

**SENECA
MIDDLE SCHOOL
WILDCATS**



**2008 – 09
STUDENT POLICY
MANUAL**

**Sachem Central School District
Board of Education
2008-09**

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Board of Education Behavior Policy

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

- Possession of ANY kind of a weapon (including pocket knives, penknives, look-a-like firearms). This may also include something like a bat or hockey stick if it is used in a threatening manner.
- The use, possession of, or the intent to sell any form of drugs or alcohol.
- An 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 activities.

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.

Building Rules

Seneca 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/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 further, similar problems.

- 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.

Minor Infractions

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

Common Sense Items

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

Assembly Behavior

Attendance at assemblies is a privilege, not a right. Students are expected to show respect to any speaker 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.

LOCKDOWN CODE 99

A building lockdown (Code 99) is an emergency procedure implemented should there be an armed intruder in the building. This procedure will help to protect the lives and safety of all. Students will be notified via the PA system or school security personnel if Code 99 is activated.

All students, staff, and faculty should report to the closest classroom once Code 99 is activated. If you are already in a secure area, remain there until the “all clear” is announced. Attempt to secure the area by locking all doors.

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

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.

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

BUS SAFETY RULES

The safety and welfare of the students on school buses is extremely important. The bus stop and the school bus are an extension of the school grounds. Therefore, students are expected to follow all the rules which are observed at school concerning behavior both at the bus stop and on the bus. Conduct inappropriate on a school bus includes: 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 hearing 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, 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 keep 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. The homeroom period will take place at the end of period 1 and will consist of the flag salute, morning announcements, and attendance. Students who arrive late to school should report directly to the Attendance Office.

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 a penalty. 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 then be guaranteed secure. No student may move to another locker without administrative approval. The student is responsible for any loss which occurs. Lockers are school property and the administration reserves the right to search them. Although lockers are provided in the gymnasium, students should leave personal property such as notebooks, house keys, money and jewelry locked in their hall lockers during their physical education class.

Phone

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

Lost and Found

Students who find lost articles are asked to take them to the Main Office. Found articles are placed in the "Lost and Found" area in that office. Students may go to the "Lost and Found" during passing time or from lunch. Physical Education teachers provide their own "Lost and Found" area for items left in locker rooms.

Restrooms

Restrooms are to be used for their intended purposes only. Loitering in the restrooms usually leads to problems. Students should leave the restrooms immediately after using them. Restrooms are checked frequently during the day.

Hall Passes

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

Riding a School Bus

Riding a school bus is a privilege extended to students and can be revoked 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 buses are reserved for those students participating on Seneca's athletic teams.

Lunch ID Number

Every student is assigned an ID number for use in our cafeteria. This number allows students to move through the lunch lines at a more efficient pace, giving them more time to eat. This also allows for a variety of prepayment options for each family, while still permitting 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 Seneca 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 (471-1855). Students are reminded that the NY State Standards now require students to pass five Regents Exams to be eligible to receive their high school diplomas.

Field Trips

Throughout the school year certain classes or groups will be asked to participate in field trip experiences. 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 a student must be found to be "in good standing".

Dances

Throughout the year the Student Government will host a series of dances. These are held on Friday nights in our gymnasium. Students are required to purchase tickets prior to the day of the dance. They must also have their hand stamped the day of the dance in order to gain admittance. *The student must be in school the day of the dance in order to attend.* A student not "in good standing" will not be allowed to attend the dance. Also, any student who acts inappropriately at any dance or who violates any school or district policy will be barred from future dances.

Homework

Doing 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, computer sources, etc.)

Students should do 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 through the various media forms.

- * 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 all 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

With the addition of the technology initiative, 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 entire Seneca system. Students and parents are required to sign a "Computer Use Contract" before any student can use the school's computers.

Renaissance Program

One of the outstanding programs offered at Seneca is our Renaissance Program. This is a rewards-based program which encourages student achievement, good attendance, positive progress in behavior and academic areas, and good citizenship. Students are presented with Renaissance cards for various levels of achievement. The following is an example.

- **Gold Cards** are awarded to students who have a 95 or better average or who attain a five-point increase in their average from one marking period to the next.
- **Silver Cards** are awarded to students for a 90 or better average.
- **Red Cards** are awarded to students with an 80 or better average
- **White Cards** are awarded to students with a 70 or better average.

In order to receive any card, a student may not have more than four absences in any marking period nor have had a referral for discipline.

