will be taken during each class period at the secondary level.
- At the conclusion of each class period or school day, all attendance information shall be compiled and provided to the designated staff member(s) responsible for attendance.
- The nature of an **ATED** shall be coded on a student's record.
- Student **ATED** data and reports shall be available to and should be reviewed by the designated school personnel in an expeditious manner.
- Where additional information is received that requires corrections to be made to a student's attendance records, such correction will be made immediately. Notice of such a change will be sent to appropriate school personnel subject to applicable confidentiality rules.
- Data will be monitored and analyzed periodically to identify trends in student attendance.
- The district will design and implement systems to be approved by the Board of Education

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.

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 alternating 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.
- **Any student who is denied credit from a class will forfeit their right to all school activities as stated in the DC contract.**

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.

CLASSROOM ATTENDANCE POLICY

Every student has a right to educational opportunities which will enable the student to develop his or her fullest potential. In principle, regular 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.

As required by NYS students must maintain ninety percent (90%) attendance in each class to be eligible for credit. Each semester pupils who are absent more than five (5) days in an alternating day course or nine (9) days in a course meeting every day during that semester will be subject to being declared not eligible to earn credit in that class. For each marking period, a student's final grade will be based on 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 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 credit in that course.

A student denied credit for attendance reasons will be denied the following privileges for the remainder of the year: to attend any school social event, including all proms, all banquets, and senior trip, if applicable; to participate in school clubs or on school teams; to park on school property; and to take the class if it is a full year course, in summer school. Any student denied credit will not be eligible for participation in any BOCES vocational program in the future.

PHYSICAL EDUCATION

1. The attendance guidelines apply to Physical Education. Several unique situations have been developed to assist students in meeting their Physical Education responsibilities. **ALL students must successfully complete a unit in swimming in order to receive credit for Physical Education for that semester.**
2. Legal absences from PE may be made up in before or after school make-up classes. This must be done within two weeks of the legal absence.
3. 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.
4. Students unprepared for class must make up each class as provided above.
5. 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.

Students with either short- or long-term medicals will be expected to attend "Sportsfolio" in lieu of Physical Education class, and to complete written assignments to satisfy their Physical Education requirements.

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, belly-button rings, etc. Any body part "newly" pierced with a body decoration must be taped.

Parents should check the progress of their child through the progress reports and report cards. If there is any question regarding the fulfillment of this state requirement for graduation, please contact your son/daughter's counselor or call the P.E. chairperson at 471-1400 Ext. 5613.

GRADUATION AND OBLIGATIONS

Only students who have successfully fulfilled all graduation requirements and who are in good standing will be invited to attend the graduation ceremony. Graduates are required to attend a graduation orientation which is held during school hours and a graduation rehearsal the Monday 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.

REPORT CARDS/PROGRESS REPORTS

At the end of the first five weeks of each marking period, an interim progress report will be mailed home to alert the parents of those students who are experiencing difficulty in a particular subject area. At the end of each ten-week marking period, a report card noting progress that he/she is making in school will be mailed home. It is to your advantage to maintain the highest academic average that you are capable of in order to continue your progress throughout high school.

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, students must 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 with their Guidance Counselor 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 register to retake the exam. Information will be available in the Guidance office.

ACADEMIC INTERVENTION

The administration as well as faculty and guidance counselors will call students and their parents into the office to discuss a student's lack of progress in the academic areas. In hopes that all students avail themselves of extra help sessions in order to achieve success, the administrator, teacher and guidance counselor will map out a strategy to enable the student to succeed. In addition to providing information on attending extra help, time management will be discussed as well as some tips on how to study and prepare for exams, papers, speeches and projects. To arrange a meeting, make an appointment with your grade level AP and/or guidance counselor.

GUIDANCE COUNSELING SERVICES

The primary function of the counselor is to assist any youngster in his/her academic development. The counselor is also available to assist students with individual needs, whether they are vocational or personal issues of any nature. A parent may arrange an appointment with a counselor by calling the Guidance Department (471-1400 Ext. 5510.)

Students may make appointments to see counselors by filling out a Guidance Appointment Request Pass. Counselors will send passes back to students via their homeroom teacher showing the date and time of the appointment. Before reporting to the Guidance area, this Guidance pass must be shown to the subject teacher during whose class the Guidance appointment occurs.

