

SENECA MIDDLE SCHOOL



2022-2023 SENECA STUDENT HANDBOOK

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GENERAL SCHOOL DAY INFORMATION

Seneca Middle School Regular Bell Schedule

| Period | Time |
|-----------------|-------------|
| Period 1 | 7:50-8:40 |
| Period 2 | 8:44-9:25 |
| Period 3 | 9:29-10:10 |
| Period 4 | 10:14-10:55 |
| Period 5 | 10:59-11:40 |
| Period 6 | 11:44-12:25 |
| Period 7 | 12:29-1:10 |
| Period 8 | 1:14-1:55 |
| Period 9 | 1:59-2:40 |
| Club/Extra Help | 2:45-3:35 |

Club Buses-3:45pm

Sport Buses-4:45pm

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.

Seneca Middle School 2 Hour Delayed Opening Bell Schedule

| Period | Time |
|------------------|--------------|
| Period 1 | 9:50-10:16 |
| Period 2 | 10:20 -10:44 |
| Period 3 | 10:48-11:12 |
| Period 4 | 11:16-11:48 |
| Period 5 | 11:52-12:24 |
| Period 6 | 12:28-1:00 |
| Period 7 | 1:04-1:36 |
| Period 8 | 1:40-2:12 |
| Period 9 | 2:16-2:40 |
| Extra Help/Clubs | 2:45-3:35 |

Club Buses-3:45pm - Sport Buses-4:45pm

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-alike firearms). This may also include something like a bat or hockey stick if it is used in a threatening manner.
- The use, possession, 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 Seneca 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.

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/guardians have the primary responsibility for acceptable student dress and appearance. All district personnel shall dress appropriately and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance shall:

- Be safe, appropriate and not disrupt or interfere with the educational process.
- Recognize that extremely brief garments and see-through garments are not appropriate. Shorts/Skirts must extend beyond the fingertips when the arms are extended to the sides. Shirts must have shoulder straps.
- Ensure that underwear is completely covered with outer clothing.
- Include safe footwear at all times.
- Not include the wearing of hats except for medical or religious purposes.
- Hoods are **NOT** permitted to be on in the building
- Not include items that are vulgar, obscene, libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
- Not promote and /or endorse the use of alcohol, tobacco or illegal drugs and /or encourage other illegal or violent activities.

Each building principal or his or her designee shall be responsible for informing all students and their parents/guardians of the student dress code at the beginning of the school year and of any revisions to the dress code made during the year. Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

Code of Character

This student version of the Board of Education's Code of Character is based upon the principles of civility, mutual respect, citizenship, tolerance, honesty and integrity.

1. Students Will Act Respectfully:

- Follow the directives of Seneca faculty and staff.
- Treat your peers appropriately.
- Do not engage in bullying, threatening, or harassing of any students in school, off school grounds, over the phone or on a computer.
- Handle school property with care.
- Dress appropriately for school by following the dress code.

2. Students Will Act Responsibly:

- Attend school every day unless you are legally excused.
- Students will arrive at school on time unless there is a valid/legal reason for lateness.
- Come to class on-time and prepare to work.
- Complete all assignments to the best of your ability.
- Ask questions when you don't understand something.
- Accept responsibility for your actions.
- Use your own locker only between classes and remember that your locker is school property which can be searched if the need arises.

3. Students Will Act Honestly:

- Complete all your assignments and exams on your own without cheating, copying and/or plagiarizing.

4. Students Will Be Good Citizens at Seneca:

- Keep Seneca a drug free school.
- Use appropriate verbal and written language at all times.
- Maintain an environment of respect and dignity for all students regardless of their race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, and/or gender.
- Promote confidence in all students to learn and support each student's self-confidence.
- Seek help from teachers, guidance counselors, support staff and administrators to solve problems.

Co-Curricular Code of Character

Participation in co-curricular activity is contingent upon the student's adherence to the Code of Character. Any behavior on the student's part that violates the Code shall result in consequences described within the Code, which ultimately can result in dismissal from any and all co-curricular activities offered by the Sachem School District.