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 nationwide. 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 2008-2009 SCHOOL YEAR:

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

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

- **Activities**- The candidate must have actively participated in at least **two** school clubs and/or sports teams during seventh and eighth grade. Band, Orchestra, and Chorus do not satisfy this requirement. Jazz Band, Marching Band, and Select Chorus do. Please see the NJHS advisor or your guidance counselor to determine if you need to become involved in additional activities this year to meet this requirement.
- **Service**- The candidate must be able to document **ten** hours of voluntary service to school and/or the 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. Being a peer tutor, library aide, or guide 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 he or she has ever been given in-school or out-of-school suspension.

The Seneca Library

The Seneca Library Media Center is an “Electronic Doorway Library” open from 9:00 A.M. to 3:45 P.M. 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 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 is 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 students want 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 Seneca’s computer system. The Computer Acceptable Use Policy contract must be read and signed by the student and his or her parent or guardian prior to any student using the school’s computers.
- Gum, food, candy and 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.

The Parents Page

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

Parent Conferences

Parents may make appointments for conferences with teachers, counselors, or the principal by calling the Guidance Office at 471-1855 or the Main Office at 471-1850.

Important Phone Numbers

Main Office	471-1850
Guidance Office	471-1855
Attendance Office	471-1861
Nurse's Office (Mrs. Schaub)	471-1862
Social Worker (Mrs. Sansone)	471-1863
School Psychologist (Mrs. Ruggero)	471-8962
Librarian (Mrs. Keith)	471-1873

Department Chairpersons

Mr. Ramaswamy	English	471-1867
Mrs. Raptis	Special Education	471-5723
Mr. Ruggero	Math	471-1875
Mrs. Marrone	Science	471-8986
Mrs. Bowman	Social Studies	471-8931

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's/guardian's signature

Attendance/Absent Notes

Daily classroom attendance is critical to student achievement. Student absences are closely monitored and we are required by law to ask for an absence 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's or guardian's signature. Continued absence or excessive lateness will necessitate a conference between the student, his or her parent or guardian, and a building administrator. If a student consistently comes late to school without a valid excuse he or she will be assigned disciplinary consequences.

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 his or her extra-help sessions, please give him or her a call and the teacher will be happy to get back to you within 24 hours.

Health Services

An annual physical exam is required for every seventh grade student. While this can be performed by the school physician, students are encouraged to have their family doctors provide this function of the health program. In addition, aural, visual, and scoliosis checkups are given through the Nurse's Office (Health Office).

Students must have written permission from their parents/guardians 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 students to process the required paperwork in a timely fashion. Students are not permitted to participate in inter-scholastic sports without this physical examination. They may have their family doctor provide this service if it is 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, 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 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 the varicella (chicken pox) immunization or documented proof of chicken pox.

Medication

The school nurse, upon parent request, must assist any student who is required to take medication (prescribed by a physician) during the regular school day. 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.

SACHEM SCHOOL CALENDAR 2008-2009

Sept. 1	Labor Day	Nov. 27-28	Thanksgiving Recess
Sept. 2	First day for Teachers*	Dec. 24-Jan 2	Winter Recess
Sept. 3	First day for Students	Jan. 19	Martin Luther King Jr. Day
Sept. 30-Oct.1	Rosh Hashanah	Feb. 16-20	Mid-Winter Recess
Oct. 9	Yom Kippur	Apr. 6-13	Spring Recess
Oct. 13	Columbus Day	May 22, 25	Memorial Day
Nov. 4	Election Day*	June 25	Last Day for Students
Nov. 11	Veterans' Day	June 26	Staff Development Day*

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

If there are no emergency closings, school will be closed for students and staff on 4/14 & 4/15.

If there is one emergency closing, school will be closed for students and staff on 4/14.

If there are two emergency closings, the calendar will remain "as is."

If there are three emergency closings, school will be open for students and staff on 5/22.

If there are four emergency closings, school will be open for students and staff on 5/22 & 4/13.

Important Dates				
Open School Night(s)	September 18	Grade 6	7:00 PM	
	September 25	Grades 7&8	7:00 PM	
Progress Reports Mailed:	Oct. 16	Dec. 22	Mar. 12	May 21
Report Cards Mailed:	Nov. 19	Feb. 11	Apr. 30	June 26

State Assessments

As the New York State Education Department moves forward towards reaching its goal of attaining higher standards, sixth, seventh, and eighth grade students will be taking the English/Language Arts, and Mathematics assessment tests. In addition, eighth grade students will take assessments in science and social studies. These mandated exams are used as a benchmark of student progress. Those students who fall below the state-defined norms will receive remedial services in grade nine.

The approximate dates of these assessments are:	English/Language Arts	January 20-23
	Math	March 9-13
	Science (Performance)	April/May
	Science (Written)	April/May
	Social Studies	June 2-3

Eighth Grade Regents exam dates are June 16-25.

