

# Sayville High School

## Student Handbook



## Sayville High School – MISSION STATEMENT

### **Our Mission Statement:**

“The primary mission of Sayville High School is to provide a safe and supportive, yet challenging, environment where our students have the opportunity and resources to grow academically, emotionally, socially, and physically to the best of their ability. Our students will develop life-long learning skills while respecting the needs of others. As members of our community, students will use these skills to positively contribute to our ever changing world.”

### **Our Beliefs:**

- Our students should be provided with a safe environment to discover and learn.
- Young people are our most valuable asset; therefore, they must be cherished, nurtured, and encouraged.
- All children have the ability to find success; it is our adult responsibility to guide them along the proper avenues to achieve that success.
- All members of our community can improve. This necessitates and encourages life-long learning and growth.
- All individuals should treat every member of society with respect, tolerance, and understanding.
- Each of us needs to embrace and exhibit the responsibilities that demonstrate personal growth.





# Sayville High School

*Proud of yesterday, seizing today, improving tomorrow*

C	O	R	E
Connection	Ownership	Resilience	Exploration
<ul style="list-style-type: none"><li>• Build meaningful relationships in the classroom, school, and greater community</li><li>• Collaborate with peers and colleagues to problem solve</li><li>• Promote student-centered learning</li><li>• Increase outreach</li></ul>	<ul style="list-style-type: none"><li>• Choose your own path toward success and achievement</li><li>• Take pride in one's individual work and efforts</li><li>• Demonstrate integrity</li><li>• Interact respectfully with all members of the school community</li></ul>	<ul style="list-style-type: none"><li>• Embrace personal advocacy</li><li>• Pursue and maintain focus in critical thinking and problem-solving</li><li>• Practice kindness to oneself and others in the face of adversity</li><li>• Work through challenges in order to thrive</li></ul>	<ul style="list-style-type: none"><li>• Pursue individualized learning</li><li>• Enhance contemporary and relevant learning opportunities</li><li>• Expand experiential learning activities</li><li>• Encourage opportunities for self-reflection and growth</li></ul>



## Guidance

Guidance services in Sayville High School are a very important part of the school program. All students are encouraged to use these services to their fullest extent. Counselors are concerned with the total development of each student. This concern encompasses assisting, through a continuous program of service, all pupils to make appropriate and satisfying educational, personal, social, and vocational adjustments and plans.

The counselors will be assigned to students on an alpha basis as follows:

- Ms. Kelsey DeBrino
- Ms. Stephanie Flynn
- Ms. Colleen Restrepo
- Ms. Mary Jane Stevens

The Guidance Department sponsors many events, such as Career Day, College Night, Employment Day, and Military Information Meetings. Here are just a few of the activities for which counselors are available to assist you in reaching your goals in life:

1. They can help you choose your high school program and help you to develop long-range plans of study and personal goals (what courses to take, why, etc.).
2. They can assist you and your parents in acquiring information about colleges, other educational opportunities, and careers (requirements, costs, opportunities, curriculum, scholarship, etc.).
3. They can help you solve problematic situations in school, at home, and at work.
4. They can make your transition from one school level to another easier and more successful.
5. They can be available for consultations or meetings, whenever you need advice. The student is encouraged to initiate these discussions.

Counseling sessions, whether initiated by the counselor, student, or parent, are always confidential. Through such sessions the counselor attempts to help a pupil to better understand himself/herself in relation to the world in which he/she lives, and to see himself/herself in the future, whatever his/her life and career goals are.



## Curriculum

A Program of Studies publication is available online for each family. The publication lists all of the courses which may be offered during the next school year. Students and parents are encouraged to seek help from teachers and guidance counselors in choosing the appropriate courses for each succeeding year. For course descriptions, please go to our [district website](#).

All course offerings in our high school are predicated upon student enrollment as well as a variety of other factors. Therefore, programmatic decisions regarding course offerings are not final.

