2019 - 2020
STUDENT HANDBOOK

Principal: Mr. Frank Panasci

Assistant Principals:
Ms. Donna Gregory
Dr. John Galligan
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Kenneth E. Graham, Ed.D.
Superintendent of Schools

John J. O’Keefe
Deputy Superintendent

Kristin Capel-Eden
Assistant Superintendent for Personnel

Erin Hynes
Assistant Superintendent for Curriculum & Instruction

Anthony J. Mauro, Ed.D.
Assistant Superintendent for Student Support & Administration

Board of Education

Laura Slattery, President
Dorothy Roberts, Vice President
William Coggin
Larry Collins
Jim Kiernan
James Mancaruso
Alex Piccirillo
Meredith Volpe
Sara Wottawa
### Important Dates 2019-2010

**Sachem Secondary Schools** (Grades 6-12)

<table>
<thead>
<tr>
<th>Open School Night Dates</th>
</tr>
</thead>
</table>
| Grade 6 all Middle Schools  
Sept. 12, 7 PM | Grades 7 & 8 all Middle Schools  
Sept. 19, 7 PM | East & North  
Oct. 3, 7 PM |

<table>
<thead>
<tr>
<th>Curriculum Nights</th>
</tr>
</thead>
</table>
| North  
January 7 at 7 PM | East  
January 9 at 7 PM |

<table>
<thead>
<tr>
<th>Progress Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Marking Period 1</strong></td>
</tr>
<tr>
<td>Progress Reports Posted to Parent Portal after 3 PM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Report Card Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Marking Period 1</strong></td>
</tr>
<tr>
<td>End of Marking Period</td>
</tr>
<tr>
<td>Report Cards Posted to Parent Portal after 3 PM</td>
</tr>
</tbody>
</table>

### NYS 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.

### NYS Assessments

<table>
<thead>
<tr>
<th>State Assessments</th>
<th>Administration Dates</th>
<th>Make-Up Dates</th>
<th>Scoring Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grades 3-8 English Language Arts</td>
<td>March 25-27</td>
<td>March 30-April 1</td>
<td>March 30-April 9</td>
</tr>
<tr>
<td>Grades 3-8 Mathematics</td>
<td>April 21-23</td>
<td>April 24-28</td>
<td>April 24-May 6</td>
</tr>
<tr>
<td>Grades 4 and 8 Science Performance Test</td>
<td>May 18-29</td>
<td>Within testing window</td>
<td>Immediately following administration</td>
</tr>
<tr>
<td>Grades 4 and 8 Science Written Test</td>
<td>June 1</td>
<td>June 2-3</td>
<td>Following make-up dates but no later than June 11</td>
</tr>
<tr>
<td>NYSESLAT Speaking</td>
<td>April 13-May 15</td>
<td>Within testing window</td>
<td>Scored as it is administered</td>
</tr>
<tr>
<td>NYSESLAT Listening, Reading, Writing</td>
<td>May 4-15</td>
<td>Within testing window</td>
<td>May 18-28</td>
</tr>
</tbody>
</table>
**GENERAL SCHOOL DAY INFORMATION**

**Sagamore Middle School**

**Regular Bell Schedule**

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOMEROOM</td>
<td>8:10-8:16</td>
</tr>
<tr>
<td>Period 1</td>
<td>8:16-8:59</td>
</tr>
<tr>
<td>Period 2</td>
<td>9:03-9:46</td>
</tr>
<tr>
<td>Period 3</td>
<td>9:50-10:33</td>
</tr>
<tr>
<td>Period 4</td>
<td>10:37-11:20</td>
</tr>
<tr>
<td>Period 5</td>
<td>11:24-12:07</td>
</tr>
<tr>
<td>Period 6</td>
<td>12:11-12:54</td>
</tr>
<tr>
<td>Period 7</td>
<td>12:58-1:41</td>
</tr>
<tr>
<td>Period 8</td>
<td>1:45-2:30</td>
</tr>
<tr>
<td>Activity Period</td>
<td>2:35-3:18</td>
</tr>
</tbody>
</table>

**School Closings:** You may access the District’s Website ([www.sachem.edu](http://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.