Official withdrawal should take place no later than the end of the sixth full week of the course. Unless a student registers in another class at the time of withdrawal, a W (Withdrawn) will be entered on the student's transcript. Grades accrued will be transferred to the new class. Students who receive permission to withdraw after this six-week time period has passed, will receive a WF (Withdrawn Failing) on their transcript if they had a failing average, or a WP (Withdrawn Passing) if their average is passing (this does not apply to 8th Grade students taking high school courses).

Upgraded schedule: As always, we will accommodate student requests to improve the quality of their academic programs by taking more challenging courses.

A significant academic focus change: In other words, if a student has changed his/her academic emphasis from Business to Science and is requesting dropping Accounting and Marketing and adding Physics and Math 12, this would be a significant academic focus change.

A significant decline in academic progress during the preceding school year.
Failure resolution. (If a student has failed a prerequisite for a particular class, schedule adjustments must be made.

Schedule change requests should involve a discussion with the student, parent, and guidance counselor.

As a point of information for all students and parents, the new class withdrawal procedure as outlined in the guidance handbook is:

Official withdrawal should take place no later than the end of the sixth full week of the course. Unless a student registers in another class as the time of withdrawal, a W (Withdrawn) will be entered on the student's transcript. Grades accrued will be transferred to the new class. Students who receive permission to withdraw after this six-week time period has passed will receive a WF (Withdrawn Failing) on their transcript if they had a failing average, or a WP (Withdrawn Passing) if their average is passing. All students taking Advanced Placement classes are expected to take the AP examination.

HALLWAY CONDUCT

- Students are not permitted in the halls during Home Room.
- Students in the halls during class time must have a legitimate hall pass, signed by a teacher or administrator stating date, time and destination.
- 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 cell phone during the school day.

LOITERING

- Students may not "hang out" in the building or on the school grounds unless they are involved in a school sponsored, supervised activity.
- During class time, no one is permitted in the halls without a pass.
- Students waiting for parents must be picked up in the Main Office or at the Attendance Office.
- Students may not loiter in the student parking lot.
- No student may stay after eighth period unless they are involved in a club or activity.

Between class periods, students must move through major intersections of the hallways and not stand in any area identified as a congested area.

IDENTIFICATION CARD

- Every student must have on their person a school photo ID card. The purpose of the card is to aid in the proper identification of Sachem North Students.
- ID cards must be worn at all times.
- To obtain a hall pass, students must have an ID card.
- If the original card is lost or damaged, the student must buy a replacement in Room B120.

STUDENT PARKING

Please be aware that we consider parking on campus to be a privilege for those **Seniors** who are in good standing. With this in mind, we have developed the following guidelines:

1. Students eligible for parking privileges will be chosen on a first-come, first-served basis.
2. Academic performance (students must be in good academic standing, no failures).
3. Disciplinary record must be free from suspensions.
4. Validity of license i.e. **senior license only** – it is **NOT** legal to drive to school in Suffolk County with a junior license. **HOW A PARKING STICKER MAY BE REVOKED:**
 1. Course failures –report cards are reviewed each quarter.
 2. Receiving a "DC" (Denied Credit) in any course.
 3. Suspensions or serious infractions.
 4. Chronic lateness to school.
 5. Leaving school without permission.
 6. Cutting classes.
 7. Failure to adhere to parking regulations, unsafe operation of a vehicle or improper use of parking sticker (i.e.: switching to another vehicle, copying or altering a sticker or transferring to another individual).
 8. Failure to follow the direction of campus security.

Sachem is not responsible for any damage that may be incurred while cars are parked on grounds.

POSTERS

Posters, signs, and/or notices of any kind must be approved with a stamp obtained in **B120 office** before being put up. All such posters may only be stapled to the cork rail in the hallways. Any material put up without permission, or taped on painted surfaces, or stapled to any wood or fabric surface will be removed.

BOOKS/MATERIALS LOST

Students are responsible for books and materials issued to them. In the event an item is lost or damaged, students are financially responsible. **Diplomas will not be issued to those students who owe fines or materials.**

LOCKERS

- Students must keep their lockers locked. Locker combinations should not be given out to anyone.
- These lockers are provided by the school for the storage of school materials, books, and clothes.
- Sachem cannot be responsible for valuables brought to school.
- Defective lockers should be reported to the Main Office.
- The Administration, as directed by the Board of Education, may inspect lockers or other storage facilities provided to students.

WORKING PAPERS

Working papers may be obtained in the Administrative Suite. After the required forms have been filled out by a physician, signed by a parent or guardian, and returned to the school, a student is issued a working card. The physical is free of charge if one of the school doctors is used.