DISTRICT DISCIPLINE POLICY

Seneca 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 District 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/guardians and the community in setting and maintaining standards of acceptable behavior.

Sachem School District 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/vaping 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 | A – G |
| 37. | Cheating on a test or quiz | M, N |
| 37. | Repeated Disciplinary referrals | E – K |
| 38. | Buying and/or selling items on school grounds | A – K |
| 39. | Other offenses not specifically listed | A – K |
| 40. | Posting inappropriate photos of a student or making inappropriate comments on social media that impacts the educational process | A-K |

DISCIPLINARY ACTIONS

| | |
|---|--|
| A | Verbal Reprimand |
| B | Phone call to parent/guardian by teacher |
| C | Detention |
| D | Temporary suspensions from class/classes |
| E | Parent/guardian 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 | First offense - "0" on the assessment |
| N | Second offense - "0" on the assessment and ISS |

If your child receives ISS he/she must go home immediately after school and is ineligible to participate in any after school activities, practice or games.

SMOKING/VAPING

Due to the health hazards associated with smoking, and in accordance with federal, state and county law, the Board of Education prohibits smoking or other tobacco use in all district-owned buildings, on district-owned property, and at school-sponsored activities. This includes vapor/E-cigarettes.

"No Smoking" signs shall be prominently posted in each building. The Board designates the Superintendent of Schools or his/her designee as an agent responsible for informing individuals smoking in a non-smoking area that they are in violation of Article 13 of the Public Health Law and/or federal Pro-Children Act of 1994.

Students caught violating this policy will be suspended. The length of the suspension will be as follows:

1. first offense, three days out of school suspension (OSS)
2. second offense, five day out of school suspension (OSS)

The Board policy on smoking will be prominently posted in each school building.

BULLYING/DASA

Bullying can threaten students' physical and emotional safety at school and can negatively impact their ability to learn. The best way to address bullying is to stop it before it starts. Seneca's staff and administration have put forth the following measures to promote a Bullying Free Environment:

- Establish a school culture of respect in a safe environment
- Assess bullying in and around the school
- Educate students and staff
- Record bullying incidents
- Enforce consequences to aggressors

Building administration reserves the right to administer consequences for any of the following infractions:

- Teasing/Exclusion
- Rumors
- Harassment
- Threatening or hateful speech
- Intimidation
- Exploitation
- Intolerance and Hate
- Physical bullying
- Social Media Postings/Communication

SOCIAL MEDIA

Social Media refers to a category of Internet sites or Apps (©Instagram, ©Snapchat, etc.) which are commonly used to connect with others. Students are cautioned to act responsibly when posting comments and pictures on social media sites. In the event that inappropriate use of social media is brought to the attention of a teacher or administrator and disrupts the school day, disciplinary action may be required.

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. Students who commit any of them violate District policy:

1. Engaging in hazing.
2. Soliciting, encouraging, directing, aiding, and 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
3. 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 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

BUILDING RULES

Seneca Middle School will cultivate a safe and orderly learning environment for all students and staff. The guidelines of expected student behavior are presented in the Board of Education’s Code of Character, Behavior Policy, and Discipline Policy.

Throughout the school year students will receive points for code of character infractions. Point values will be assigned based on the consequences assigned to the infraction. Point values for the 2022-2023 school year are:

| <u>Consequence</u> | <u>Point Value</u> |
|--|---------------------------|
| Lunch Detention (Teacher/Admin) | ½ Point for each day |
| After School Detention (Teacher/Admin) | ½ Point for each day |
| In School Suspension | 1 Point for each day |
| Out of School Suspension | 2 Points for each day |

Students who accumulate more than **10 Points** during the school year will be ineligible to participate in any extra curricular activity such as but not limited to, clubs, field trips, dances, sports, and any 8th grade end-of-year events. For every 30 consecutive day period in which they have zero infractions, a student can earn one (1) point back.

BUILDING EMERGENCY PROCEDURES

LOCK DOWN/LOCK OUT

A building lockdown is an emergency procedure implemented to protect the lives and safety of all. Students will be notified via the PA system or school security personnel that a lockdown or lock out has been 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 the 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.
- Follow instructions from the Suffolk County Police Department and the Sachem Security Department.