**Sagamore Middle School**

**2Hr Delayed Opening Bell Schedule**

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOMEROOM</td>
<td>10:10-10:13</td>
</tr>
<tr>
<td>Period 1</td>
<td>10:13-10:36</td>
</tr>
<tr>
<td>Period 2</td>
<td>10:40-11:03</td>
</tr>
<tr>
<td>Period 3</td>
<td>11:07-11:31</td>
</tr>
<tr>
<td>Period 4</td>
<td>11:35-12:09</td>
</tr>
<tr>
<td>Period 5</td>
<td>12:13-12:47</td>
</tr>
<tr>
<td>Period 6</td>
<td>12:51-1:25</td>
</tr>
<tr>
<td>Period 7</td>
<td>1:29-2:03</td>
</tr>
<tr>
<td>Period 8</td>
<td>2:07-2:28</td>
</tr>
<tr>
<td>PM Announcements</td>
<td>2:28-3:00</td>
</tr>
</tbody>
</table>
GENERAL PARENT / GUARDIAN INFORMATION

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 student’s needs.

Sagamore Middle School PTSA.  http://www.sachem.edu/schools/sagamore_ptsa

Sagamore Visitor Policy
- All visitors must ring the doorbell, present Valid ID, and sign in at the Main Entrance.
- Unless the person has a Sachem Central School District Employee ID, all visitors should visibly wear their temporary I.D. Badge.
- All visitors should return to the greeter’s desk to turn in their visitors’ badge and sign out of the building via the main entrance.

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

**Important Phone Numbers**

<table>
<thead>
<tr>
<th>Department</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Office</td>
<td>696-8600, Option 8</td>
</tr>
<tr>
<td>Guidance Office</td>
<td>696-8600, Option 3</td>
</tr>
<tr>
<td>Nurse’s Office (Ms. Guardino / Ms. Semler)</td>
<td>696-8600, Option 2</td>
</tr>
<tr>
<td>Social Worker (Ms. Romanski)</td>
<td>696-8600, Option 5</td>
</tr>
<tr>
<td>School Psychologist (Dr. Dohrman)</td>
<td>696-8600, Option 4</td>
</tr>
<tr>
<td>Librarian (Ms. Bucher)</td>
<td>696-8600, Ext. 3946</td>
</tr>
<tr>
<td>Attendance</td>
<td>696-8600, Option 1</td>
</tr>
</tbody>
</table>

**Department Chairpersons**

<table>
<thead>
<tr>
<th>Name</th>
<th>Subject</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms. Schroeder</td>
<td>English</td>
<td>696-8600, Ext. 3920</td>
</tr>
<tr>
<td>Ms. Lettieri</td>
<td>Special Education</td>
<td>696-8600, Ext. 3922</td>
</tr>
<tr>
<td>Ms. DiGiacinto</td>
<td>Math</td>
<td>696-8600, Ext. 3933</td>
</tr>
<tr>
<td>Ms. Marek</td>
<td>Science</td>
<td>696-8600, Ext. 3934</td>
</tr>
<tr>
<td>Ms. Bongiorno</td>
<td>Social Studies</td>
<td>696-8600, Ext. 3921</td>
</tr>
</tbody>
</table>

**Guidance Office:** (631) 696-8600 option 3

<table>
<thead>
<tr>
<th>Guidance Counselors</th>
<th>Grade Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms. Jargo</td>
<td>6th Grade</td>
</tr>
<tr>
<td>Mrs. Sorrentino</td>
<td>7th Grade</td>
</tr>
<tr>
<td>Mr. Zilberstein</td>
<td>8th Grade</td>
</tr>
</tbody>
</table>
Student Drop Off & Pick Up

Drop Off: Parents who are dropping off their child in the morning and picking up in the afternoon are to use the student drop off lane by the main entrance in the front of the building (NOT THE BUS LANE). We recommend that students not be dropped off prior to 7:50am as supervision will not be available until 8:00 am, at which time the school doors will open.

Pick Up: Parents who wish to pick up their child at dismissal should utilize the parking lot and student drop off lane. Please be sure to note that Sagamore Middle School has a one-way parking lot.

Following these guidelines will increase student safety, reduce traffic in the front of the building and not obstruct busses that are dropping off students.

Early Dismissal
If there is a need for a child to be dismissed early, the parent must report to the security vestibule. 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 security vestibule and present photo identification when signing out the child.

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

Anyone picking up a child must be listed on the child’s emergency card and/or student management system profile for safety. No student will be released to a person if they are not on the student’s emergency card. A photo ID is required for anyone 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

Excused and Unexcused Absences

Excused ATEDs are defined as Absences, Tardiness and Early Departures from class or school when they are due to personal illness, death in the family, impassable roads or weather, religious observance/obligations, quarantine, required court appearances, medical appointments, approved college visits, approved cooperative work programs, military obligations, family emergencies, or such other reasons as may be approved by the superintendent or his designee.