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. There are several reasons for homework:

- to provide extra practice on learned skills
- to provide further learning in areas covered in the classroom
- to provide the student with the opportunity to learn good work habits
- to provide an opportunity for growth and responsibility

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

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

If a student is out of school for an extended period of time (three or more days) due to illness, parents may access the teachers' websites for missed assignments. In the event that there are any questions, please email the teacher directly.

EXTRA HELP

Individual teachers will have one day of extra help each week for any student in their class needing extra help. Please check the sachem north web site for specific extra help rooms and teachers.

LUNCH

Students may bring a lunch or purchase one from the school cafeteria. Tables should be left clean and trash should be disposed of properly. Students who do not have a scheduled lunch period may obtain a permanent pass from their AP's office to purchase food and return to one **specific** class no more than five minutes late. If a student forgets lunch, parents may bring the for their child only to the Main Office in a plain brown bag only.

LOST AND FOUND

Lost articles may be claimed at either the Main Office or the Custodial Office.

PARENT-TEACHER COMMUNICATION

Parents are urged to contact the school whenever the need arises. Staff members may be contacted by email or phone. If you call during the school day, the office will leave the teacher a note to return the call. If you wish to have a conference with your child's teacher, please call ahead to make an appointment, there can be no drop-in conferences.

FIRE ALARM

If the fire alarm sounds, all students and staff 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. Fire drills

will be initiated by PA announcements or alarms. Any student who tampers with a fire alarm will be suspended from school and will be referred to the Superintendent. This student will also be subject to arrest.

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.

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. Short-shorts are not appropriate for school. Shorts, skirts must reach mid-thigh. Shirts must meet the waistband of slacks. Muscle shirts are not to be worn.
3. Ensure that underwear is completely covered with outer clothing.
4. Include safe footwear at all times.
5. Not include the wearing of hats in the classroom except for a medical or religious purpose.
6. Not include items that are vulgar, obscene, libelous or denigrate others on account of race, color, religion, creed, national origin, gender, disability, or sexual orientation.
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 call home to have a more suitable article of clothing brought in for them to wear or modify their appearance by covering or removing the offending item. Any student who refuses to abide by the dress code 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.

HONOR SOCIETY

The Sachus North Chapter of the National Honor Society is an organization which performs important services for the school and community. Its members serve as ushers and guides at special events and orientation meetings. In addition, charter members provide their fellow students with peer-tutoring services. The selection criteria for membership in the Honor Society are:

Scholarship: Academic Standards

- Students must maintain an overall weighted grade point average of a 90 in order to be eligible for membership.
- If a student has failed any subject, he/she is not eligible for membership until the course has been completed with a passing grade.
- If a student has failed a Regents Examination, he/she is not eligible for membership until the examination has been passed.
- Students who have successfully completed four semesters of high school study, not including courses taken for high school credit in Middle School will be eligible for consideration as members of the Honor Society.

Service

Candidates must also demonstrate their willingness and ability to be of service to their school and community. The extent and quality of the candidate's involvement in extracurricular activities will be evaluated to determine if this requirement has been satisfied.

- All members (candidates) are expected to maintain two (2) activities per year, at least one of which must be school related and not part of the academic day. In addition, every candidate must submit an essay describing in detail a charitable service that he/she has performed for either school or community.

Leadership & Character

Eligible students will be rated by their teachers, activity advisors and community supervisors on character and leadership abilities based on their performance in the classroom and extracurricular activities.

- A student who has been denied credit for cutting class is not eligible for Honor Society membership until the course is repeated and passed.
- Being declared ineligible for credit will be considered in assessing a student's eligibility in regard to character.
- The type, nature and reason for a suspension from school and classes will be considered in assessing the student's character.

ATHLETICS

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

CLOSED CAMPUS

Sachem High School, North Campus, is a **closed campus**. Closed campus is primarily intended to ensure student safety. It is also hoped that this environment will encourage student academic excellence. Students must remain within the school building from the time they arrive at the Campus until the school day ends. With the exception of BOCES, there are no scheduled bus departures prior to dismissal.

Students are not permitted to exit the building between classes or at any other time during the school day. Leaving grounds, being in an 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.

Students who depart school grounds at the end of the school day may not re-enter at a later time merely to take a bus.

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 this program of 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 of our priorities 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 and action teams 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, 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.

The following is a list of behaviors that will be addressed and/or disciplined. This list is not inclusive, just a sampling.

