

2011-12 Sachem School District Calendar

Sept. 1 Staff Development Day Sept. 6 First day for Students Sept. 29-30 Rosh Hashanah Oct. 10 Columbus Day *Nov. 2 Election Day Nov. 11 Veterans' Day Nov. 24-25 Thanksgiving Recess	Dec. 26-Jan 2 Winter Recess Jan. 16 Martin Luther King Jr. Day Feb. 20-24 Mid Winter Recess Apr. 6-13 Spring Recess May 28 Memorial Day June 21 Last Day for Students *June 22 Staff Development Day
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* 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 4/15, 4/25, and 5/27.
 If there is one emergency closing, school will be closed for students and staff on 4/25 and 5/27.
 If there are two emergency closings, school will be open for students and staff on 5/27
 If there are three emergency closings, the calendar stands "as is"
 If there are four emergency closings, school will be open for students and staff on 3/23.

Important Dates

Open School Night (s)	September 22 September 29	Grade 6 Grade 7 & 8		7:00PM 7:00PM
Progress Reports Posted:	Oct. 13	Dec. 19	March 9	May 18
Report Cards Posted:	Nov. 21	Feb. 7	April 23	June 22

State Assessment Tests

As the New York State Education Department moves forward towards reaching its goal of attaining its higher standards, eighth grade students will be taking the English/Language Arts, Science, Technology and Mathematics Assessment Tests. These mandated exams are used as a benchmark of student progress. Those students who fall below the state-defined norms will receive remedial services in grade nine.

Please reference the Sachem Schools District Calendar for exam dates as they are subject to change.

Eighth Grade Regents exam dates are: June 18-22

2011-12 Sequoya Middle School Bell Schedule

Period	Time
Band, Orch, & Chorus (grades 6 and 7 only)	7:25-8:08
<i>HOMEROOM</i>	8:10-8:16
Period 1	8:16-8:59
Period 2	9:03-9:46
Period 3	9:50-10:33
Period 4	10:37-11:20
Period 5	11:24-12:07
Period 6	12:11-12:54
Period 7	12:58-1:41
Period 8	1:45-2:30
Extra Help	2:35-3:18

School Day Information

School Closings:

You may access the District's **Website** for up-to-date school closings, delayed openings, and/or early dismissals. In addition, a **Connect-Ed** message will go out to each family to inform them of weather related closings. The following resources may also be used:

B103 (103.1 FM)

WALK (1370 AM, 97.5FM)

WBAB (102.3 FM)

WBLI (106.1 FM)

WHLI (100 AM)

WKJY (98.3 FM)

WLVG (96.1 FM)

WRCN (103.9 FM)

WSHR (91.9 FM)

Channel 12 News

www.cancelations.com

www.sachem.edu

As many of you are aware, the decision to keep school open or to close school is a difficult one and must be made based on information from many sources, including Sachem's transportation and maintenance departments, the town highway department and BOCES.

Early Dismissal:

If there is a need for a child to be dismissed early, the parent must report to the attendance office and sign that student out. Students will be released only to parents unless the school has been notified in writing by the parent that he/she has granted permission for someone else to pickup his/her child. The parents or authorized person must come to the attendance office and present identification when signing out the child.

Students Arriving Late to School:

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 attendance office to sign in and will be given a pass to go to class. Students who are not being signed in by either a parent or guardian must have a note explaining the reason for the lateness. A phone call home will be made to verify all unescorted lateness's. The only excuses for lateness are illness, death in the family or a religious observance.

1. Illegal lateness will result in PM Detention on the next day.

Student Attendance:

The only legal excuses for absenteeism are as follows: illness, death in the family or a religious holiday. The procedures for absences are:

1. Call the school attendance phone number 207- 7110 (ext. #1)
2. Send a note in with your child on the first day back to school to explain the absence.
3. Illegal absence will result in a disciplinary consequence on the next day.

Parking / Dropping Off and Picking Up Students

Students who are being dropped off in the mornings should be let out in the car drop-off entrance (**NOT IN BUS LANE / NOT IN PARKING LOT**). This will increase safety, reduce traffic in the front of the building and not obstruct busses that are dropping off students. Please do not drop students off in the parking lot as this poses a safety hazard for students as well.

