

SAGAMORE MIDDLE SCHOOL



WE ARE SACHEM 2016-2017 STUDENT POLICY MANUAL

SACHEM CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
2016-2017

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**SAGAMORE MIDDLE SCHOOL
STUDENT POLICY MANUAL**

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SACHEM SCHOOL CALENDAR 2016-2017

Sept. 1	First Day for Teachers *
Sept. 5	Labor Day
Sept. 6	First Day for Students
Oct. 3-4	Rosh Hashanah
Oct. 10	Columbus Day
Nov. 8	Election Day *
Nov. 11	Veterans' Day
Nov. 24-25	Thanksgiving Recess
Dec. 24-Jan. 2	Winter Recess
Jan. 16	Martin Luther King Jr. Day
Feb. 20-24	Mid-Winter Recess
Apr. 10-14	Spring Recess
May 26-29	Memorial Day Weekend
June 22	Last Day for Students
June 23	Staff Development Day *

* Staff Development Day- School is closed for students; staff reports

If there are five (5) emergency closings, school will be in session for students and staff on 5/26.

Other Important Dates 2016-17

Open School Night(s):	Grade 6	September 15	@ 7:00 PM
	Grades 7 and 8	September 19	@ 7:00 PM

Progress Reports Posting Date (to eSchool Portal) After 3:00PM	October 11	December 21	March 8	May 18
Report Cards Posting Date (to eSchool Portal) After 3:00PM	November 15	February 3	April 12	June 23

State Assessments

As the New York State Education Department moves forward towards reaching its goal of attaining its higher standards, students will be taking the English/Language Arts, Science and Mathematics Assessment Tests. These mandated exams are used as a benchmark of student progress. Those students who fall below the state-defined norms will receive remedial services in their future grade.

Subject	Grade Level	Date
ELA	Grades 6,7,8	March 28, 29, 30
Mathematics	Grades 6,7,8	May 2, 3, 4
Science 8	Grade 8	June 5
Regents and Finals	Living Environment/Earth Science/Algebra	June 13-23

Sagamore Middle School Bell Schedule

Period	Time
<i>HOMEROOM</i>	8:10-8:16
Period 1	8:16-8:59
Period 2	9:03-9:46
Period 3	9:50-10:33
Period 4	10:37-11:20
Period 5	11:24-12:07
Period 6	12:11-12:54
Period 7	12:58-1:41
Period 8	1:45-2:30
Extra Help	2:35-3:18

School Day Information

School Closings:

You may access the District's **Website** (www.sachem.edu) for up-to-date school closings, delayed openings, and/or early dismissals. In addition, a **School Messenger** message will go out to each family to inform them of weather related closings. The following resources may also be used: WALK 97.5FM; WBAB 102.3FM; WBLI 106.1FM; News 12 Long Island – Channel 12 Cablevision

As many of you are aware, the decision to keep school open or to close school is a difficult one and must be made based on information from many sources, including Sachem's transportation and maintenance departments, the town highway department and BOCES.

Early Dismissal:

If there is a need for a child to be dismissed early, the parent must report to the attendance office and sign that student out. Students will be released only to parents unless the school has been notified in writing by the parent that he/she has granted permission for someone else to pick up his/her child. The parents or authorized person must come to the attendance office and present photo identification when signing out the child.

Board of Education Behavior Policy

The Board of Education has stated a **ZERO TOLERANCE POLICY** for the following infractions. Any student caught in violation of this policy will be subject to immediate suspension and/or legal action. The student and his/her parents or guardians will also be required to attend a Superintendent's Hearing before being allowed to return to school. The list of infractions includes the following:

- Possession of **ANY** kind of a weapon (including pocket knives, penknives, look-a-like firearms). This may also include something like a bat or hockey stick if it is used in a threatening manner.
- The use, possession of, or the intent to sell any form of drugs or alcohol.
- The assault or any other act of aggression towards anyone attending or working in a public school. This includes fighting.
- Vandalism or destruction of public or private property.
- Stealing or possession of stolen goods.

Substance Abuse

The conspiracy to possess, use, transmit, manufacture, purchase or sell illegal drugs, drug paraphernalia, designer drugs, or alcohol in any place or vehicle under school jurisdiction is prohibited. This includes any and all school activities, regardless of local and/or extended field trips, dances, competitions, dinners, proms or any like activity.

Upon verification of any involvement with illegal substance use, the student will be immediately suspended for a five-day period. A police report will be made and charges filed if appropriate. The student will be prohibited from attending the next major school/class activity. The principal at the building level will review representation of Sagamore Middle School in any club or activity. Parent or guardian involvement will occur immediately upon the realization of this substance abuse. A Superintendent's Hearing will also be held for the student and his/her parents or guardians before the student will be permitted back in school. A condition of reinstatement will be mandatory referral for counseling.

