

SENECA MIDDLE SCHOOL



2020-2021 SENECA STUDENT HANDBOOK

Be Kind. Be Honest. Be Humble. Be your best.

PRINCIPAL: MRS. GEMMA SALVIA
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SENECA MIDDLE SCHOOL STUDENT HANDBOOK TABLE OF CONTENTS

PAGE	CONTENTS
1	Cover Page
2	Table of Contents
3	Board of Education
3	Seneca's Mission Statement & Bell Schedule 2020-2021
4	Building Rules
5	Building Emergency Procedures
6-7	Student Information
8	Student Activities
9	Library
10	Academic Success
11	Academic Integrity
12	National Junior Honor Society
13	Character Counts
14	Code of Conduct
15	BOE Behavior Policy/Student Dress Code
16	Discipline Policy
17	Disciplinary Actions
18	Smoking, Bullying and Social Media
19	Hazing
20-21	Sexual Harassment
22-23	The Parent Page
23	Attendance/Late Arriving Students
24-25	Student Drop Off/Pick-Up/Health Services
25	School Calendar

WE ARE SENECA!



Sachem Central School District
Board of Education
2019-2020
Alex Piccirillo, President
Sara Wottawa, Vice President
 William Coggin
 Jim Kiernan
 James Mancaruso
 Laura Slattery
 Meredith Volpe
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SENECA MISSION STATEMENT

The Seneca Middle School community will foster the intellectual, emotional, and physical growth of every child by developing a positive self-image, a strong desire for learning, and a sense of respect for self and others. We will accomplish this by providing a challenging curriculum in a safe and supportive atmosphere, as our children mature into productive citizens.

SENECA BELL SCHEDULE 2020-2021

Period 1	8:10_{am} - 8:53_{am}
Homeroom	8:53_{am} - 8:59_{am}
Period 2	9:03_{am} - 9:46_{am}
Period 3	9:50_{am} - 10:33_{am}
Period 4	10:37_{am} - 11:20_{am}
Period 5	11:24_{am} - 12:07_{pm}
Period 6	12:11_{pm} - 12:54_{pm}
Period 7	12:58_{pm} - 1:41_{pm}
Period 8	1:45_{pm} - 2:28_{pm}
PM Announcements	2:28_{pm} - 2:30_{pm}

No after school buses



BUILDING RULES

Seneca Middle School will cultivate a safe and orderly learning environment for all students and staff. The guidelines of expected student behavior are presented in our Code of Conduct. The staff works diligently 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/Suspendable 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 problems of a similar nature:

- Willful defiance of staff
- Truancy
- Causing harm or injury to another person
- Cutting classes
- Disruption of school activities
- Smoking/Vaping on school property
- 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.

Minor Infractions

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

Common Sense Items

There are several common sense rules which students should follow throughout the building. Again, these are not major issues until they become repetitive or too intensive to be tolerated under normal conditions. These items would include such things as inappropriate language, inappropriate physical contact, gum chewing, poor assembly behavior, disruptive classroom noise, 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 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.

BUILDING EMERGENCY PROCEDURES

LOCK DOWN/LOCK OUT

A building lockdown is an emergency procedure implemented to protect the lives and safety of all. Students will be notified via the PA system or school security personnel that a lockdown or lock out has been activated.

BOMB THREATS

It is a Class E felony for anyone to issue a false bomb threat directed toward a school in New York State. This law also includes the crime of falsely reporting an incident of an explosion, fire, or the release of a hazardous substance.

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

BUS SAFETY RULES

The safety and welfare of students on school buses is extremely important. The bus stop and the school bus are an extension of the school grounds. Therefore, students are expected to follow all the rules, which are observed at school, while on the bus or at the bus stop. Inappropriate conduct on a school bus include: smoking, fighting, disorderliness, fooling around, standing and any behavior that might distract the bus driver's attention from driving safely. Students are to remain seated and conduct themselves in a respectful manner. If misbehavior does occur, the driver will complete a bus conduct report form and submit it to the principal/assistant principal who will assign a consequence.