- Disrespect of a staff member
- Bullying
- Profane, lewd, vulgar or abusive language or gestures
- Insubordination
- Smoking in building, on bus or school grounds
- Disruption of class or the school community
- Use of a cell phone during class or passing time in halls
- Using an Ipod during class or during passing time
- Use/possession of drugs, related paraphernalia or alcohol
- Loudness, running in the halls
- Inappropriate attire
- Pushing/yelling
- Striking another student, fighting or any violent conduct
- Gambling
- Theft
- Threatening behavior/harassment
- Possession/use of fireworks
- Vandalism/graffiti
- Leaving school grounds without permission
- Actions which result in a false fire alarm (This includes actions made via computer)
- Behavior that endangers others
- Academic misconduct **
- Possession of weapons or dangerous instruments
- Lewd/vulgar behavior
- Computer/electronic communications misuse
- Repeated disciplinary referrals
- Leaving a state exam without permission
- Failure to identify oneself or wear a school I.D. card
- Being in an area which is out of supervision
- Loitering in the vicinity of the school
- Possession of a laser pointing device
- Obstructing vehicular or pedestrian traffic
- Trespassing
- Endangering the health, safety, morals or welfare of oneself or others

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

School/District Disciplinary Actions**

1. Verbal reprimand
2. Phone call to parent by teacher or administrator
3. PM detention
4. Temporary suspension from class or classes
5. Parent conference with teacher, service provider or administrator
6. Referral to Pupil Personnel Services
7. Administrative In School Suspension (ISS) for remainder of day/days
8. Principal's hearing
9. Five day out of school suspension
10. Involvement in outside community resources (police, community services)
11. Superintendent's hearing
12. Invalidation of the exam

*****All students should note that the outcome of a Principal's Hearing or Superintendent's Hearing regarding a serious disciplinary infraction may result in the removal of privileges to attend all high school social events, including dinner dances, trips, and other special events. In addition, these students may not be permitted to participate in school clubs or on school teams. A student who incurs numerous disciplinary infractions may be subject to the above provision.***

Discipline/Point System

- ½ point for any detention issues by an administrator
- 1 point per day of ISS
- 2 points per day of OSS

- When you reach 10 points, you are ineligible to participate in any extra-curricular program – sporting events, field trips, night time activities, etc.
- You can earn back 1 point a month, beginning from the day back from your suspension, if you have no infractions.

Computer/electronic communications misuse includes cell phones, iPads, tablets, 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.

Students may be subject to disciplinary action, up to and including suspension from school, when they engage in **conduct that is disorderly**. Examples of disorderly conduct include, but are not limited to: running in hallways; making unreasonable noise; using language or gestures that are profane, lewd, vulgar, or abusive; obstructing vehicular or pedestrian traffic; engaging in any willful act which disrupts the normal operation of the school community.

Examples of **insubordinate or disruptive conduct** include, but are not limited to such behaviors 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 behaviors such as lateness, skipping detention and missing or leaving school without permission. With regard to **trespassing**, students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.

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. Violent conduct is not limited to physical altercations. It also includes verbal altercations, 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.

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, using chewing or smokeless tobacco, or vaping.

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." 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).
12. Gambling.
13. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
14. 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. 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.

SMOKING

It should be understood that smoking, and/or the use of tobacco products or vaping 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.

WEAPONS

Bringing a weapon, knife (including a pocket knife) box-cutter, 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.

PERSONAL DEFENSE SPRAYS

Any student found to be in possession of chemical or organic self defense sprays will be subject to a Principal's Hearing, a five day out of school suspension and a Superintendent's Hearing to determine whether a longer period of exclusion is warranted.

HAZING

Hazing is defined as any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. In other words, hazing is making a person do something embarrassing, dangerous, illegal, or degrading to join a group, club, or team. It's still hazing, even if the person does it willingly. Hazing is against New York State law.

HATS, TELEPHONES, ELECTRONIC DEVICES, AND LASER POINTERS

The following items are not to be used or worn during school hours and may be subject to disciplinary action if a student does not comply: all headgear (including hats, headbands, bandanas), cell phones, iPods or music devices, headphones or ear buds, and all electronic devices. Students may not use or answer a cell phone, except if approved by an administrator, while classes are in session or during passing time.

In the event of an emergency or any time a parent needs to contact a child, please call 631-471-1400. This is the fastest way to locate 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.

The use of electronic devices such as cell phones, iPods, and PDAs during school and/or state exams is strictly prohibited. Use of any of these devices during testing could result in invalidation of the exam, confiscation of the device, and a Principal's Hearing.

