

SAGAMORE

Middle School



2020 - 2021

STUDENT HANDBOOK

Principal: Mr. Frank Panasci

Assistant Principals:

Ms. Donna Gregory

Dr. John Galligan

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Sachem Central School District Administration

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*Assistant Superintendent for
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Board of Education

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Sara Wottawa, Vice President
Matthew Baumann
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Jim Mancaruso
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Meredith Volpe

GENERAL SCHOOL DAY INFORMATION

Sagamore Middle School Regular Bell Schedule

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

School Closings: You may access the District's **Website** (www.sachem.edu) for up-to-date school closings, delayed openings, and/or early dismissals. In addition, a **School Messenger** message will go out to each family to inform them of weather-related closings. The following resources may also be used: WALK 97.5FM; WBAB 102.3FM; WBLI 106.1FM; News 12 Long Island – Channel 12 Cablevision. As many of you are aware, the decision to keep school open or to close school is a difficult one and must be made based on information from many sources, including Sachem's transportation and maintenance departments, the town highway department and BOCES.

Sagamore Middle School 2Hr Delayed Opening Bell Schedule

Period	Time
<i>HOMEROOM</i>	10:10-10:13
Period 1	10:13-10:36
Period 2	10:40-11:03
Period 3	11:07-11:31
Period 4	11:35-12:09
Period 5	12:13-12:47
Period 6	12:51-1:25
Period 7	1:29-2:03
Period 8	2:07-2:28
<i>PM Announcements</i>	2:28-2:30

GENERAL PARENT / GUARDIAN INFORMATION

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.

Parent Involvement

- Check out our webpage http://www.sachem.edu/schools/sagamore_middle_school
- Follow us on Facebook and Twitter!

Join the Sagamore PTSA

- ➔ Check out their link at <https://sites.google.com/view/sagamore-ptsa/>
- ➔ Contact the Sagamore PTSA at : sagamoremsptsa@gmail.com

Sagamore Visitor Policy

- All visitors must ring the doorbell and enter through the security vestibule must ring the doorbell
- All visitors must present Valid ID sign in at the main entrance / security vestibule.
- Unless the person has a Sachem Central School District ID, all visitors should be given the appropriate visitors location 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.

COVID Hybrid Schedule Visitor Policy

Unfortunately, visitors will not be permitted at this time.

Parents will be permitted to bring items to their child in the vestibule area.

Parent Conferences

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

Please note that during the COVID Hybrid Schedule all meetings will be held via a virtual platform such as Zoom or Google Meets

Important Phone Numbers

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

Department Chairpersons

Ms. Schroeder	English	696-8600, Ext. 3920
Ms. Lettieri	Special Education	696-8600, Ext. 3922
Ms. DiGiacinto	Math	696-8600, Ext. 3933
Ms. Marek	Science	696-8600, Ext. 3934
Ms. Bongiorno	Social Studies	696-8600, Ext. 3921

Guidance Office: (631) 696-8600 option 3

Guidance Counselors	Grade
Mrs. Sorrentino	8 th Grade
Ms. Jargo	7 th Grade
Mr. Zilberstein	6 th Grade

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

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 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 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 law to ask for an absent note stating the reason for the student's absence. This note should include the date of the absence, the reason for the absence and a parent or guardians' signature. Continued absence or excessive lateness will necessitate a conference between the student, their parent or guardian and a building administrator. If a student is consistently absent from school without a valid excuse, he or she will be assigned disciplinary consequences.

*****During the COVID Hybrid Schedule, the expectation is for students to log on to their teachers assigned Google Classroom on the days that they are not in school**

The only excuses for their not being in school are illness, death in the family or a religious holiday.

- *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.*
- *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 to no later than 10:00 a.m.*

Health Services

COVID Hybrid Schedule Health Screening Policy

*******The health screening form must be completed each day that your child is in school prior to 8:00 AM.**

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

Students Entering 6th Grade must be immunized against

1. TDAP
2. Varicella
3. The last polio vaccination after your child turned 4 years old.

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.

Paperwork from Doctor's Office needs to be provided to Ms. Semler or Ms. Guardino (Sagamore Nurses) prior to the first day of school.

Medication

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

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 and card with a barcode swipe 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.

Extracurricular Clubs/ Activates During the COVID Hybrid Schedule

Due to social distancing, clubs and all other activities will be limited.

Clubs will need to meet remotely via Google Classroom and Google Meet.