### English Course Regulations

1. 1/2 credit will be granted for passing each semester course.
2. Students must accumulate 4-full-year credits in English in grades 9 through 12.
3. All 12th grade students must successfully complete a course with a writing unit which includes a required research paper.
4. 11th and 12th grade students who are passing English may take as many English courses as may be scheduled.
5. 12th grade students who fail a full-year course may not take one/two semester English courses to make up for the deficiency.
6. Students must be enrolled in at least one full-year English course per year.
7. No changes or late entrances will be allowed in semester courses without administrative/chairperson approval after the course is in session 10 school days.
8. Seniors will be given preference in course scheduling.



## Science Regents Requirements

### Laboratory Requirements

Laboratory experience is required in each of the four Regents/Honors Science courses. This requirement follows directly from the fact that these courses are laboratory sciences, and successful completion of any one of them earns for the student one unit of credit for a laboratory science. Students must be engaged in laboratory activities for at least thirty 40-minute periods exclusive of the time used in changing of classes or teachers, or an equivalent period of time as certified by the high school principal. The time devoted to the laboratory experience must be in addition to the required classroom instruction associated with earning a unit of credit. Satisfactory written report of these laboratory experiences must be prepared by the student. These reports must be kept in the school for six months following the date of examination.

Note should be taken that Part 100.5(b)(7)(iv)(d) of the Regulations of the Commissioner of the NY State of Education Department states: "In order to qualify to take a Regents examination in any of the sciences, a student must complete 1200 minutes of actual hands-on (not simulated) laboratory experience with satisfactory documented laboratory reports." Additionally, according to State Education Department policy, no students may be exempted from this laboratory requirement. Students who are hospitalized or homebound may be given comparative laboratories or alternative laboratories.

### Safety in Science Lab

Science courses are particularly prone to problems of safety. The science facilities have certain features which are directed toward making your science activities safer. These include:

1. Eye safety protection - glasses are supplied for your use; you must use them when you are heating liquids or using certain caustic solutions. A special note needs to be made regarding contact lenses. They are particularly dangerous in lab situations where there is a strong possibility of chemical vapors or the splash of a caustic liquid. Eye wash stations are provided in the Chemistry room and in other rooms as needed.
2. Showers - safety drenching showers are provided in the Chemistry lab. Showers should be used in the event of an accident involving spills of chemicals in which a significant amount of chemical is on your clothing or skin.
3. First Aid - any accident requiring first-aid should be reported to the teacher, followed by a visit to the school nurse.
4. Safety rules and requirements are provided on a continuing basis by your teacher for handling the equipment and chemicals used in the laboratory.
  - a. It is essential that you follow the rules carefully.
5. Fire extinguishers are provided in each room.
6. Fire blankets are provided in those rooms where exposure to flames is most likely.
7. Students should not wear extremely flammable, loose (ex. nylon, etc.) clothing in science lab classes.



## Homework Requirement - All Courses

Homework will be assigned in one form or another every day (long-term assignments, review of class work, written assignments, reading assignments, etc.). Failure to complete and hand in written assignments will negatively impact your grade and may result in failing grades for the course(s).

## Field Trip Policy

Field trips are to be considered an extension of the classroom. All school policies and regulations are in force during the field trip. **Students who do not act in the proper manner on a field trip will be denied the right to participate on future field trips.** In courses where the field trip is a mandatory part of the course (i.e. Urban Studies) a denial of the privilege to participate in the field trip will result in a failure for the course.

## Policy Regarding Dropping a Scheduled Course

1. There will be no adjustments in a student's schedule after classes begin without administrative approval.
2. The student should see his/her counselor and follow an outlined procedure for initiating a course adjustment request.
3. A parent or legal guardian must discuss any adjustments with a guidance counselor.
4. Students are encouraged to attend a minimum of six class periods per day. (This does not include PE which meets on alternating days.) Students will not be permitted to drop a course if the "drop" would bring them below the minimum class requirement.
5. Students may not drop courses that are required for graduation.
6. Schedule changes (academic levels included) will not be permitted after the following dates:
  - a. Semester courses – after the first 10 weeks
  - b. Full-year courses - after December 1st
7. If a student drops a course after the assigned dates, the student will receive a failing grade for the course(s).

## Policy Regarding Repeating a Course

1. When a student repeats a course for whatever reason, both courses will appear on the transcript.
2. Whenever a student retakes a Regents exam to improve his/her exam grade, the higher of the two grades will be recorded on the student's transcript.
3. Courses from which students are withdrawn for truancies or disciplinary reasons may not be made up during Summer School.