FIRE ALARM

If the fire alarm sounds, students should evacuate the building in a quiet, orderly fashion and follow the instructions of those in charge. Students should not stand on paved areas where vehicles may need to pass. Students are to evacuate the building upon the sound of the fire alarm. Exit directions are posted near the door in each classroom. Students not in a classroom are required to leave the building promptly through the closest exits and join the nearest class. When a signal is given to return, the students are to remain with their class and enter the building in an orderly fashion. Any student who tampers with a fire alarm will be suspended from school and will be referred to the Superintendent. The student is also subject to arrest.

STUDENT INFORMATION

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

Homeroom

Each student is assigned a specific Homeroom which they will have for the entire year. Upon entering the building each morning, students should go to their lockers and then report promptly to their period 1 class. Homeroom will take place after period 1, and consists of the flag salute, morning announcements and attendance. Students who arrive late to school must sign-in at the Greeter's Desk and then report directly to Guidance where they will be issued a late pass.

Lateness

Sufficient passing time between classes is provided for all students. Students are expected to be in their seats and ready to work when the bell rings. Lateness will result in consequences. Excessive lateness will result in 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.

Backpack Information

Seneca Middle School strives to create the best and safest learning environment for all students. Students are not permitted to carry backpacks or oversized bags during the school day. Locker use is encouraged. Students are permitted to use standard size string bags throughout the day.

Phones

These are available to students in the main office and guidance office. These phones may be used during lunch periods, at the teacher's direction, before and after school. In the event of an emergency, the nurse will contact the student's parents or guardians. Leaving one's lunch money or other items at home or trying to arrange transportation does not constitute an emergency. Personal cell phones are prohibited during school hours. If you are caught using your phone, it will be taken away and your parent/guardian will need to pick it up at the end of the school day. Students are not permitted to take pictures or video other students, this includes postings on social media.

Lost and Found

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

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

Restrooms

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

Hall Passes

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

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 Seneca's athletic teams.

Lunch ID Number Every student is assigned an ID card with their assigned ID number for use in our cafeteria. This ID card with the assigned number allows them to move through the lunch lines at a more efficient pace, allowing students more time to eat. Students must have their ID card to purchase lunch.

Passing Grade

A passing grade of 65% is necessary to receive school credit for a course. Questions regarding grades, credits, etc. should be directed to the Guidance Office (471-1850, Option 1). NY State Standards now require students to pass 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. Trips are used as a tool to supplement the learning taking place in the classroom. Students who have repeated discipline referral and/or suspensions will be considered by the school's administration for participation on the trip.

Student Government Activities/Dances

Throughout the year the Student Government will host a series of dances. These are held on Friday nights in our cafeteria. Students are required to purchase tickets prior to the day of the dance as no tickets will be on sale at the door. Students must be in school for the entire day of the dance including the 8th grade formal. Also, any student who acts inappropriately at any dance or who violates any school or district policy will be barred from future dances and may face additional discipline.

Homework

Completing homework results in higher grades. The time and amount of homework should increase with the student's grade level.

Homework serves to:

- reinforce that day's lessons
- prepare for the next day's lessons
- reinforce required skills
- develop good study habits
- help students develop a sense of responsibility
- teach students independent learning skills
- teach students how to use various resources (newspapers, magazines, Internet, etc.)

Students should consider completing their homework at a specific time each night. This should be part of their daily routine. Students should also understand that homework often goes beyond the written form and must include studying as well. Teachers encourage students to read daily and to keep track of current events.

- Homework is the responsibility of the student
- Homework assignments should be written in the agenda book
- Students should ensure that all materials required to complete assignments are taken home

- Completed homework should be returned to school on time
- When a student misses a class, it is his/her responsibility to complete the assigned work
- Parents should periodically check homework
- Homework should be done in an area free of distractions

Computers

Through district technology initiatives, many computers have been added for our students' use. With this comes a greater responsibility on staff and students to ensure the proper use of this educational tool. The district has issued a computer use policy which is strictly followed here at Seneca. The computers are to be used for class-related research only. Proper "Netiquette" is to be observed at all times. Use of the computer is a privilege, not a right. Those who abuse that privilege will no longer be allowed access to the computers. Students may not bring discs or USB flash drives from home as they may contain viruses that could affect the Seneca system.

Renaissance Program

One of the outstanding programs offered at Seneca is our Renaissance Program. This is a reward-based program which encourages student achievement, good attendance, positive progress in behavior and academic areas, and good citizenship. Renaissance status is indicated on student ID cards:

- **Gold Cards** - 95 or better average.
- **Silver Cards** - 90 – 94 average.
- **Red Cards** - 80 – 89 average.
- **White Cards** - 70 - 79 average.