BOMB THREATS

It is 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. A person may also face youthful offender or juvenile delinquency adjudication. This 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 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, while on the bus or at the bus stop. Inappropriate conduct on a school bus includes smoking, fighting, disorderliness, fooling around, standing 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.

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 in an orderly fashion. 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.

GENERAL STUDENT INFORMATION

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 after period 1, and consists of the flag salute, morning announcements and attendance.

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 consequences. Excessive lateness will result in disciplinary action.

Lockers

Each student will be assigned a locker. Sharing lockers is prohibited, 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.

Backpack Information

Students are not permitted to carry backpacks or oversized bags during the school day. Students are expected to use their lockers. Students are permitted to use standard size string bags throughout the day.

Phones/Cell Phones

These are available to students in the main office and guidance office. These phones may be used during lunch periods, at the teacher's direction, 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.

Personal cell phones are prohibited during school hours. If a student's phone is out or being used, it will be confiscated for the remainder of the school day. Repeated infractions will result in disciplinary action. Students are not permitted to take pictures or video of other students; this includes postings on social media.

Lost and Found

Students who find lost articles are asked to take them to the building's Lost and Found area. Students may go to "Lost and Found" during passing time or from lunch.

Restrooms

Restrooms are to be used for their intended purposes. Restrooms are checked frequently during the day.

- When students use the bathroom during class time, they are to go quickly and quietly and with permission from the teacher.
- Any student that is found vandalizing or deliberately making a mess in the bathroom (i.e., clogging up the toilets with paper towels or throwing wet paper on the ceiling) will be referred to their Assistant Principal for appropriate disciplinary action.
- Smoking or utilizing e-cigarette products is strictly prohibited and will result in suspension.
- ONE PERSON TO A STALL (More than one student in a stall will result in the students being referred to their Assistant Principal for an appropriate disciplinary action.)

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.

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. Late buses for extracurricular activities and athletics are reserved for clubs, extra help, sports, etc. These routes are generally longer and have different stops than the regular bus routes.

ID Cards (District Office Policy)

PURPOSE

In order to deter entry by and aid in identifying Unauthorized Persons upon school district premises, the District shall issue Identification Cards. The Identification Cards shall be issued to all staff and, annually, to all students attending Middle School Buildings, Grades 6-8 as well as those attending High School Buildings, Grades 9-12. No Identification Cards will be issued to Elementary Grade students, Grades K-5.

IDENTIFICATION CARDS

The Identification Cards shall be in a form approved by the Superintendent and Director of Security. At a minimum, the cards shall include a discernible facial image, name, grade, year(s) for which the card is valid and school of attendance (school, department, designation, etc., and/or Title as appropriate, for staff). At the beginning of each school year all secondary students Grades 6-12 shall be issued a new Identification Card reflecting updated information for grade, school, etc. One (1) Identification Card will be issued to each person. If a card is lost, stolen or broken all staff and students shall report the circumstances and a temporary identification form will be issued by the school. The temporary identification form will be valid until a replacement card is issued. Students will be charged three dollars (\$3.00) for each replacement card that is required as a result of a card being lost by the cardholder. The three dollar (\$3.00) fee will be waived if a statement of financial hardship is timely submitted to the building Principal by a Parent or Guardian. If an Identification Card is merely

“left/forgot at home” the staff or students shall report the circumstances and a temporary identification form will be issued by the school. The temporary identification form will be valid only for the day of issuance. The Identification Card is the property of the Sachem Central School District. If a staff member leaves District employment or, in the case of a student withdrawing from the District, the Identification Card is to be returned to the school’s Main Office or District Office.

GUIDELINES

Whether or not the Mandatory Visible Display requirements below apply, during normal school hours, all Students in Grades 6-12 shall have upon their person the District issued Identification Card. Wherever used herein, the term “normal school hours” shall include the time encompassing the whole nine periods of instruction and any before hours school sanctioned events up to the time the last regularly scheduled activity or “late” bus departs the school grounds.