Building Rules

Sagamore Middle School will foster a safe and orderly learning environment for all students and staff. The guidelines of expected student behavior are presented in our Code of Conduct. The staff works extremely hard at assisting the students with conforming to these basic rules of conduct. We share with our parents the need for our community to act in unison on standards of acceptable behavior. Therefore, we provide our students with these guidelines to assist them in conforming to these standards.

Serious Offenses

The following student actions are serious infractions of school rules and standards. These will nearly always lead to suspension, parent contact or conference, and a plan to avoid further similar.

- Willful defiance of staff
- Truancy
- Causing harm or injury to another person
- Cutting classes
- Disruption of school activities
- Pulling the fire alarm
- Repeated, inappropriate behavior patterns
- Vandalism
- Repeated misconduct on the bus
- Leaving school grounds without authorization.

In-School Suspension

Students may be placed on in-school suspension for breaking any rules. This is generally done after other means of correcting inappropriate student behavior have not been successful, or when the student has continued to demonstrate incorrect patterns of behavior. Repeated visits to the in-school suspension room will necessitate further contact with the parents/guardians. Together, the student, his/her parents/guardians, the faculty, and the administration will create a program to modify the student's behavior.

Detention

A teacher may assign a student after school detention for violating any school or classroom rule. This is generally done after repeated attempts by the teacher to have the student correct their behavior have met with little success. A 24-hour "grace" period is given before the student must serve the detention. speaker and demonstrate proper conduct while in attendance at any assembly. If a student misbehaves or acts out, he/she may lose the privilege of attending future assemblies.

Minor Infractions

Certain behaviors shown by students are minor in their initial action. Things such as leaving trash at lunch, not following directions, lateness to class, running in the halls, using foul or abusive language, unpreparedness for class and calling out in class are not major issues in themselves. Issues arise with these types of behaviors when students continue to do them when they know better or have been asked to stop. Our goal is for students to change their behavior patterns and make appropriate choices. The staff will try to assign consequences that are related to the rules, which have been broken. If a student elects to continue this type of behavior, other disciplinary options will be assigned.

Common Sense Items

There are several common sense rules which students should follow throughout the building. Again, these are not major issues until they become repetitive or too intensive to be tolerated under normal conditions. These items would include such things as inappropriate language, inappropriate physical contact, gum chewing, poor assembly behavior, disruptive classroom noises, use of electronic devices, wearing hats, "borrowing" lunch money, asking for passes constantly and the like.

Assembly Behavior

Attendance at assemblies is a privilege not a right. Students are expected to show respect to any speaker or performer during school assemblies.

LOCKDOWN

A building lockdown is an emergency procedure 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 school security personnel if a lockdown is activated.

All students, staff and faculty should report to the closest classroom once a lockdown is activated. If you are already in a secure area, remain there until the all clear is announced. Attempt to secure area by locking doors.

- Once classrooms are occupied, all doors and windows should be closed and locked. All window blinds should be drawn.
- All students, staff and faculty must take cover away from doors and windows
- All hallways and corridors must be cleared.
- Await further instructions. **DO NOT ATTEMPT TO LEAVE THE CLASSROOM, GYMNASIUM, AUDITORIUM, CAFETERIA, BATHROOM OR OFFICE.**
- Following instructions from the Suffolk County Police Department and the Schem Security Department. These instructions should come over either

BOMB THREATS

Governor Pataki signed legislation on October 19, 1999, making it a Class E felony for anyone to issue a false bomb threat directed toward a school in New York State. This law also includes the crime of falsely reporting an incident of an explosion, fire, or the release of a hazardous substance.

Individuals convicted of issuing a bomb threat face felony criminal prosecution, as well as a one-year suspension of their driver's license. Person may face youthful offender or juvenile delinquency adjudication. This new law directs that any bomb threat or false reporting of an incident unrelated to school grounds is now a Class A misdemeanor. This legislation allows for up to \$10,000 in restitution to be paid by the parents of a child who makes a false report.

BUS SAFETY RULES

The safety and welfare of the students on school buses is extremely important. The bus stop and the school bus are an extension of the school grounds. Therefore, students are expected to follow all the rules, which are observed at school concerning behavior at both the bus stop and on the bus. Inappropriate conduct on a school bus include: smoking, fighting, disorderliness, fooling around, and any behavior that might distract the bus driver's attention from driving safely. Students are to remain seated and conduct themselves in a respectful manner. If misbehavior does occur, the driver will complete a bus conduct report form and submit it to the principal/assistant principal who will assign a consequence. **Written permission from a parent or guardian is required before a student may ride on a bus other than his or her regular bus.** This written permission must be approved by the assistant principal's office that will then issue a bus pass.