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 sign into the visitor's book located by the main entrance before proceeding to any other part of the building.

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

EARLY WINTER

Arrowettes
Cheerleading
Boy's Basketball
Girl's Volleyball
Wrestling

LATE WINTER

Girl's Basketball
Boy's Gymnastics
Boy's Volleyball

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 also signed by a parent/guardian. Physicals must be done after June 1, 2011 to be used for the 2011-2012 school year.

CLUBS

A variety of clubs are offered at Sequoya each year. A full listing will be provided for your child in the beginning of the school year. Informational meetings will be conducted during September and October. Children should listen to the morning announcements and look for signs posted in the hallways to learn about signing up for clubs and meeting times. Please encourage your child to become involved with all aspects of Sequoya 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: Peer tutoring, Renaissance, Fun Night, Grade Level Dances, Safe Halloween and Spring Musical Productions.

SCHOOL EVENTS / DANCES

- All dances are for Sequoya students only. Non-Sequoya students will not be allowed to attend.
- If your child is not in attendance during the school day, he/she will not be allowed to participate in any school activities, i.e., sports teams, dances and club activities.
- If your child is sick the day of ticket sales (usually several days before the dance), you must call 207-7100 to reserve a ticket. If this is not done, your son/daughter will not be allowed to attend the dance.
- **Tickets are never sold at the door.**
- If your son/daughter is not a student in good standing, he/she will not be able to attend or to participate in any school activities (see discipline guidelines for eligibility requirements).
- Please be sure to pick up your child on time. No student will be allowed off school property during any evening activity. All students must be picked up by an adult.
- We will contact the parents to pick up any students arriving at the dance who did not purchase a ticket.

ACADEMIC SUCCESS

Tips for a Successful School Year:

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

- *Make Reminders*
- *Follow your supply list and use different colored notebooks and binders for each class.*

- *Use the agenda book*

Check your child's agenda book daily. Students should take it to every class to keep track of tests, quizzes, assignments and due dates. They should also write down when they have club meetings, practice or extra help.

- *Make sure they understand their assignments*
Encourage them to ask questions, other students may have the same question.
- *Keep your locker neat*
A messy locker can slow students down and make them late for class.
- *Suggestions for homework time*
 - Set up a special time each day for them to complete homework assignments and study for exams.
 - Find a quiet place to work and make sure they get the supplies they need before starting.
 - Do not allow them to take phone calls from friends
 - Ask family members not to disturb them
- *Break big projects into smaller ones*
This can make a heavy workload easier to manage. Note the due date and spread out the project tasks over the time.
- *Prepare the night before*
This will save you time in the morning. You should:
 - Check their agenda book to make sure all work is finished
 - Help them pack their schoolbag after finishing their homework

HOMEWORK

Doing homework will result in better understanding and higher achievement. Incomplete or missing homework will reduce a child's quarterly average. The time and amount of homework should increase with the student's grade level.

- *Homework serves to:*
 - Reinforce the day's lesson
 - Prepare for the next day's lesson
 - Reinforce required skills
 - Develop good study habits
 - Help develop a sense of responsibility
 - Teach students independent learning skills
 - Teach students how to use various resources (newspapers, magazines, computer sources, etc.)

- *Suggestions for homework time:*
 - Set up a special time each day for them to complete homework assignments and study for exams.
 - Find a quiet place to work and make sure they get the supplies they need before starting.
 - Do not allow them to take phone calls from friends
 - Ask family members not to disturb them

- *In Addition:*
 - Students are encouraged to read daily, and keep track of current events through the various media forms.
 - Homework is the responsibility of the student.
 - Students should ensure that all materials required to complete assignments are taken home.
 - Completed homework should be returned to school on time.
 - When your child misses a class it is his/her responsibility to complete the assigned work.

SCHOOL DISTRICT POLICIES

DISCIPLINE POLICY

Expectations for appropriate student conduct at the Sequoya 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 the community in setting and maintaining standards of acceptable behavior.