Every student is assigned an ID card. Students are required to wear their ID cards on the bus and while in school. Failure to do so will result in disciplinary action. Students are required to present their ID while purchasing lunch, using the restroom, and for admittance to after school events.

The student Identification Card must be presented to any school staff member upon request. If requested the Identification Card shall be surrendered to the staff member. If an Identification Card is surrendered, it is the responsibility of both the staff member and student to make a report to the building administration as to the circumstances surrounding the surrendering incident.

MANDATORY VISIBLE DISPLAY

The visible display of Identification Cards is mandatory for all staff regardless of assignment, building, role, etc. It is also mandatory for all Students attending Grades 6-12 during normal school hours. To meet the visible display requirements, while on school property during normal school hours, all staff and for all students to which the requirement applies, shall display their Identification Card upon their person. The card may be worn with a clip, badge holder or lanyard and it must be visible for staff and administration to see. The card shall be worn, in front and in a manner that is visible below the collar and at/above the waist at all times

EXCEPTIONS

The possession or wearing of the Identification Card shall not be required when participating in Physical Education classes under staff supervision, while participating as a member of a uniformed District Team or any other activity where the supervising staff believe the wearing of neck lanyards, holders or clips could pose a hazard. Students shall not be required to visibly display their Identification Cards in Public places or bus stops nor should they ever surrender it to any person not properly identifiable as a District Staff member. Students should immediately report any such surrendering request from a non-staff member to their building administration. This policy shall apply to students and staff only. All Visitors, Contractors, Vendors, etc., shall comply with the applicable policy governing their entrance upon school premises.

COMPLIANCE

The willful or habitual non-compliance with the requirements of this policy can result in the imposition of progressive disciplinary measures.

ChromeBooks

The Sachem Board of Education is providing a Google Chromebook for your use in the 2022- 2023 school year. The district has worked to investigate various devices that support our collective needs and has chosen the Acer Spin touch screen device. To protect this investment, each device is outfitted with a snap on protective case and the Board has purchased both warranty and insurance coverage. We look forward to the opportunities this will provide for our students to be able to engage in anytime, anywhere learning. Visit, www.sachem.edu to view the District’s 1:1 Chromebook Handbook

THE SENECA LIBRARY/MEDIA CENTER

The Seneca Library Media Center is open during all school hours for students and staff to provide access to literature and information resources. The media program has been developed to support the curriculum and develop digital literacy skills. Digital resources are available 24/7 through the Seneca Library webpage and Seneca Library Google Classroom.

Library Use Policies and Procedures:

- Students may use the library with their class, or during lunch and after school with a pass from a teacher.
- All students will be respectful of each other, library materials, and use excellent digital citizenship.
- All borrowed materials should be returned or renewed on time. There are no late fees, but students are responsible to pay for lost or damaged items.
- Online book requests can be made through the link on the Library webpage.
- **Gum, food, candy or drinks are not permitted in the library.**

ACADEMIC INTEGRITY

It is expected that students display academic integrity. 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, use of any device with internet access, 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, creating false 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 transcript or academic record, either before or after coming to Seneca 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 to 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.

NATIONAL JUNIOR HONOR SOCIETY

Membership in the Sachem chapter 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 2022-2023 SCHOOL YEAR:

1. Receive a letter over the summer going into your 8th grade year. You will only receive a letter if you:
 - Have an overall average of 92.5 or better in 6th and 7th grade.
 - Have not received a failing grade in any subject for any marking period.
2. Attend our first mandatory meeting in September
 - At this time, you will fill out a NJHS folder where all your paperwork will be stored.
3. Hand in your ExtraCurricular Activities and Service Activities form by the October date.
4. If steps 1 - 3 are completed, you will receive an application, teacher evaluation form and essay topics. You must attend the meeting in October to receive this paperwork.
 - You will complete the application.
 - You will complete the teacher evaluation form.
 - You will write an essay
 - If you want to be a speaker, there is an additional essay. You can find this on the application.
5. Hand in your application, teacher evaluation form, and essay by the October deadline.
 - You may meet all the requirements on paper, but that does not guarantee acceptance into NJHS.
6. Inductees' names will be posted on the bulletin board at the end of October.
7. Mandatory rehearsal during school.
8. Induction Ceremony.
9. Five Additional Community Service Hours.
10. Spring Project.