FIRE ALARM

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. Students are to evacuate the building upon the sound of the fire alarm. Exit directions are posted near the door in each classroom. Students not in a classroom are required to leave the building promptly through the closest exits and join the nearest class. When a signal is given to return, the students are to remain with their class and enter the building orderly. Any student who tampers with a fire alarm will be suspended from school and will be referred to the Superintendent. The student is also subject to arrest.

Student Information

Each student will find the following information valuable in his or her journey through Sagamore Middle School. It will make that journey much easier and provide guidelines for expected student conduct.

Homeroom

Each student is assigned a specific Homeroom which they will have for the entire year. Upon entering the building each morning, students should go to their lockers and then report promptly to their period 1 class. Homeroom will take place before period 1, and consist of the flag salute, morning announcements and attendance. Students who arrive late to school should report directly to the A.P. Office during first period, then to Guidance thereafter.

Lateness

Sufficient passing time between classes is provided for all students. Students are expected to be in their seats and ready to work when the bell rings. Lateness will result in your being penalized. Excessive lateness may result in administrative involvement and stricter disciplinary actions. If a teacher detains a student, he/she will be given a pass to the next class.

Lockers

Each student will be assigned his/her own hallway locker. Sharing lockers is discouraged since they cannot be guaranteed secure. No student may move to another locker without administrative approval. The student is responsible for any loss, which occurs. Lockers are school property and the administration reserves the right to search them.

Although lockers are provided in the gymnasium, students should leave personal property such as notebooks, house keys, money and jewelry locked in their hall lockers during their Physical Education class.

Phone

The only telephone available to students is in the main office. This phone may be used during lunch periods at the teacher's direction and before and after school. In the event of an emergency, the nurse will contact the student's parents or guardians. Leaving one's lunch money or other items at home or trying to arrange transportation does not constitute an emergency.

Lost and Found

Students who find lost articles are asked to take them to the Main Office. Found articles are placed in the "Lost and Found" area in that office. Students may go to "Lost and Found" during passing time or from lunch.

*Physical Education teachers provide a "Lost and Found" area for items left in locker rooms.

Restrooms

Restrooms are to be used for their intended purposes. Loitering in the restrooms usually leads to problems.

Students should leave the restrooms immediately after using them. Restrooms are checked frequently during the day.

Hall Passes

Students are not permitted in the halls during class time unless they are accompanied by a staff member or have a pass from an authorized staff member. Students are limited to **Three Passes a day**.

Riding a School Bus

Riding a school bus is a privilege extended to students and can be removed at any time for disruptive, unsafe, or unsatisfactory behavior.

Any student staying after school who wishes to take a late bus must have a "Late Bus Pass" from an authorized staff member. These bus routes are longer, and have different stops than the regular bus routes. The athletic busses are reserved for those students participating on Sagamore's athletic teams.

Lunch ID Number

Every student is assigned an ID number for use in our cafeteria. This number allows them to move through the lunch lines at a more efficient pace, allowing students more time to eat. This also allows for a variety of prepayment options for each family, while still allowing students to pay cash for lunchtime purchases.

Passing Grade

A passing grade of 65% is necessary to receive school credit for a course. The promotional policy at Sagamore is based upon a series of considerations, most important of which is achievement. Questions regarding grades, credits, etc. should be directed to the Guidance Office (696-8600, Option 3). Students are reminded that The NY State Standards now require those students in seventh and eighth grade to pass five Regents Exams to be eligible to receive their high school diploma.

Field Trips

Throughout the school year certain classes or groups will be asked to participate in a field trip experience. These trips are generally planned well in advance so that students are aware of their existence and may make adjustments in their calendars. It is generally held that in order to participate in these educational adventures that a student must be found to be "in good standing".

Dances

Throughout the year the Student Government will host a series of dances. These are held on Friday nights in our gymnasium. Students are required to purchase tickets prior to the day of the dance. *The student must be in school the day of the dance. For the 8th grade formal, students MUST be in attendance for the full day.*

A student not "in good standing" will not be allowed to attend the dance. Also, any student who acts inappropriately at any dance or who violates any school or district policy will be barred from future dances.

National Junior Honor Society

Membership in the Sachem chapters of the National Junior Honor Society (NJHS) is the highest honor given to a middle school student and carries with it a distinction recognized nation-wide. The organization seeks to create an enthusiasm for superior scholarship, develop citizenship, and stimulate a desire to serve, promote leadership and instill exemplary qualities of character. Students are inducted into the NJHS during the fall of eighth grade. Members remain active throughout their eighth grade year.