Sequoya Middle School Discipline Policy Range of Consequences for Inappropriate Behavior

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

Disciplinary Actions

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

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

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

Eligibility Point System

Participation in co-curricular and/or extra-curricular activities is a privilege that can be rescinded based on student conduct. These activities include, but are not limited to; clubs, trips, dances, team sports and other activities as designated by administration. Throughout the school year students will receive points based on consequences for code of conduct infraction(s). Point values for the 2011-12 school year as follows:

Consequence	Point Value Per Day
Confiscation of an Item; Gum Chewing	0.5
Lunch Detention	**0.5
After School Detention	**0.5
In School Suspension	1.0
Out of School Suspension	2.0

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

**** After 5 detentions, points increase to 1.0 for each additional detention**

Academic Eligibility

Students must be in good academic standing to participate in co-curricular and/or extra-curricular activities. Please discuss the appropriate level of participation with your child. Participation should not be allowed to negatively impact academics.

Students who fail two or more courses during a marking period will be monitored weekly during the following marking period. Monitored students will need to complete all HW, arrive at class with all required materials, participate during the class period and attend extra-help. If monitored students fail to meet these expectations, they will be ineligible for participation in co-curricular and/or extra-curricular activities.

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 school except for medical or religious purposes.
6. 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.
7. Not display, promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

Students who violate the student dress code shall be required to modify their appearance by covering, replacing or removing the offending item. Any student who refuses to do so shall be subject to disciplinary action, 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 disciplinary action, up to and including out of school suspension.

INTERNET SAFETY POLICY

The Board of Education is committed to undertaking efforts that serve to make safe for children, the use of district computers for access to the Internet and World Wide Web. To this end, although unable to guarantee that any selected filtering and blocking technology will work perfectly, the Board directs the Superintendent of Schools to procure and implement the use of technology protection measures that block or filter Internet access by:

- Adults to visual depictions that are obscene or child pornography, and
- Minors to visual depictions that are obscene, child pornography, or harmful to minors, as defined in the Children's Internet Protection Act.

Subject to staff supervision, however, any such measures may be disabled or relaxed for adults conducting bona fide research or other lawful purposes, in accordance with criteria established by the Superintendent or his or her designee.

The Superintendent or his or her designee also shall develop and implement procedures that provide for the safety and security of students using electronic mail, chat rooms, and other forms of direct electronic communications; monitoring the online activities of students using district computers; and restricting student access to materials that are harmful to minors.

In addition, the Board prohibits the unauthorized disclosure, use and dissemination of personal information regarding students; unauthorized online access by students, including hacking and other unlawful activities; and access by students to inappropriate matter on the Internet and World Wide Web. The Superintendent or his or her designee shall establish and implement procedures that enforce these restrictions.

The computer network coordinator designated under the district's Computer Network or Acceptable Use Policy, shall monitor and examine all district computer network activities to ensure compliance with this policy and accompanying regulation. He or she also shall be responsible to ensuring that

staff and students receive training on their requirements.

All users of the district's computer network, including access to the Internet and World Wide Web, must understand that use is a privilege, not a right, and that any such use entails responsibility. They must comply with the requirements of this policy and accompanying regulation, in addition to generally accepted rules of network etiquette, and the district's Acceptable Use Policy. Failure to comply may result in disciplinary action including, but not limited to, the revocation of computer access privileges.

HAZING

The definition of hazing includes any intentional act against a student or group of students by one or more other students that endangers the mental or physical health or safety of such student(s) for the purpose of being initiated into a group, affiliating with a group, holding office, or maintaining membership in a group whose members include other students. Hazing also includes any activity that causes a student to feel shame or humiliation, threatens the dignity of a student, causes mental stress, embarrasses a student, or causes the student to leave the organization rather than submit to acts which affect a student's self-esteem. A student who has knowledge of hazing activity must report such activity to school personnel immediately. Participation in hazing or initiations will result in discipline which may include loss of membership in athletics, extracurricular activities, suspension or expulsion.

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 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)

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, or 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.

ACADEMIC INTEGRITY

Students are not to engage in any form of academic misconduct. Examples of academic misconduct include, but are not limited to:

1. Plagiarism.
2. Cheating.
3. Copying.
4. Altering records.
5. Assisting another student in any of the above actions.

Students involved in academic misconduct shall be subject to receiving a grade of 0 on the assignment and/or disciplinary consequences.