The Parent/Guardian Page

In order to meet the needs of our students as fully as possible, it is essential that parents/guardians remain a vital link in the educational process. The home and school should make every effort to communicate openly and frequently with each other. Parents/guardians should keep teachers and staff informed of any developments at home which might influence the student's performance at school. Parents/guardians should not be reluctant to call the school with information or questions. Please be assured that we welcome your involvement and the information shared enables us to better meet our students' needs.

Parent /Guardian Involvement

Please see the Main Office for information about our Parent Teacher Association. You may contact Seneca Middle School PTA at: senecapta@yahoo.com

Parent/Guardian Conferences

Parents/Guardians may request appointments for conferences with teachers, or counselors by calling the Guidance Office. *Please note that meetings may be held via a virtual platform such as Zoom or Google Meets.*

Important Phone Numbers

| | |
|--|------------------------|
| Main Office | 471-1850, Option 3 |
| Guidance Office | 471-1850, Option 1 |
| Attendance | 471-1850, Option 1 |
| Nurse's Office - Ms. McDonough; Ms. Petersen | 471-1850, Option 2 |
| Social Workers Ms. Kinard Ms. Orlando | Ext. 4519 Ext. 4526 |
| School Psychologist - Ms. Tloczkowski | Ext. 4527 |
| Librarian - Ms. Estevez-Creedon | Ext. 4536 |

Department Chairpersons

| | | |
|---------------|-------------------------|-----------|
| TBD | English | Ext. 4521 |
| Ms. Portanova | Special Education | Ext. 4523 |
| Ms. Aronow | Math | Ext. 4524 |
| Ms. Perun | Science | Ext. 4525 |
| Ms. Surdi | Social Studies | Ext. 4522 |
| Ms. Faller | Family Consumer Science | Ext. 4545 |

Guidance Office: 471-1850, Option 1

| Guidance Counselors | Grade |
|---------------------|-----------------------|
| Mr. Duffy | 6 th Grade |
| Mrs. Conte | 7 th Grade |
| Mrs. Proctor | 8 th Grade |

Early Dismissal

Parents/guardians are requested to arrange medical, dental and other appointments for their children outside of school hours. Parents/guardians must report to the security vestibule for student pick-up.

Anyone picking up a child must be listed on the child's emergency contacts on e-school. No student will be released to a person if they are not on the student's contacts. Please update e-school to reflect anyone who

will be allowed to pick up your child. A photo ID is required for anyone when picking up a student from school during the school day.

Your child will remain in class and will not be released prior to the arrival of the person picking them up.

Attendance/Absent Notes

Daily classroom attendance is critical to student achievement. Student absences are closely monitored, and we are required by New York State 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 guardian's signature. **Continued absence or excessive lateness will necessitate a conference between the student, their parent or guardian and a building administrator. If a student is consistently absent from school without a valid excuse, he or she will be assigned disciplinary consequences.**

The only excuses for not being in school are illness, death in the family or a religious holiday. The procedure for absences is to call the school attendance phone number (631) 471-1850, Option 1. Send a note with your child on the first day back to school to explain the absence (see above).

If your child is not in attendance during the school day, he/she will not be permitted to participate in any school activities i.e., sport teams, dances and club activities in the afternoon and evening of their absence from school.

Late Arriving Students

It is important for your child to be on time and in school every day of the school year. Students arriving late to school must report to the Security Vestibule to sign in. There will be consequences for excessive lateness to school. A student must be in attendance for a minimum of four (4) periods in order to participate in any after school activities i.e., sport teams, dances and club activities.

Student Drop off & Pick up

Drop Off:

Parents/guardians who are dropping off their child in the morning are to use the main entrance in the front of the building and pull into a designated drop off/pick up spot **(NOT IN BUS LANE / NOT IN PARKING LOT)**. Following these guidelines will increase student safety, reduce traffic in the front of the building and not obstruct buses that are dropping off students. Please follow the directions of security and school personnel. **Do not use the bus entrance.**

Pick Up:

Student Pick Up is also in the front of the building. Again, parents/guardians are to use the main entrance in the front of the building and pull into a designated drop off/pick up spot **(NOT IN BUS LANE / NOT IN PARKING LOT)**. During dismissal time please follow the directions of Security and school personnel. Cars will not be permitted to leave the building lot until all buses have vacated.