THE FOLLOWING CRITERIA WILL BE USED TO SELECT THE CANDIDATES FOR THE 2016-2017 SCHOOL YEAR:

- **Scholastic**- Students must maintain a 92.5 overall average in all subject areas throughout middle school. To determine initial eligibility, the final grade columns at the end of sixth and seventh grade are averaged. (The final grade in each course incorporates the marking quarter grades and the final exam.) Students will not be eligible if they received a failing marking quarter grade at any time during sixth and seventh grade.

During the first quarter of eighth grade, NJHS applications will be given only to those students who have met the scholastic requirement. The following criteria are then given further consideration.

- **Activities**- the candidate must have actively participated in at least **two** school clubs, and/or sports teams during seventh and eighth grade. Band, Orchestra, and Chorus do not satisfy this requirement. Jazz Band, Marching Band, and Select Chorus do. Please see the NJHS advisor or your guidance counselor to determine if you need to become involved in additional activities this year to meet this requirement.
- **Service**- the candidate must be able to document **ten** hours of voluntary service to school and/or community from the fall of seventh grade through the fall of eighth grade. These hours must be documented by a written acknowledgement and signature from the individual or organization receiving the service. Peer tutoring, library aide, guides at open school night are examples of school service. Scouting and confirmation projects as well as participation in walk-a-thons etc. are community related. Again, the NJHS advisor or your guidance counselor can offer some suggestions.
- **Leadership**- the candidate will be evaluated by his/her teachers, club advisors and/or coaches on character and leadership abilities in the classroom and during extracurricular activities. A candidate would be ineligible if the student has ever been given in-school suspension or out-of-school suspension.

The Sagamore Library

The Sagamore Library Media Center is an “Electronic Doorway Library” offering students and staff access to state of the art information resources. The library media program positively contributes to the students’ educational success. It supports driven education initiatives and provides instruction integrated with the school curriculum. The development of lifelong readers and information literate learners is a primary mission of this media center. Access to information, electronic research databases, the Internet, books, magazines, journals, newspapers and videos are available.

**The Library is open during lunch periods throughout the day, as well as from 2:30- 3:15 in the afternoon. Please note that library availability can change throughout the year, and may close on certain days. Morning announcements will be made in this regard.*

Library Use Policies and Procedures

- Students are encouraged to use the library to read, learn how to find and use information, do research and study.
- Students may use the library with their class, during lunch, after school, or with a pass from a teacher.
- If a student wants to use the library during their lunch period they must receive a pass in the cafeteria during their lunch period. A student must report to lunch first and follow the proper procedures for going to the library.
- Books may be borrowed for two weeks. Students may borrow up to three books at one time and may renew them once.
- Magazines and reference books may not be checked out.
- The library does not charge fines but, the administration reserves the right to hold the report card of any student who has not returned library materials.
- Students can use the Internet, with permission, for research and homework only. Any student who does not use proper “Netiquette” will not be allowed future access to Sagamore’s computer system. The Computer Acceptable Use Policy Contract must be read and signed by the student and their parent or guardian prior to any student using the schools computers.
- Gum, food, candy or drinks are not permitted in the library.

The Parents Page

In order to meet the needs of our students as fully as possible, it is essential that parents remain a vital link in the educational process. The home and school should make every effort to communicate openly and frequently with each other, at the school, we shall endeavor to meet this goal through our reporting procedures and formal parent-teacher communications (Including this agenda). It is of equal importance that parents keep teachers and staff informed of any developments at home which might influence the student's performance at school. Parents should not be reluctant to call the school with information or questions. Please be assured that we welcome your involvement and that, quite often, the information shared enables us to better meet our students needs.

Parent Involvement Policy

Please see the Main Office for a full copy of the Parent Involvement Policy.

Parent Conferences

Parents may make appointments for conferences with teachers, counselors or the principal by calling the Guidance Office at 696-8600, Option 3, or the Main Office at 696-8600, Option 8.