## Summer School Marks

Courses which are taken in summer school as a make-up for courses which were not passed during the school year will be granted credit as follows:

- 1 credit for full-year courses
- 1/2 credit for semester courses

## Grades from Other Schools

In determining final grades for students who have transferred into Sayville High School from another school during the school year, teachers will include grades earned in each subject at the previous school, where applicable. Guidance is to supply these grades to each subject-matter teacher. Grades will be transposed to the appropriate grade range for Sayville High School.

High School subjects passed in middle school are included in credits for graduation.

## Academy of Applied Technology Program (formerly BOCES)

The Board of Cooperative Educational Services helps prepare students with the skills and knowledge needed to enter a skilled occupation as an advanced learner.

This program, occupational education, has been developed for students with interest and ability in a particular area, and the course stresses "learning by doing." Instruction is given by The Academy of Applied Technology (BOCES) for three hours per day in technology centers which simulate the realities of the "world of work." The one-half day's (3 hour) instruction in the trade or technical subject will be held at the Academy Facility while the academic subjects will continue to be given at Sayville High School. Transportation is provided to and from the facility by the Board of Cooperative Education Services.

## Admission to the Academy of Applied Technology Program (formerly BOCES)

Only students who meet the Academy admission requirements and are recommended by the high school principal and guidance counselor are eligible. Applications are submitted to the Academy of Applied and Technical Program before April 1st for the fall semester.

### Additional Requirements for Academy Enrollment:

1. A student must be entering the 11th or 12th grade.
2. A student must have a prior record of excellent attendance and discipline in high school in order to be considered for the Academy of Applied Technology.
3. A student must also maintain an excellent attendance record in the Academy program. *(Students who exceed six (6) absences between September and October may be dropped from the program.)*
4. A student must have the interest and ability in his/her chosen field. Any student who drops from an Academy program after September 30th or who is administratively dropped, will





be reassigned to a closed study hall or dropped from school due to an insufficient program.

## **Commencement Requirement**

Please keep in mind that only those seniors who have met the academic requirements of Sayville High School can participate in the graduation ceremony. If you fail a critical course (English, Social Studies, Math, Science, Physical Education or do not have a sequence), **you will not graduate** with your class. Please meet all of your **academic/attendance** requirements throughout the remainder of the school year.

## **Course Credit**

Four units of Sayville High School credits will be granted at the completion of each Academy course. At all times a student involved in an Academy program is still a Sayville High School student. Students will be subject to the attendance and class participation requirements of both Sayville High School and the Academy programs.

## **Work Experience Program (tentative program)/School to Work Program**

Seniors who are enrolled in a business education program are eligible to participate in the work experience program. Seniors who participate in outside-of-school employment, under the direction of the work experience coordinator for a minimum of 300 hours, may be granted one credit. Every effort will be made to adjust the schedules of these students to meet the demands of employers. Seniors who wish to work in a school assignment for one period per day for the entire school year, may also be granted one credit. Students who begin the Work Experience program and fail to meet the requirements will be removed from the program and assigned to study hall(s) for the remainder of the semester.

## **Separate Regents Credit**

Students who wish to take a New York State Regents Examination in a subject not offered in Sayville High School must receive prior approval from the high school principal. In such cases, the score received on the Regents exam will be recorded on the permanent record but no course grade or credit will be granted.

## **August Regents Eligibility**

1. A student who missed a Regents Examination in June due to extenuating circumstances such as verified illness (doctor's note), court appearance, death in the family, or any other absence accepted as legal by the State Education Department, may take a Regents in August if his or her final average was passing the previous June. If his or her average was below passing, the student should enroll in the subject at an approved summer high school to prepare for the August Regents Examination.
2. Requests to take a Regents Examination in order to raise a passing Regents grade - a student will have to fulfill one of the following, in order to receive permission to take the August regents for the purpose of raising a passing grade:
  - a. Enroll in an approved summer school.



- b. A student is encouraged to attend summer school or be tutored by a person certified in the area for which the Regents is to be taken.
3. A student who has a failing average for the year must attend summer school.