Absences, tardiness, and early dismissals are unexcused ATEDs when they do not meet the above criteria.

All absences must be accounted for. It is the parents'/guardians' responsibility to notify the appropriate school office on the day of occurrence of the absence and to provide a written excuse upon the student's return to school.

Tardiness and Lateness to School

Students who are tardy to school shall have this information recorded and reported to their parents/guardians.

Students who develop a pattern of tardiness shall have their parents/guardians contacted, shall be reminded of the attendance policy, and will be informed that they are subject to the school’s disciplinary policy.
Students who are late to school by a significant amount of time shall have their parents/guardians contacted.

Disciplinary Consequences

Unexcused ATEDs will result in disciplinary action consistent with the district’s code of conduct. Those penalties may include, for example, lunch detention, PM detention or other appropriate discipline. Students may also be denied the privilege of participating in or attending extracurricular events such as field trips and school sponsored events.

In addition, designated staff member(s) will attempt to contact the student’s parents/guardians and the student’s guidance counselor. Such staff member(s) shall remind parents/guardians of the attendance policy, explain the ramifications of unexcused ATEDs, and stress the importance of class attendance and discuss appropriate intervention strategies to correct the situation.

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.

1. The procedure to report an absence is to call the school attendance number (631) 696-8600 option 1. You must report your child’s name, grade, and reason for being absent.
2. Send a note in 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 on the day of their absence from school. In addition, if you wish to collect class work/homework for your child you should first e-mail each teacher and/or check their teacher’s website. If the current assignment is not posted, you may make a request for work at the time of the phone call for absence. All calls to report a student’s absence should be made at the start of the school day.

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). Students entering grade 7 must provide documentation from a physician verifying immunization for meningitis.

**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 and short rest periods.
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 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.

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.

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. 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 students must be eligible to participate according to the academic and disciplinary policies.

Student Government Events
Throughout the year the Student Government will host a series of events. Students are required to purchase tickets prior to the day of the dance. The student must be in school the day of the event. For the 8th grade dinner dance, students MUST be in attendance for the full day. It is generally held that in order to participate in these educational adventures students must be eligible to participate according to the academic and disciplinary policies. Also, any student who acts inappropriately at any event can face additional discipline.
Here at Sagamore Middle School we strive to create the best and safest learning environment for all students. To continue in these efforts, we are instituting a “Bag Free School Initiative”.

Students are not permitted to carry backpacks or oversized bags during the school day. Locker use is encouraged. Students are permitted to use standard string bags throughout the day. Having no backpacks in the classrooms, cafeterias, and hallways will improve the learning environment by:

- Decreasing the distractions commonly brought to class in backpacks (such as food, electronic devices, and other items)
- Decreasing the amount materials that students carry
- Provides clarity in what materials they will need for each class
- Reducing tripping hazards in places such as the classrooms and cafeteria
- Creating more space and mobility for all, including those with disabilities
- Reducing concerns regarding the ability to conceal tobacco products/ e-cigarettes, drugs or alcohol, and any dangerous items.

**Recommended General Supplies for Students:**
- 2 Three-inch Binders (One for AM classes one for PM classes)
- Writing Materials (Pens, Pencils) and Highlights
- Loose Leaf Paper for each subject
- 3-hole Pencil case that has can be inserted into the binder
- ONLY IF REQUIRED Graph Paper, Index Cards, Calculator, Manipulatives (i.e. ruler / compass) (small enough to fit in a pencil case)

**Subject Area Supply Breakdown**

**ELA, LOTE, Math, Science, Social Studies:**
- 1 section of the AM/PM Binder
- Folder in binder

**Art, FACS, Health, Music, Technology:**
- ***Only If Required***
- 1 section of the AM/PM Binder
- Folder in binder (Only If Required) **Health provides a binder friendly notebook**
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.

The Sachem Public Library provides academic enrichment and homework assistance resources for students. You can visit their website at https://www.sachemlibrary.org
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 school’s computers.**
- **Gum, food, candy or drinks are not permitted in the library.**
STUDENT ACTIVITIES

Athletics

As per the New York State Public High School Athletic Association, participation on athletic teams is limited to 7th and 8th grade students only (with the exception of arrowettes).