Important Phone Numbers

Main Office	696-8600, Option 8
Guidance Office	696-8600, Option 3
Nurse's Office (Mrs. Semler)	696-8600, Option 2
Social Worker (Ms. Romanski)	696-8600, Option 5
School Psychologist (Dr. Dohrman)	696-8600, Option 4
Librarian (Mrs. Cinco)	696-8600, Ext. 3946
Attendance	696-8600, Option 1

Department Chairpersons

Ms. Schroeder	English	696-8600, Ext. 3920
Mr. Gerkens	Special Education	696-8600, Ext. 3922
Mrs. Scaturro	Math	696-8600, Ext. 3933
Mrs. Marek	Science	696-8600, Ext. 3934
Ms. Bongiorno	Social Studies	696-8600, Ext. 3921

Early Dismissal

Parents are requested to arrange medical, dental and other appointments for their children outside of school hours. Any dismissal prior to the end of the school day must be requested with a note. This note should be handed in during homeroom and include the following:

- Date and time of dismissal
- Legal/valid reason for dismissal
- Phone number where a parent can be reached during the day
- Parent/Guardian signature

Attendance/Absent Notes

Daily classroom attendance is critical to student achievement. Student absences are closely monitored and we are required by law to ask for an absent note stating the reason for the student's absence. This note should include the date of the absence, the reason for the absence and a parent or guardians signature. Continued absence or excessive lateness will necessitate a conference between the student, their parent or guardian and a building administrator.

Extra-Help

Teachers provide extra-help sessions for any student who wishes to take advantage of it. Each teacher sets his or her own extra-help schedule, so the student must ask the individual teacher when the session will be held. If you wish to ask a particular teacher about their extra-help sessions, please give them a call and the teacher will be happy to get back to you within 24 hours.

Guidance Office: (631) 696-8600 option 3

Guidance Counselors	Student Alpha (last name)
Mrs. Sorrentino	A –GA
Ms. Jargo	GE - N
Mr. Zilberstein	O - Z

Health Services

An annual physical exam is required for every seventh grade student by the school physician. A student is encouraged, however to have his/her family doctor provide this function of the health program. In addition, aural, visual and scoliosis checkups are given through the Nurse's Office (Health Office).

A student must have written permission from your parent/guardian and a school physical examination before they can participate in any athletic practice. The Sachem School District provides physical examinations each year for those students involved in sports and extra curricular activities. These examinations are announced well in advance, so it is up to the individual student to process the required paperwork in a timely fashion. Students are not permitted to participate in inter-scholastic sports without this physical examination. You may have your family doctor provide this service if so desired. The proper paperwork must be forwarded to the school nurse in a timely fashion for verification.

A student who becomes ill during the day should report to his/her teacher who will fill out a pass to the nurse for that student. Once at the Health Office the nurse will determine the proper course of action. If the student is released, it will only be done with the parent's approval.

Immunization

Section 2164 of the Public Health Law mandates that students be immunized against Poliomyelitis, Measles, Rubella, Mumps, and Diphtheria. Parents should contact their family physician for the immunizations or call the Suffolk County Health Department at 732-0400. Pupils may not be admitted to school without the required immunizations. Students born on or after January 1, 1994 and who enroll in the 6th grade at the beginning of the 2005-2006 school year must be immunized against varicella (Chicken Pox).

Medication

The school nurse, upon parent request, must assist any student who is required to take medication during the regular school day (Medication prescribed by a physician). Such medication shall be kept in the Health Office. Students should not keep medication on their person or in their lockers. Other health services are limited to first aid, short rest periods, and some TLC.

ACADEMIC SUCCESS

Tips for a Successful School Year:

Helping your child stay organized is a key to being successful in middle school. Here are some tips to help you get started:

- *Make Reminders*
- *Follow your supply list and use different colored notebooks and binders for each class.*
- *Use the agenda book*

Check your child's agenda book daily. Students should take it to every class to keep track of tests, quizzes, assignments and due dates. They should also write down when they have club meetings, practice or extra help.

- *Make sure they understand their assignments*
Encourage them to ask questions, other students may have the same question.
- *Keep your locker neat*
A messy locker can slow students down and make them late for class.
- *Suggestions for homework time*
 - Set up a special time each day for them to complete homework assignments and study for exams.
 - Find a quiet place to work and make sure they get the supplies they need before starting.
 - Do not allow them to take phone calls from friends
 - Ask family members not to disturb them
- *Break big projects into smaller ones*
This can make a heavy workload easier to manage. Note the due date and spread out the project tasks over the time.
- *Prepare the night before*
This will save you time in the morning. You should:
 - Check their agenda book to make sure all work is finished
 - Help them pack their schoolbag after finishing their homework

HOMEWORK

Doing homework will result in better understanding and higher achievement. Incomplete or missing homework will reduce a child's quarterly average. The time and amount of homework should increase with the student's grade level.

➤ *Homework serves to:*

- Reinforce the day's lesson
- Prepare for the next day's lesson
- Reinforce required skills
- Develop good study habits
- Help develop a sense of responsibility
- Teach students independent learning skills
- Teach students how to use various resources (newspapers, magazines, computer sources, etc.)