Athletics During the COVID Hybrid Schedule

TBD Based off of the determination of NYS Athletics, Section XI and the Sachem Central School District

General Rules

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.*



BACKPACK GUIDELINES AND SCHOOL SUPPLIES



During the COVID Hybrid Schedule:

- ❖ **Students will be assigned a locker which can be accessed before period 1 and after period 7.**
- ❖ **We are allowing backpacks to be used in school during the hybrid instructional model due to the need for students to carry all supplies throughout the day and to assist with the reduction of the number of students in the hallways.**
- ❖ **We will return to the string bag only protocol when we return to the standard instructional model with all students present every day.**

Recommended General Supplies for Students:

- Mask (at least two)
- Binder to house multiple subjects with dividers, loose leaf and folders (or two binders depending on comfort level of student)
- Casio Scientific Calculator (Except Algebra students in grade 8- they will be provided a graphing calculator)
- Pencils/Pens/Colored Pencils
- Pencil Sharpener
- Highlighters
- Index Cards
- Safety Scissors
- Glue Sticks
- Centimeter Ruler
- Inexpensive Earbuds with wire in a case or Ziplock bag (no Air Pods)
- Pencil Case or Supply Box for loose Items (no sharing of items will be permitted)
- Small Package of Tissues
- Small Hand sanitizer
- Sanitizing Wipes

******Teachers may add small items during the first days of school specific for their class or team.*

SAGAMORE LIBRARY / MEDIA CENTER



During the COVID Hybrid Schedule:

*******Please note that student access to the library may be limited due to the needs of social distancing protocols**

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.

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.*

The Schem Public Library provides academic enrichment and homework assistance resources for students. You can visit their website at <https://www.schemlibrary.org>

NATIONAL JUNIOR HONOR SOCIETY



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

THE FOLLOWING CRITERIA WILL BE USED TO SELECT THE CANDIDATES

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.

BUILDING RULES

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

SERIOUS OFFENSES

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

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

IN SCHOOL SUSPENSION

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

DETENTION

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

MINOR INFRACTIONS

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

COMMON SENSE 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. These items would include such things as inappropriate language, inappropriate physical contact, gum chewing, poor assembly behavior, disruptive classroom noises, use of electronic devices, wearing hats, "borrowing" lunch money, asking for passes constantly and the like.

ASSEMBLY BEHAVIOR

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

LOCKDOWN

A building lockdown is an emergency procedure implemented should there be an armed intruder in the building. This procedure will help protect the lives and safety of all. Students will be notified via the PA system or school security personnel if a lockdown is activated.

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

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

BOMB THREATS

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

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

BACKPACKS

****See Backpack guidelines on page 10 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 devices 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. The length of the suspension will be as follows:

- First offense, three day out of school suspension.
- Second offense, a five day out of school suspension.

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
- Recognize that 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 SAFTY

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

Students are required to have their I.D. Cards while in school and while attending all school related functions at Sagamore (I.E. Student Government Events and Athletic Events).

COVID HYBRID DAY HEALTH AND SAFTY

- *Face coverings are required at the bus stop, on the bus, and when entering the school.*
- *Face coverings must be worn by students and staff during the school day.*
- *When social distancing of 6 feet or more in the classroom, teachers will give the students a brief mask break each period. Students may also remove masks while eating breakfast or lunch.*
- *Students should bring at least two masks with them to school each day.*
- *They must be school appropriate and shall not interfere with the district's dress code policy. If students should need additional masks during the day for any reason, they will be provided one by the school.*
- *Every classroom will be designed to maximize space and distance between each student. We will utilize outdoor spaces when possible, limit large gatherings, and control student movement in the halls and restrooms. Students will use desks instead of tables in the cafeteria. Students will not be permitted to share items in classrooms or food/drink in the cafeteria.*

Precautions for School Buses

- **Students will be encouraged to stay socially distanced while at the bus stop. This must be a joint education effort between families and school personnel.**
- **Students will be socially distanced as much as the physical capacity of the bus allows. Students will load the bus from back to front to encourage social distancing throughout the bus ride.**
- **Hand sanitizer stations will be on each bus, and students will be encouraged to use it upon entry and exit.**
- **Students will also wear masks while social distancing. Bus drivers will have disposable masks to hand out to students in the event a student does not have his or her mask. Ventilation will be incorporated into the bus. Although the CDC recommends cleaning buses once a day, our district will clean buses twice per day. Bus drivers will wipe down high-touch areas between each run.**

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



STUDENT DISCIPLINE POLICY

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

Sagamore Middle School Discipline Policy Range of Consequences for Inappropriate Behavior

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

Disciplinary Actions

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

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

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

Eligibility Point System

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

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

Students who accumulate a total of **10 Points** during the school year will be ineligible to participate in co-curricular and/or extra-curricular activities. There is an understanding that students should be provided the opportunity to earn back participation privileges based on improved behavior. A student may decrease their point total by 1.0 point for each 30-day period without a code of conduct violation. It is our hope that by working together with students, parents, staff and administration we will continue to provide our students with a positive learning environment.

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.

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, 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, 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)
Meritor Savings Bank, FSB v. Vinson, 477 U.S. 57 (1986)
34 CFR §§106.8; 106.9
Adoption date: January 20, 1998

Sagamore Middle School

Student/Parent Policy Understanding Acknowledgement

Parents, teachers, students and administrators must all work together to insure a successful school year. In order to work together, we must share common expectations for appropriate school behavior. The Sagamore Middle School Student Policy Manual includes several important policies related to student behavior. Please take the time to read the manual and refer to it frequently. It is very important that students and parents read these policies together and understand each one. If you have any questions about any of these policies, please contact the building 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 acknowledgement form will not excuse a student from the requirements of these policies.