In order to receive any designation, a student may not have more than four absences in any marking period, no discipline referrals, no more than 4 times unexcused lateness, and no failing grades.

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.

Seasons

Fall

Arrowettes
Cheerleading
Cross Country
Field Hockey
Football
Soccer

Late Winter

Girls' Basketball
Boys Gymnastics
Boys Volleyball

Early Winter

Arrowettes
Cheerleading
Boys Basketball
Girls Volleyball
Wrestling

Spring

Baseball
Girl's Gymnastics
Lacrosse
Softball
Swimming
Track and Field



All students must have a sports physical completed before the start of their first sport in order to participate. This physical may be done by their private physician or by the school physician. The sports physical may be completed at the time of the 7th grade physical if using a private physician. In addition to the physical, permission and history information forms must be signed by parent/guardian.

CLUBS

Extra-curricular clubs will be offered this year at Seneca. A full listing will be provided for your child in the beginning of the school year and on our website. Informational meetings will be conducted during 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. Daily announcements are also posted on the Seneca website. Please encourage your child to become involved with all aspects of Seneca Middle School.

ACTIVITIES

There are many activities that your child can participate in throughout the year. These are open to all grade levels and include: Renaissance, Grade Level Dances, Spring Musical Productions, and fundraising events and activities.

THE SENECA LIBRARY

The Seneca Library Media Center is an “Electronic Doorway Library” open daily. The library offers 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 however 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 Seneca’s computer system. The Internet 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.

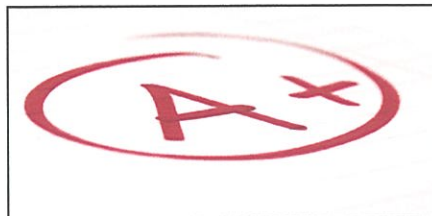
- Gum, food, candy or drinks are not permitted in the library.
- No game playing is permitted in the library. This includes card games and computer games.
- Talking quietly is permitted but students must remember that others are studying.
- Chairs should be pushed in when students leave.



Tips for a Successful School Year:

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

- Make reminders.
- Use the agenda book and check it daily. It should be used to keep track of homework assignments, club meetings, practice, special events or extra help.
- The teacher's website is a valuable resource. Check it often.
- Students should make sure they understand their assignments. They are encouraged to ask questions as others students may have the same question.
- All lockers should be kept neat and clean. A messy locker can slow students down and make them late for class.
- Time should be made for homework. A special time each day should be set aside to complete homework assignments and study for exams.
- Break big projects into smaller ones. This can make a heavy workload easier to manage. For example, for a research project, collect research one week, take notes the next and begin writing the next.
- Prepare the night before. This will save you time in the morning. You should:
 - Check the agenda book to make sure all work is finished
 - Pack the school bag after finishing homework
 - Get clothes ready before going to bed



ACADEMIC INTEGRITY

Seneca 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 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, use of any device with internet access, altering a graded exam and resubmitting it for a better grade, etc.
- B. Plagiarism:** using the ideas, data, or language of another without specific or proper acknowledgment. Example: copying another person's paper, article, or computer work and submitting it for an assignment, cloning someone else's ideas without attribution, failing to use quotation marks where appropriate, etc.
- C. Fabrication:** submitting contrived or altered information in any academic exercise. Example: making up data for an experiment, creating false data, citing nonexistent articles, contriving sources, etc.
- D. Multiple submissions:** submitting, without prior permission, any work submitted to fulfill another academic requirement.
- E. Misrepresentation of academic records:** misrepresenting or tampering with or attempting to tamper with any portion of a student's transcript or academic record, either before or after coming to Seneca Middle School. Example: forging a change of grade slip, tampering with computer records, falsifying academic information on one's resume, etc.
- F. Facilitating academic dishonesty:** knowingly helping or attempting to help another to violate any provision of the Code. Example: working together on a take-home exam, etc.
- G. Unfair advantage:** attempting to gain unauthorized advantage over fellow students in an academic exercise. Example: gaining or providing unauthorized access to examination materials, obstructing or interfering with another student's efforts in an academic exercise, lying about a need for an extension for an exam or paper, continuing to write even when time is up during an exam, destroying or keeping library materials for one's own use, etc.