➤ *Suggestions for homework time:*

- Set up a special time each day for them to complete homework assignments and study for exams.
- Find a quiet place to work and make sure they get the supplies they need before starting.
- Do not allow them to take phone calls from friends
- Ask family members not to disturb them

➤ *In Addition:*

- Students are encouraged to read daily, and keep track of current events through the various media forms.
- Homework is the responsibility of the student.
- Students should ensure that all materials required to complete assignments are taken home.
- Completed homework should be returned to school on time.
- When your child misses a class it is his/her responsibility to complete the assigned work.

DISCIPLINE POLICY

Sagamore Middle School will foster a safe and orderly learning environment for all students and staff. The guidelines of expected behavior are presented in the following Discipline Policy and are consistent with the district's Project S.A.V.E. policy. The staff works extremely hard at assisting the students with conforming to the basic rules of conduct. We work in unison with parents and community in setting and maintaining standards of acceptable behavior.

Sagamore Middle School Discipline Policy Range of Consequences for Inappropriate Behavior

	Behavior	Consequence
1.	Disrespectful behavior	A - K
2.	Use of profane or abusive language/ gestures	A – K
3.	Insubordination	A – K
4.	Failure to follow school rules	A – K
5.	Disruption of class	A – K
6.	Use/possession of drug related paraphernalia or alcohol	H – K
7.	Use/sharing of prescription and over-the-counter drugs	H – K
8.	Loudness, running in the halls	A – K
9.	Inappropriate attire (See Student Dress Code)	A – K
10.	Striking another person/fighting	B,D,G,H-K
11.	Smoking in the building or on school grounds	B,D,G,H-K
12.	Gambling	B,D,G,H-K
13.	Pushing/yelling	A – K
14.	Theft	B,D,G,H-K
15.	Threatening behavior/harassment	B – K
16.	Intimidation/bullying	G – K
17.	Discrimination	G – K
18.	Sexual Harassment	H – K
19.	Possession/use of fireworks	B,D,G,H-K
20.	Selling, using or possessing obscene material	A- K
21.	Vandalism/graffiti	E – K
22.	Defamation	A – K
23.	Hazing	A – K
24.	Cutting school/class/leaving school grounds without permission	B – K
25.	Missing detention	B – K
26.	Lateness/truancy	A – K
27.	Trespassing	A – K
28.	Causing a false alarm	H – K
29.	Behavior that endangers self or others	H – K
30.	Possession of weapons/dangerous instruments	H – K
31.	Threatening or displaying what appears to be a weapon	H – K
32.	Lewd/vulgar language or behavior	A – K
33.	Unacceptable computer/Internet use	A – K
34.	Obstructing vehicular/pedestrian traffic	B – K
35.	Bus infractions	A – L
36.	Engage in any form of academic misconduct. Examples of academic misconduct include, but are not limited to: Plagiarism, Cheating, Copying, Altering Records, Assisting another student in any of the above.	E,G,I,M
37.	Repeated Disciplinary referrals	E – K
38.	Other offenses not specifically listed	A - K

Disciplinary Actions

A	Verbal Reprimand
B	Phone call to parent by teacher

C	Detention
D	Temporary suspensions from class/classes
E	Parent conference
F	Suspension from athletics, social or extracurricular activities
G	In School Suspension (ISS) for remainder of day/days
H	Principal's Hearing
I	Out of School Suspension
J	Involvement of outside community resources (police community services)
K	Superintendent's Hearing
L	Suspension of bus privilege
M	Invalidation of the Exam

If your child receives detention or ISS he/she must go home immediately after school and is ineligible to participate in, or attend as a spectator, any after school activities, practice or games. If your child receives OSS he/she is not allowed on school grounds for any reason during the days of suspension.

It is understood that the Administration may exceed or reduce discipline penalties, as a result of mitigating circumstances. In addition, counseling, psychological services, the intervention of other social agencies or alternative placement may be considered where appropriate.

Eligibility Point System

Participation in co-curricular and/or extra-curricular activities is a privilege that can be rescinded based on student conduct. These activities include, but are not limited to; clubs, trips, dances, team sports and other activities as designated by administration. Throughout the school year students will receive points based on consequences for code of conduct infraction(s). Point values are as follows:

Consequence	Point Value Per Day
Confiscation of an Item (Phones, Hats; etc.)	0.5
Lunch Detention	**0.5
After School Detention	**0.5
In School Suspension	1.0
Out of School Suspension	2.0

Students who accumulate a total of **10 Points** during the school year will be ineligible to participate in co-curricular and/or extra-curricular activities. There is an understanding that students should be provided the opportunity to earn back participation privileges based on improved behavior. A student may decrease their point total by 1.0 point for each 30 day period without a code of conduct violation. 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.