The Four Middle School Seasons:

- **Fall:** Arrowettes, Cheerleading, Cross Country, Football, Boys & Girls Soccer
- **Early Winter:** Arrowettes, Cheerleading, Boys Basketball, Girls Volleyball
- **Late Winter:** Boys Volleyball, Girls Basketball, Wrestling
- **Spring:** Baseball, Girl’s Gymnastics, Boys & Girls Lacrosse, Softball, Swimming, Track & Field

Click on the links below to see general information on:

- *Sachem Athletics* [http://www.sachem.edu/departments/athletics](http://www.sachem.edu/departments/athletics)
- *Section XI* [http://www.sectionxi.org/home.asp](http://www.sectionxi.org/home.asp)

Clubs

Extra-curricular clubs will be offered this year at Sagamore. A full listing will be provided for your child in the beginning of the school year and on our website. A club fair and informational meetings will be conducted during the month of September. Students should listen to the morning announcements and look for signs posted in the hallways to learn about signing up for clubs and meeting times. Please encourage your child to become involved with all aspects of Sagamore Middle School.

****Student eligibility for participation in extra-curricular activities is contingent on their status with regards to academic, attendance, and disciplinary guidelines.****
NATIONAL JUNIOR HONOR SOCIETY

Membership in the Sachem chapters of the National Junior Honor Society (NJHS) is the highest academic 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 2019-20 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.
GENERAL RULES OF LIFE
Practicing Good Manners and Creating Good Habits Will Make a Difference!

✓ **Stay to the right!** Whether walking in the halls or making a decision.

✓ **Be polite!** Words like please, thank you, and excuse me....

✓ **Keep it clean!** The school was clean when you got here.....

✓ **Lock it, don’t lose it!** If it is valuable or irreplaceable, please do not bring it to school.

✓ **Watch your social media**... (i.e., Instagram, blogs, Snap-Chat, etc.) Problems that begin in cyberspace but disrupt our learning environment can cause you to get in trouble in school. Also, anything you put out in cyberspace stays in cyberspace.

✓ **Dress for success!** How you present yourself is how you are perceived by others.

✓ **Nothing but nice!** Criticisms and comments do not have to be nasty. If your comments or criticisms are not constructive, please keep them to yourself until you have figured out a way to say them in a positive way.

✓ **Enhance your transcript every day!** Your transcript is a reflection of your ability and work ethic. Please work hard to get good grades!!

✓ **Attendance counts**... Attendance is a reflection of your work ethic!

✓ **Hug your elders!** Be sure to speak to the adults in your life who are there to support you, whether it is a parent, grandparent, teacher, friend or neighbor.

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The 7 Habits
Of Highly Effective People

1. Be Proactive
2. Begin With The End In Mind
3. Put First Things First
4. Think Win-Win
5. Seek First To Understand, Then To Be Understood
6. Synergize
7. Sharpen The Saw
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 occurrences.
- 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.
- Other offenses deemed serious by school administration

IN SCHOOL SUSPENSION
Students may be placed on in-school suspension for breaking any rules. This is generally done after a serious offense or if other means of correcting inappropriate student behavior have not been successful. Repeated visits to the in-school suspension room will necessitate a progression of disciplinary consequences. 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 lunch and/or 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. Repeated visits to detention will necessitate a progression of disciplinary consequences.

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, 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.

COMMONSENSE RULES
There are several commonsense 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.

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. Students are expected to speak 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.
**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.
- Follow instructions from the Suffolk County Police Department and/or the Sachem Security Department.

**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.

**BACKPACKS**

****See Backpack guidelines on page 11 and refer to any documentation that has previously been provided

**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 BATHROOM POLICY
- 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.)

CAMPUS BICYCLE POLICY
- Bicycles are NOT to be ridden on SCHOOL GROUNDS. Bicycle riders must dismount on school property, and any sidewalk on school property.
- Motorized scooters, motorized bikes, mopeds, skateboards, hover boards, and other similar devices ARE PROHIBITED and may not be brought to school at any time.
- Bicycles must be STORED AND LOCKED in designated bike rack areas. Sagamore Middle School is not responsible for lost or stolen bicycles, helmets or other equipment.
- Loitering in the area bicycles are parked or tampering with bicycles is prohibited.

NO HOODS. HATS, AND ELECTRONIC DEVICES
- Hats are NOT permitted to be worn in the building
- Hoods are NOT permitted on in the building
- Cell phones and electronic devises are NOT to be used - Use the phone in the Main Office, Guidance Office or AP Office in the event of an emergency.