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

NATIONAL JUNIOR HONOR SOCIETY

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

THE FOLLOWING CRITERIA WILL BE USED TO SELECT THE CANDIDATES FOR THE 2020-2021 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 requirements. 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 sixth and seventh 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 sixth 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.

Discipline

- A candidate would be ineligible if the student has ever been given in-school suspension or out-of-school suspension. In all matters of dismissal, local advisors will refer to the National Constitution and the National Handbook. In addition, a review of the existing guidelines for the local chapter will be undertaken.



CHARACTER COUNTS

RESPECT means showing regard for the worth of others, the environment and yourself. Respect also means being accepting, appreciative and embracing individual differences. We show respect by being courteous, polite, and kind. To mistreat others does not show respect.

RESPONSIBILITY means being dependable and accountable for one's actions. We show responsibility by demonstrating good citizenship, having the courage to stand up for what is right, displaying effort, and demonstrating self-control. To make excuses or to be unreliable does not show responsibility.

HONESTY means being truthful in one's speech and actions. Admitting that you are wrong or that you made a mistake demonstrates honesty. The result of being dishonest is to lose the trust of others.

TOLERANCE means embracing others for who they are and what they believe. To be brave enough to defend what you feel is right and to respect the beliefs of others shows courage and tolerance. To belittle others because of their ethnicity, ability, lifestyle, or dress does not demonstrate tolerance.

CARING means feeling interest or concern. We show caring through kindness, sharing and compassion. Caring also means being friendly, understanding and helpful toward others. To be selfish, mean or insensitive to another's feelings does not show caring.

FAIRNESS means treating others without prejudice: in a way that we know in our hearts is just. When people prejudge others without knowing them they are not being fair.

RELIABILITY means being dependable: someone you and others can count on. We show reliability by keeping our word and following through with our commitments. By regularly getting to class on time, doing homework, showing up for practice, and completing our household chores, we show we are reliable.

ATTITUDE means a state of mind. We show a positive attitude by being hopeful and optimistic. Attitude also means showing effort and striving to be your best. When people work hard they are displaying effort and a positive attitude.

LOYALTY means to stand by your friends, family, school, and community. We show loyalty by supporting and being true to people, institutions and ideals. To spread rumors, gossip or ignore our ethical/moral principles does not show loyalty.

TRUST means being able to rely on the character, ability, strength, or truth of someone or something. Trust also means being someone others can count on. To exaggerate a story, mislead, or deceive someone shows that you are not trustworthy.

Code of Conduct

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

1. Students Will Act Respectfully:

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

2. Students Will Act Responsibly:

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

3. Students Will Act Honestly:

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

4. Students Will Be Good Citizens at Seneca:

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

Co-Curricular Code of Conduct

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

BOARD OF EDUCATION BEHAVIOR POLICY

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

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

Substance Abuse

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

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

Student Dress Code

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. All district personnel shall dress appropriately and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance shall:

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

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

DISCIPLINE POLICY

Seneca Middle School will foster a safe and orderly learning environment for all students and staff. The guidelines of expected behavior are presented in the following 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.

Seneca 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/vaping in the building or on school grounds	B,D,G,H-K
12.	Gambling	B,D,G,H-K
13.	Pushing/yelling	A - K
14.	Theft	B,D,G,H-K
15.	Threatening behavior/harassment	B - K
16.	Intimidation/bullying	G - K
17.	Discrimination	G - K
18.	Sexual Harassment	H - K
19.	Possession/use of fireworks	B,D,G,H-K
20.	Selling, using or possessing obscene material	A- K
21.	Vandalism/graffiti	E - K
22.	Defamation	A - K
23.	Hazing	A - K
24.	Cutting school/class/leaving school grounds without permission	B - K
25.	Missing detention	B - K
26.	Lateness/truancy	A - K
27.	Trespassing	A - K
28.	Causing a false alarm	H - K
29.	Behavior that endangers self or others	H - K

30.	Possession of weapons/dangerous instruments	H – K
31.	Threatening or displaying what appears to be a weapon	H – K
32.	Lewd/vulgar language or behavior	A – K
33.	Unacceptable computer/Internet use	A – K
34.	Obstructing vehicular/pedestrian traffic	B – K
35.	Bus infractions	A – L
36.	Engage in any form of academic misconduct	A – G
37.	Cheating on a test or quiz	M, N
37.	Repeated Disciplinary referrals	E – K
38.	Buying and/or selling items on school grounds	A – K
39.	Other offenses not specifically listed	A – K
40.	Posting inappropriate photos of a student or making inappropriate comments on social media that impacts the educational process	A-K

DISCIPLINARY ACTIONS

A	Verbal Reprimand
B	Phone call to parent 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	First offense - "0" on the assessment
N	Second offense - "0" on the assessment and ISS

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

It is understood that 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.