**** After 5 detentions, points increase to 1.0 for each additional detention**

Academic Eligibility

Students must be in good academic standing to participate in co-curricular and/or extra-curricular activities. Please discuss the appropriate level of participation with your child. Participation should not be allowed to negatively impact academics.

Students who fail two or more courses during a marking period will be monitored weekly during the following marking period. Monitored students will need to complete all HW, arrive at class with all required materials, participate during the class period and attend extra-help. If monitored students fail to meet these expectations, they will be ineligible for participation in co-curricular and/or extra-curricular activities.

HAZING

The District prohibits hazing. "Hazing" means any intentional knowing, or reckless act directed against a student by one person alone or acting with others, that endangers the mental or physical health or the safety of a student for the purpose of being initiated into, affiliating with,

holding office in, or maintaining membership in any organization whose members are or include other students. The term includes, but is not limited to:

1. Any type of physical brutality, such as whipping, beating, striking, branding, electric shocking, placing of a harmful substance on the body, or similar activity.
2. Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small place, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame or humiliation, or that adversely affects the mental or physical health or dignity of the student or discourages the student from remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described above.
5. Any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of state law.
6. Any method of initiation or pre-initiation into a student club, organization or team that causes or is reasonably likely to cause, bodily danger or physical harm, serious mental or emotional harm, embarrassment or ridicule or personal degradation or loss of dignity to any student or other person associated with the school.

The following actions shall be included in the offense of hazing; student who commit any of them violate District policy;

1. Engaging in hazing.
2. Soliciting, encouraging, directing, aiding, or attempting to aid another in engaging in hazing.
3. Intentionally, knowingly, or recklessly permitting hazing to occur.
4. Having firsthand knowledge of the planning of a specific hazing incident involving a student, or firsthand knowledge, that a specific hazing incident has occurred, and knowingly failing to report that knowledge in writing to the Principal, Superintendent or designee.

SEXUAL HARASSMENT

Sexual harassment in an educational environment is illegal. Therefore, the Sachem Central School District's Board of Education condemns all sexual harassment and further forbids all students from engaging in such activity. The Board also strongly opposes and forbids any retaliatory behavior against complainants and witnesses. The Board is committed to maintaining a learning environment that is free from all forms of sexual harassment.

The Equal Employment Opportunity Commission's (EEOC) definition of sexual harassment will be applied by the Board to the educational environment as follows:

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's right to a fair and equal educational opportunity;
2. Submission to or rejection of such conduct by a student is used as the basis for educational decisions affecting such student; or
1. Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, hostile, or offensive learning environment.

Conduct is deemed to be sexual harassment when it consists of unwelcome conduct of a sexual nature. Sexual harassment is not dependent upon the alleged harasser's intention. The Board recognizes that sexual harassment can originate from a person of either sex against a person of the opposite or same sex, and from peers as well as district employees or visitors.

Students who believe that they have been subjected to sexual harassment should report the conduct immediately to the designated compliance office to handle such complaints, so that an investigation can begin at once. In the absence of a victim's complaint, the Board, upon learning of or having a reasonable basis to suspect the occurrence of sexual harassment, will cause an investigation to be promptly commenced by appropriate individuals.

The Superintendent of Schools shall notify all employees, students, and their parents of the name, office address and telephone number of the district's compliance officer.

If during the building administrator's informal attempt to resolve the complaint, the alleged harasser admits the allegations but refuses to give assurance that he/she will refrain from the unwelcome behavior, the administrator is to file a report with the next appropriate level of administration. The report is to indicate the nature of the complaint, a description of what occurred when the building administrator informed the alleged harasser of the allegations against him/her, the harasser's response to the allegations, and a recommendation that stronger corrective measures be taken. This report may be accompanied by a formal complaint.

Should the alleged harasser deny the allegation, the supervisor is to inform the complainant of the denial and state that a formal written complaint will be helpful for further formal investigation. The building administrator will file a report indicating what has transpired to date with the Assistant Superintendent for Instruction or the Superintendent. If the complainant submits a formal complaint, a copy of it should accompany the building administrator's report with a recommendation for further action.

Formal Complaints

Formal complaints may be submitted either to initially report any incidence of sexual harassment, or as a follow-up to an unsatisfactory resolution of an informal attempt to resolve a complaint. In the latter case, the formal written complaint is to be submitted to the building administrator originally consulted, who will then forward it to the next appropriate level of administration, e.g., the Assistant Superintendent for Instruction or the Superintendent, for appropriate action.

The formal written complaint will consist of any appropriate forms and a copy of any applicable supervisor reports. The appropriate forms solicit the specifics of the complaint, e.g., date and place of incident, description of sexual misconduct, statements of any witnesses, and any previous action taken to resolve the matter.