In Seneca Middle School

“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 helping others. To be selfish, mean or insensitive to other’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 prejudice 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.

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 illegal, prescription or 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 or 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.	Engaging in any form of academic misconduct. Examples of academic misconduct include, but are not limited to: Plagiarism, Cheating, Copying, Altering Records, and 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 suspension 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 ISS he/she must go home immediately after school and is ineligible to participate in any after-school activities, practices or games.

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, and 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 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 2008 – 09 school year are:

<u>Consequence</u>	<u>Point Value</u>
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 school sponsored field trips. 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.

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:

1. Be safe, appropriate, and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments and see-through garments are not appropriate.
3. Ensure that underwear is completely covered with outer clothing.
4. Include safe footwear at all times.
5. Not include the wearing of hats in the classroom except for medical or religious purposes.
6. Not include items that are vulgar, obscene, libelous, or denigrating to others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
7. Not promote and/or endorse the use of alcohol, tobacco, or illegal drugs nor 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.

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.

"No Smoking" signs shall be prominently posted in each building. The Board designates the Superintendent of Schools or his/her designee as 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 temporarily suspended. The length of the suspension will be as follows:

1. for the first offense, a one day suspension;
2. for the second offense, a two day suspension; and
3. for the third offense, a three day suspension.

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

Sachem Central School District

Holbrook, New York 11741

Dear Parents:

Welcome to your child's future! It's an exciting place and time. Your child will be using a new tool in school called the Internet. As educators, we're excited by the possibilities it has for stimulating your child's creativity and imagination, increasing global awareness, and encouraging lifelong learning.

The Internet is a global computer network that connects 30 million people in more than 160 countries. We, in Sachem, are at the cutting edge of technology, using the Internet to enhance your student's education.

The following is a partial list of opportunities students will have with Internet access:

- To research using the most up-to-date sources such as NASA and CNN Online.
- To participate in global projects that can take them to Central America, Russia, or throughout the United States.
- To take "electronic field trips" to the Louvre or the White House.
- To exchange scientific observations, essays and other types of work with key pals (e-mail pen pals) around the world in seconds.
- To communicate with scientists, educators, explorers, and other experts.
- To publish their work for the world to see on the World Wide Web.
- To hone computer and Internet skills that future employers demand.
- To develop an attitude of lifelong learning.

Student's Responsibilities:

- Understand and adhere to rules of on-line behavior (called netiquette).
- Read and sign an Acceptable Use Policy (AUP) outlining the school's policy and rules of Internet use.
- Protect their privacy by not revealing personal information such as their phone number or address.

Parent's Responsibilities:

- Read and sign the school's Acceptable Use Policy.
- Expect high standards of on-line behavior from your child.
- Express an interest in your child's on-line projects and research

Students will be supervised at all times by a teacher, library media specialist or staff member while using the Internet at school.

People Photographs – Web Pages – Parent Authorization:

While we understand the merits associated with the Sachem web pages, we are also cognizant of the fact that these web pages are accessible through the Internet on a worldwide basis. We also understand that there are individuals in this world who misuse information that is available through the Internet. While we do not suggest that any of the information that is on the Sachem web pages has or will be misused, it is important that the appropriate adult grant permission for our use of pictures of people on our web pages.

ACCEPTABLE USE POLICY FOR DISTRICT INTERNET ACCESS

The Sachem School District has made Internet access available to students, faculty and staff, providing users with access to thousands of worldwide computer networks which contain a vast array of educational resources. These will strengthen the communicative and research skills of students and significantly expand their knowledge base.

ACCEPTABLE USE – Accessing the Internet must be in support of education and research and within the educational goals and objectives of the Sachem School District. I am personally responsible for this provision at all times when using the electronic information service. Use of other organizations' networks or computing resources must comply with the rules appropriate to those networks. Transmission of any material in violation of any United States federal, state or local statutes, laws, or policies is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or materials protected by trade secret. Commercial activities by for-profit institutions are generally not acceptable. Product advertisement or political lobbying is prohibited. Any action which interferes with the intended use of the system or violates another person's right to privacy (to include the following: reposting personal communications without an author's consent; giving out names, addresses, phone numbers, pictures or passwords of others, or trespassing in another person's account) is also prohibited. Attempting to gain unauthorized access to the system or network resources; downloading, storing or printing files or messages that are profane, obscene or contain inappropriate language; transmitting or causing to be transmitted any communication that could be construed as harassment or disparagement of others, especially that which is based upon race, national origin, sex, age, disability or religious or political views is also inappropriate. Using the network for financial or commercial gain, wasting resources by failing to monitor personal files, illegally installing copyrighted software on district computers, subscribing to list servers and/or newsgroups without prior approval of a school official, or accessing the IRC (Internet Relay Chat) area are also forbidden.