It is our expectation that all students will follow the code of conduct that has been set forth by the Administration of Seneca Middle School and the Board of Education of the Sachem Central School District. During the academic year, students will be eligible to participate in grade level field trips. These trips will be made available to those students who are in good standing and who are willing to serve as positive role models in our surrounding communities.

Throughout the school year students will receive points for code of conduct infractions. Point values will be assigned based on the consequences assigned to the infraction. Point values for the 2020-2021 school year are:

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

Students who accumulate a total of **10 Points** during the school year will be ineligible to participate in clubs, field trips, dances and the Eighth Grade Dinner Dance. They may also be ineligible to participate in school sponsored teams dependent upon the circumstances. Students can earn back one (1) point every 30 days if they don't have any infractions for that time period. 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.

SMOKING

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

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

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

1. first offense, three day out of school suspension.
2. second offense, a five day out of school suspension.

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

BULLYING

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

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

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

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

SOCIAL MEDIA

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

HAZING

The District prohibits hazing. "Hazing" means any intentional, knowing, or reckless act directed against a student by one person alone or acting with others, that endangers the mental or physical health or the safety of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students. The term includes, but is not limited to:

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

The following actions shall be included in the offense of hazing. Students who commit any of them violate District policy:

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

SEXUAL HARASSMENT

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

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

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

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

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

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

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

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

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

Formal Complaints

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

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

Remedial Action

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

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

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

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

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

The Parent Page

In order to meet the needs of our students as fully as possible, it is essential that parents remain a vital link in the educational process. The home and school should make every effort to communicate openly and frequently with each other, at the school, and we shall endeavor to meet this goal through our reporting procedures and formal parent-teacher communications (including this manual). 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 the information shared enables us to better meet our student's needs.

Parent Involvement Policy

Please see the Main Office for information about our Parent Teacher Association. The President of the PTA for the 2020-2021 school year is Ms. Nicole D'Introno. You may contact Seneca Middle School PTA via email at: senecapta@yahoo.com

Parent Conferences

Parents may make appointments for conferences with teachers, counselors or the principal by calling the Guidance Office at 471-1850, Option #1, or the Main Office at 471-1850, Option #3.

Important Phone Numbers

SENECA MIDDLE SCHOOL	471-1850
Guidance and Attendance Office	Option #1
Nurse's Office (Ms. McDonough; Ms. Petersen)	Option #2
Main Office	Option #3
Social Worker (Ms. Sansone)	Ext. 4526
School Psychologist (Ms. Tloaczowski)	Ext. 4527
Librarian (Ms. Robson)	Ext. 4536

Department Chairpersons

Ms. Stumpf	English	Ext. 4521
Ms. Thiele	Special Education	Ext. 4523
Ms. Aronow	Math	Ext. 4524
Ms. Marrone	Science	Ext. 4525
Ms. Surdi	Social Studies	Ext. 4522
Ms. Faller	Family Consumer Science	Ext. 4545

School Closings:

A connect-ed call will be made concerning school closings and delayed openings. Please be sure that your contact information is updated with the school ensuring you'll receive these calls. The following radio and television stations will also broadcast closing information. You may also check the District website for delayed openings, and/or early dismissals.

www.sachem.edu

As many of you are aware, the decision to keep schools open or to close school is a difficult one and is made based upon information received from the Sachem transportation and maintenance departments, the Town Highway Department and BOCES.

Early Dismissal

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

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

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

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

The procedure for absences is to call the school attendance phone number 471-1850 option #1

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/home work for your child, you should first 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 the guidance office no later than 10:00am.

Late Arriving Students

It is important for your child to be on time and in school every day of the school year. Students arriving late to school must report to the front desk to sign in and then go to Guidance where they will be given a pass to go to class.