Remedial Action

If the investigation reveals that sexual harassment has occurred, appropriate sanctions will be imposed in a manner consistent with any applicable law. Depending on the gravity of the misconduct, these may range from a verbal warning up to and including a suspension from school or termination of employment.

Anyone subjecting complainants or witnesses to any form of retaliation will also be subject to disciplinary action in the manner prescribed by law and consistent with any policy of school conduct and discipline.

If the investigation is inconclusive or reveals that no sexual harassment has occurred, or if the complainant is not satisfied with the remedial action taken after a finding of sexual harassment, the complainant may appeal to the next appropriate level of administration, e.g., the Assistant Superintendent for Instruction or the Superintendent. The appeal must include a copy of the original complaint, if any, all relevant reports, the specific action being appealed and an explanation of why the complainant is appealing.

The building administrator should refer the allegation of sexual harassment directly to the Superintendent when the circumstances, severity of the allegation or persons involved warrant a preliminary assessment by the Superintendent. This referral should be submitted immediately in writing from the building administrator learning of the charge. No investigation or interviewing of witnesses should be undertaken prior to the delivery of this report to the Superintendent. The Superintendent shall determine whether an investigation is in order and who shall conduct the investigation. The Superintendent shall also determine whether the allegations warrant the immediate referral of the matter to any applicable governmental agency, including, but not limited to, the police, prior to any implementation of this procedure.

Ref: Education Amendments of 1972, Title IX, 20 U.S.C. §1681
Franklin v. Gwinnett County Public Schools, 112 S. Ct. 1028 (1992)
Meritor Savings Bank, FSB v. Vinson, 477 U.S. 57 (1986)
34 CFR §§106.8; 106.9

Adoption date: January 20, 1998

ACADEMIC INTEGRITY

Sagamore Middle School is an academic community; its fundamental purpose is the pursuit of knowledge. Essential to the success of this educational mission is a commitment to the principles of academic integrity. Every member of the community is responsible for upholding the highest standards of honesty at all times. Students, as members of the community, are also responsible for adhering to the principles and spirit of the following Code of Academic Integrity.

Academic Dishonesty Definitions

Activities that have the effect or intention of interfering with education, pursuit of knowledge, or fair evaluation of a student's performance are prohibited. Examples of such activities include but are not limited to the following definitions:

A. Cheating: using or attempting to use unauthorized assistance, material, or study aids in examinations or other academic work or preventing, or attempting to prevent, another from using authorized assistance, material, or study aids. Example: using a cheat sheet in a quiz or exam, altering a graded exam and resubmitting it for a better grade, etc.

B. Plagiarism: using the ideas, data, or language of another without specific or proper acknowledgment. Example: copying another person's paper, article, or computer work and submitting it for an assignment, cloning someone else's ideas without attribution, failing to use quotation marks where appropriate, etc.

C. Fabrication: submitting contrived or altered information in any academic exercise. Example: making up data for an experiment, fudging data, citing nonexistent articles, contriving sources, etc.

D. Multiple submissions: submitting, without prior permission, any work submitted to fulfill another academic requirement.

E. Misrepresentation of academic records: misrepresenting or tampering with or attempting to tamper with any portion of a student's transcripts or academic record, either before or after coming to Sagamore Middle School. Example: forging a change of grade slip, tampering with computer records, falsifying academic information on one's resume, etc.

F. Facilitating academic dishonesty: knowingly helping or attempting to help another violate any provision of the Code. Example: working together on a take-home exam, etc.

G. Unfair advantage: attempting to gain unauthorized advantage over fellow students in an academic exercise. Example: gaining or providing unauthorized access to examination materials, obstructing or interfering with another student's efforts in an academic exercise, lying about a need for an extension for an exam or paper, continuing to write even when time is up during an exam, destroying or keeping library materials for one's own use., etc.

* If a student is unsure whether his action(s) constitute a violation of the Code of Academic Integrity, then it is that student's responsibility to consult with the teacher to clarify any ambiguities.

Sagamore Middle School

Student/Parent Policy Understanding Acknowledgement

Parents, teachers, students and administrators must all work together to insure a successful school year. In order to work together, we must share common expectations for appropriate school behavior. The Sagamore Middle School Student Policy Manual includes several important policies related to student behavior. Please take the time to read the manual and refer to it frequently. It is very important that students and parents read these policies together and understand each one. If you have any questions about any of these policies, please contact the building Principal, Mr. Panasci or the Assistant Principal, Ms. Gregory at 696-8600, and we will be happy to speak with you.

Parents are expected to explain these policies to their children in terms they can understand. Failure to sign and return the acknowledgement form D will not excuse a student from the requirements of these policies.