If you have a valid reason to pick your child up early you must sign into the building and sign-out your child prior to 2:30pm. During school hours, visitor parking is located in the designated lot in front of the building **(NOT IN BUS LANE)**.

Visitors

To ensure the safety of the children, all visitors must show proper identification and sign into the visitor's book located by the main entrance before proceeding to any other part of the building. No visitors are allowed in the building without an appointment.

Health Services

An annual physical exam is required for every 7th grade student. A student is encouraged to have his/her family doctor provide this function of the health program. In addition, all 7th grade students will be screened for their vision and hearing. Only 7th grade girls will be screened for scoliosis at the middle school level.

A student must have written permission from a parent/guardian and a current school physical examination on file in the nurse's office before they can participate in any athletic practice. The Sachem School District provides physical examinations each year, during the month of June, 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 interscholastic sports without this physical examination. Your family doctor may 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. **Students who are feeling ill should not call their parents/guardians to pick them up without first seeing the nurse.**

Immunization

Section 2164 of the Public Health Law mandates that students be immunized against Poliomyelitis, Measles, Rubella, Mumps, Diphtheria, Varicella and Hepatitis B. Parents/guardians 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 who are entering 6th grade who are 11 years old or older must receive a Tdap immunization (tetanus, diphtheria, and pertussis). 10 year old students who are entering 6th grade must be immunized when they turn 11 years old. Also, all incoming 6th graders must have proof of (two) varicella (chicken pox) immunizations or documented proof of having had chicken pox. In addition, all 7th grade students must have documentation of a Meningitis Vaccine on file in the health office prior to the first day of school.

Medication

All students requiring medication during the school day must have a doctor's order and parent/guardian permission to administer the medication. Medications must be kept in their original bottle with the student's name and dosage on the label. Such medication shall be kept in the Nurses' Office. Students cannot keep medication on their person or in their lockers. This includes over the counter Motrin, Tylenol, Midol, etc. Other health services are limited to first aid, short rest periods, and some TLC.

SACHEM SCHOOL CALENDAR 2022-2023

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|-----------------|------------------------|
| September 1 | First day for teachers |
| September 5 | Labor Day |
| September 6 | First day for students |
| September 26-27 | Rosh Hashanah |
| October 5 | Yom Kippur |
| October 10 | Columbus Day |
| November 8 | Election Day * |

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|----------------|----------------------------|
| November 11 | Veterans' Day |
| November 24-25 | Thanksgiving Recess |
| December 26-30 | Winter Recess |
| December 25 | Christmas |
| January 2 | New Year's Day Observed |
| January 16 | Martin Luther King Jr. Day |
| February 20 | Presidents' Day |
| February 20-24 | Mid-Winter Recess |
| April 6-14 | Spring Recess |
| May 29 | Memorial Day |
| June 19 | Juneteenth |
| June 23 | Last day for students |

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

Assessments

State Assessments

Students will be taking the English/Language Arts, Science, and Mathematics Assessment Tests. These state mandated exams are used as a benchmark of student progress. Those students who fall below the state-defined norms may receive remedial services.

| | |
|-----------------------|---------------------------|
| English/Language Arts | Grades 6,7,8- April 19-21 |
| Mathematics | Grades 6,7,8-May 2-4 |
| Science Performance | Grade 8-May 23-June 2 |
| Regents and Finals | Grades 6,7,8-June 14-23 |

*Exact dates to be announced

Important Dates

Date report cards posted to portal after 3pm:

| | | | |
|--------------------------|-------------------------|-----------------------|----------------------|
| 1st quarter: November 23 | 2nd quarter: February 8 | 3rd quarter: April 27 | 4th quarter: June 23 |
|--------------------------|-------------------------|-----------------------|----------------------|