PRIVILEGES – The use of the information system is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The school administrators will deem what is inappropriate use and their decision is final. The school administrators may close an account at any time as required.

E-MAIL – Electronic mail is not guaranteed to be private. System administrators reserve the right to access e-mail to investigate complaints. Under these circumstances, messages which are found to be in violation of acceptable use will be reported to appropriate personnel.

SECURITY – Security on any computer is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a school administrator or the technology coordinator. Do not demonstrate the problem to other users. Do not use another individual's account. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or of having a history of problems with other computer systems may be denied access to the Internet and network.

VANDALISM – Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy the data or equipment of another user, Internet, or any of the agencies providing Internet access. This includes but is not limited to the uploading or creation of computer viruses.

NETIQUETTE – All users are expected to adhere to the generally accepted rules of network etiquette. These include but are not limited to the following: Be polite. Do not get abusive in your messages to others. Use appropriate language. Illegal activities are strictly forbidden. Do not reveal the personal address, phone number or credit card number of students or colleagues. Note that e-mail is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities. Do not use the network in such a way that would disrupt the use of the network by other users. All communications and information accessible via the network should be assumed to be private property.

Sachem School District makes no warranties of any kind, whether expressed or implied for the service it is providing. Sachem School District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Sachem School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

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

SEXUAL HARASSMENT

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

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

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

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's right to a fair and equal educational opportunity;
2. Submission to or rejection of such conduct by a student is used as the basis for educational decisions affecting such student; or
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 officer to handle such complaints, so that an investigation can begin at once. In the absence of a victim's complaint, the Board, upon learning of or having a reasonable basis to suspect the occurrence of sexual harassment, will cause an investigation to be promptly commenced by appropriate individuals.

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

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

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

Formal Complaints

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

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

Remedial Action

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

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

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

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

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

Adoption date: January 20, 1998

ACADEMIC INTEGRITY

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 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 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 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.

Seneca 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 Seneca 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 building Principal Mrs. Gemma M. Salvia or Assistant Principal Mr. Sean A. Llewellyn at 471-1850, and we will be happy to speak with you.

Parents and students are expected to complete the form on the bottom portion of this letter and return it to school with your child. The back page is a permission form that provides you with information regarding the district's Acceptable Use Policy for the Internet and possible use of your child's image on the district's web page. Parents are expected to explain these policies to their children in terms they can understand. Failure to sign and return this form will not excuse a student from the requirements of these policies.

Please initial (Parent and Student)

_____	_____	Discipline Policy
_____	_____	Student Dress Code
_____	_____	Hazing
_____	_____	Sexual Harassment
_____	_____	Smoking
_____	_____	Academic Integrity

I have been informed of the school district's policies regarding discipline, dress, hazing, sexual harassment, smoking and academic integrity, and I acknowledge that I have been provided with a copy of these policies. As a condition of my participation in any school activity, I agree to abide by these policies and understand that failure to follow them will result in disciplinary action, which can include suspension, expulsion, and exclusion from and/or loss of participation in all extra curricular activities.

Student Signature

Print Student's Name

Homeroom Number

I have reviewed the Student Policy Manual with my child.

Parent/Guardian Signature

STUDENT ACCEPTANCE FORM

(Student's last name) (**please print**) (Student's first name) (School)

I have read the Acceptable Use Policy. I understand that I may keep my Internet account as long as I follow the rules of this policy. I further understand that Internet access is a privilege which may be revoked for violation of these rules and that such violations may also result in disciplinary consequences.

(Student's signature)

(date)

PARENT ACCEPTANCE FORM

As the parent or guardian of the above named student, I have read the Acceptable Use Policy. I understand that Internet access is for educational purposes and that the Sachem School District will exercise reasonable precautions to prevent access to controversial material. However, I also recognize that it is impossible to restrict access to all materials and I will not hold the district liable for material acquired on the network. The Sachem Central School District has my permission to give an Internet account to my child. I understand that this address will be valid as long as the policy is adhered to or until this form is required to be updated.

(parent or guardian's signature)

(date)

I do not give my child permission to use the Internet.

(parent or guardian's signature)

(date)

WEB PAGE PICTURES

I do do not authorize the Sachem School District to use any pictures (including name) of my child _____ grade _____ on the Sachem web pages in the _____ school year.

(parent or guardian's signature)

(date)

PLEASE RETURN TO YOUR CHILD'S TEACHER. PLEASE USE ONE FORM FOR EACH CHILD.