Upon reaching the third illegal lateness or absence, and every time thereafter, the student will receive after school detention. Each after school detention is assigned ½ point from the Disciplinary Code of Conduct. 10 points will prevent a student from participating in extracurricular activities, attending class trips and/or school dances. It is in everyone's best interest that a student is in attendance and on time each and every day. There is a direct correlation between school attendance and success in school.

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 main entrance in the front of the building and pull into a designated drop off/pick up spot **(NOT IN BUS LANE / NOT IN PARKING LOT)**. Following these guidelines will increase student safety, reduce traffic in the front of the building and not obstruct busses that are dropping off students. **Do not use the bus entrance.**

Pick Up: (2:35pm)

Student Pick Up is also located in the front of the building. Again, parents are to use the main entrance in the front of the building and pull into a designated drop off/pick up spot **(NOT IN BUS LANE / NOT IN PARKING LOT)**.

Students will not be made available for afternoon pick up until 2:35pm. This is necessary to ensure student safety as the buses are pulling out of the building. Cars will not be permitted to leave the building lot until all buses have vacated.

If you have a valid reason to pick your child up early you must sign into the building and sign-out your child prior to 2:20pm.

During school hours, visitor parking is located in the designated lot in front of the building **(NOT IN BUS LANE)**.

Visitors

To ensure the safety of the children, all visitors must show proper identification and sign into the visitor's book located by the main entrance before proceeding to any other part of the building.

Extra-Help

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

Guidance Counselors

Ms. Proctor: 6th grade

Mr. Duffy: 7th grade:

Ms. Conte: 8th grade

If you suspect that your child is in need of guidance or is having an issue with another student, please contact their guidance counselor at 471-1850, option #1.

Health Services

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

A student must have written permission from a parent/guardian and a current school physical examination on file in the nurse's office before they can participate in any athletic practice. The Sachem School District provides physical examinations each year, during the month of June, for those students involved in sports and extra-curricular activities. These examinations are announced well in advance, so it is up to the individual student to process the required paperwork in a timely fashion. Students are not permitted to participate in interscholastic sports without this physical examination.

Your family doctor may provide this service if so desired. The proper paperwork must be forwarded to the school nurse in a timely fashion for verification.

A student who becomes ill during the day should report to his/her teacher who will fill out a pass to the nurse for that student. Once at the Health Office the nurse will determine the proper course of action. If the student is released, it will only be done with the parent's approval. Students who are feeling ill should not call their parents to pick them up without first seeing the nurse.

Immunization

Section 2164 of the Public Health Law mandates that students be immunized against Poliomyelitis, Measles, Rubella, Mumps, Diphtheria, Varicella and Hepatitis B. Parents should contact their family physician for the immunizations or call the Suffolk County Health Department at 732-0400. Pupils may not be admitted to school without the required immunizations. Students who are entering 6th grade who are 11 years old or older must receive a Tdap immunization (tetanus, diphtheria, and pertussis). 10 year old students who are entering 6th grade must be immunized when they turn 11 years old. Also, all incoming 6th graders must have proof of (2) varicella (chicken pox) immunizations or documented proof of having had chicken pox. In addition, all 7th grade students must have documentation of a Meningitis Vaccine on file in the health office prior to the first day of school.

Medication

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

SACHEM SCHOOL CALENDAR 2020-2021

Sept. 2	First day for teachers	Jan.18	Martin Luther King Jr. Day
Sept. 7	Labor Day	Feb. 15	President's Day
Sept. 9	First Day for Students	Feb. 15-19	Mid-Winter Recess
Sept. 28	Yom Kippur	Mar.27	Passover begins
Oct. 12	Columbus Day	Apr. 2	Good Friday
Nov. 3	Election Day *	Mar.29-April 4	Spring Recess/Passover ends
Nov. 11	Veterans' Day	Memorial Day 28-31	Memorial Day
Nov. 25-27	Thanksgiving Recess	June 25	Last Day for Students
Dec. 24-Jan.1	Winter Recess		

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

State Assessments

As the New York State Education Department moves forward toward its goal of attaining 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 may receive remedial services.

English/Language Arts	Grades 6,7,8
Mathematics	Grades 6,7,8
Science Performance	Grade 8
Regents and Finals	Grades 6,7,8

*Exact dates to be announced