SUBSTANCE ABUSE POLICY

Students are prohibited from possessing prescription medications on school property. Any student who is required to carry a prescription medication on his/her person during school hours shall, immediately upon entering school property, deposit such medication with the school nurse who, if necessary, will administer the medication. 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, designer 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.

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 Sachus High School be it through a club, musical and/or athletic interscholastic activity, will be subject to individual review at the building principal level.

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 Sachus North High School.

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.

SEXUAL HARASSMENT

Anyone who feels he or she has been subjected to sexual harassment may file a complaint with a building administrator. Reports may be made informally or through the filing of a formal complaint.

VALUABLES

Students are discouraged from bringing valuable items to school. Students are liable for all personal losses, as school insurance does not cover lost, damaged, or stolen personal property. Only equipment necessary for Physical Education class should be secured in that area.

VISITORS

Students are not permitted to bring visitors to school. Parents are always welcome, however, it is suggested that they call first for an appointment.

SACHEM NORTH LIBRARY

The North Library supports the curriculum of Schem North High School and provides access to current, appropriate information resources to ensure that all students, teachers, and staff are effective users of ideas and information. Two friendly, full-time professional media specialists staff the library and are eager to assist students and staff with their information needs. The library is open before and after school. Students are also welcome during their lunch period. The library houses 48 computers with Internet access and a virtual reference collection that can be accessed from home. Passwords and log-ins for remote access can be obtained at the circulation desk. Our print resources are searchable by an electronic card catalog and compliment a host of comprehensive databases. Training is offered in all our resources upon request. For more information and ideas on conducting research, citing sources, additional resources and evaluating websites, visit the Schem North Library web page found on the school's web page.

ACCEPTABLE USE POLICY FOR DISTRICT INTERNET ACCESS

The Schem 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. By accessing the district's on-line services, a student agrees to the following:

ACCEPTABLE USE Accessing the Internet must be in support of education and research and within the educational goals and objectives of the Schem School District. Use of other organization's networks or computing resources must comply with the rules appropriate to that network. Transmission of any material in violation of any United States federal, state or local statutes, law, or policy is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or materials protected by trade secret. Commercial activities by for-profit institutions are generally not acceptable. Use of product advertisement or political lobbying is prohibited. Any action which interferes with the intended use of the system, violates another person's right to privacy, to include the following: reposting personal communications without an author's consent, giving out names, addresses, phone numbers or passwords of others is prohibited. Trespassing in another person's account is also prohibited. Attempting to gain unauthorized access to the system or network resources, downloading, storing or printing files or messages that are profane, obscene or contain inappropriate language, transmitting or causing to be transmitted, any communication that could be construed as harassment or disparagement of others, especially that which is based upon race, national origin, sex, age, disability or religious or political views is also inappropriate. Using the network for financial or commercial gain, wasting resources by failing to monitor personal files, illegally installing copyrighted software on district computers, subscribing to listserv and/or newsgroups without prior approval of a school official, or accessing the Internet Relay Chat are also forbidden activities.

PRIVILEGES

The use of the information system is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. Should the school administration determine that someone is making inappropriate use of the internet services, they reserve the right to close an account at any time as required.

E-MAIL

Electronic mail is not guaranteed to be private. System administrators reserve the right to access e-mail to investigate complaints. Under these circumstances,

messages which are found to be in violation of acceptable use will be reported to appropriate personnel. *[Students do not have e-mail rights at school to either send or receive messages. They may not check, send or receive messages from home e-mail accounts.]*

SECURITY

Security on any computer is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a school administrator or the technology coordinators. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to log onto the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet. Disciplinary referrals will be made.

NETIQUETTE

All users are expected to adhere to the generally accepted rules of network etiquette. They include, but are not limited to the following: Be polite. Do not get abusive in your messages to others. Use appropriate language. Illegal activities are strictly forbidden. Do not reveal the personal address, phone number or credit card number of students or colleagues. Note that e-mail is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities. Do not use the network in such a way that would disrupt the use of the network by other users. All communications and information accessible via the network should be assumed to be private property.

Sachem School District makes no warranties of any kind, whether expressed or implied for the service it is providing. Sachem School District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by its own negligence or your errors or omissions. Sachem School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

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.

VANDALISM

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data or equipment of another user, Internet or any of the agencies providing Internet access. This includes, but is not limited to the uploading or creation of computer viruses.