SMOKING/ VAPING
Due to the health hazards associated with smoking and vapor/E-cigarettes, 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. Students caught violating this policy will be suspended.

STUDENT ATTIRE
- Show Respect for YOURSELF and OTHERS!!!
- Student are required to wear clothing that does not disrupt or interfere with the educational process that takes place during a typical school day.
- Students must utilize safe and appropriate footwear
- Extremely brief garments and see-through garments are not appropriate
- Ensure that pants are around your waist and underwear not exposed
- Clothing items that are vulgar/obscene or offensive to other people’s race, color, religion, creed, national origin, gender, sexual orientation or disability are NOT ALLOWED
- Clothing CANNOT promote the use of alcohol, tobacco, vaping, illegal drugs, be perceived as offensive or encourage illegal crimes
INTERNET USE AND SAFETY

Always think before you hit send!!!!!!

- Inappropriate use of the computers or the internet in school is prohibited!
- On-line harassment via school or personal electronic devices through emails, instant messages, text messaging, social media apps, or mass distribution of inappropriate pictures or videos etc. may result in suspension! Cyberbullying is a Crime!

STUDENT LUNCH

Students may bring a lunch or purchase one from the school cafeteria. Tables should be left clean and trash should be disposed of properly. If a student forgets lunch, parents may bring lunch for their child to the Main Office in a lunchbox or plain brown bag only. Students cannot have food delivered to them from outside vendors.

STUDENT I.D. CARDS

Once I.D. Cards are issued, all students are required to carry their I.D. cards while in school and while attending all school related functions at Sagamore (I.E. Student Government Events and Athletic Events).
DASA (Dignity for All Students Act)
The Sachem Dignity for All Students Act (DASA) site is committed to developing a comprehensive approach to prevention, intervention, and reporting of bullying, harassment and discrimination.

Sachem Central School District Dignity for All Students Act

What is DASA?
The Dignity for All Students Act (DASA) began on July 1, 2012. The Dignity Act states that no student shall be subjected to harassment or discrimination by employees or students on school property or at a school function based on their actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

The Dignity Act amended NY State Education Law regarding instruction in civility, citizenship and character education by expanding the concepts of tolerance, respect for others, and dignity.

Additional DASA information is available at http://www.sachem.edu/district/dignity_for_all_students
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**

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

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Verbal Reprimand</td>
</tr>
<tr>
<td>B</td>
<td>Phone call to parent by teacher</td>
</tr>
<tr>
<td>C</td>
<td>Detention</td>
</tr>
<tr>
<td>D</td>
<td>Temporary suspensions from class/classes</td>
</tr>
<tr>
<td>E</td>
<td>Parent conference</td>
</tr>
<tr>
<td>F</td>
<td>Suspension from athletics, social or extracurricular activities</td>
</tr>
<tr>
<td>G</td>
<td>In School Suspension (ISS) for remainder of day/days</td>
</tr>
<tr>
<td>H</td>
<td>Principal’s Hearing</td>
</tr>
<tr>
<td>I</td>
<td>Out of School Suspension</td>
</tr>
<tr>
<td>J</td>
<td>Involvement of outside community resources (police community services)</td>
</tr>
<tr>
<td>K</td>
<td>Superintendent’s Hearing</td>
</tr>
<tr>
<td>L</td>
<td>Suspension of bus privilege</td>
</tr>
<tr>
<td>M</td>
<td>Invalidation of the Exam</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Consequence</th>
<th>Point Value Per Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confiscation of an Item (Phones, Hats; etc.)</td>
<td>0.5</td>
</tr>
<tr>
<td>Lunch Detention</td>
<td>**0.5 (1 point after Detentions)</td>
</tr>
<tr>
<td>After School Detention</td>
<td>**0.5 (1 point after Detentions)</td>
</tr>
<tr>
<td>In School Suspension</td>
<td>1.0</td>
</tr>
<tr>
<td>Out of School Suspension</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Students who accumulate a total of **11 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.

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.
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.

Any intentional academic dishonesty may lead to a zero being issued for the assignment/exam and/or disciplinary consequences.
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 pocketknives, 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.

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, brandishing, 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, and 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:
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;
Submission to or rejection of such conduct by a student is used as the basis for educational decisions affecting such student; or 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)


34 CFR §§106.8; 106.9

Adoption date: January 20, 1998
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 administration 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 review acknowledgement form will not excuse a student from the requirements of these policies.