## **Graduation Requirements**

Eligibility of a student for graduation from Sayville High School will be determined by the principal on the basis of the official high school record. Every student must successfully complete a minimum number of courses to be eligible for graduation from Sayville High School. It is strongly recommended that, where possible, you should exceed these minimum requirements. *All students are required to take at least six subjects plus physical education each year.*

For current information regarding general education and high school diploma requirements, please visit: <https://www.nysed.gov/curriculum-instruction/general-education-and-diploma-requirements>

## **NCAA Eligibility**

If you intend to participate in Division I or II athletics as a freshman, you must register and be certified by the NCAA Initial Eligibility Center. Please keep in mind that you become a prospective student-athlete when you begin taking high school classes. For eligibility, the NCAA requires that student-athletes successfully complete studies in NCAA-approved core courses in the following disciplines: English, Mathematics (Algebra I or higher), Science, Social Studies, and World Languages.

For more information, contact your guidance counselor or visit the [NCAA Eligibility Center](#).

## **Policy for Early Graduation**

### **Statement of Philosophy**

The senior year is an important part of the high school career. Sayville High School offers an extensive number of electives in various interest areas to provide rewarding educational experiences for all students. The social and educational maturity of the student will be enhanced by participating in the full four-year high school program.

### **Procedures and Requirements**

Students who wish to graduate in June of their junior year or January of their senior year, must meet the following requirements:

- a. As a sophomore, the student must meet with his/her guidance counselor to discuss the possibility of early graduation and prepare an application form.
- b. The student must have a planned endeavor to pursue, such as, early college admission, planned educational travel, or financial problems which necessitate early employment. Any other reasons will be considered on an individual basis.
- c. The students and parents (or guardian) must meet with the guidance counselor and the building principal to discuss the complete ramifications of early graduation.



- d. Students who plan to graduate at the end of the junior year will be transferred to a senior homeroom for their last year and be considered a senior for all activities and grading.
- e. Students will be allowed to double up in English and Social Studies courses only where the enrollment allows for an increased number of students.
- f. Students who do not meet the requirements as stated in the application will be removed from the early graduation program.
- g. A copy of the application with the school's recommendation will be given to the parents (or guardian).



## Physical Education Requirements

Participation of boys and girls in physical activity requires: (1) sneakers for personal safety, and (2) a change of clothes for health reasons. The Physical Education Department strongly recommends that students wear clothing suitable for the many activities planned.

Eight semesters (grades 9 through 12) of satisfactory participation (grade of 65 or better) are required of every student for graduation from Sayville High School. To determine what is satisfactory participation there must be common understandings as well as procedures to follow when individual students do not meet the requirements that have been established. The following will apply:

A. Students who are truant will be disciplined through the regular procedure that is now in effect for all classes in grades 9 through 12. Please consult the written procedures for details. Physical education is considered a semester course which meets every other day throughout the semester/year.

B. Students who come to physical education and refuse to participate may be denied credit for the class period and referred to a Dean of Students or Assistant Principal for disciplinary action.

In accordance with the attendance guidelines a student who accrues more than the maximum allowable absences can be denied credit for the course due to a lack of class participation.

Students who have a valid medical excuse will be assigned to the adaptive physical education class. The students in this class will be required to participate in an individual program designed to allow participation in physical education within the limits of their individual abilities. No students will be excused from physical education. If an adaptive physical education class cannot be scheduled, the student will be assigned to complete physical education digital assignments.

For class attendance purposes, seniors will be given a preference to avoid excessive enrollment problems in all classes. Students who do not satisfactorily participate in physical education will have to attend summer school (*if offered*) or "double up" in physical education the following semester in order to complete four years of satisfactory participation in grades 9 through 12.

Students will be granted 1/4 credit for each semester of satisfactory participation in physical education.

### Physical Education Make-Up Classes

PE make-up classes will be held every day during 10<sup>th</sup> period. The make-up period begins at 2:10 p.m. and concludes at 2:35 p.m. Make-up classes will be permitted for students as per the following:

- Students must have and submit a doctor's note or a note from the school nurse
- There were religious reasons
- A student served a suspension
- For those late to school with a note from a parent/guardian



- Prior approval was given from the PE instructor
- Students have an excused absence

Students cannot be late for the make-up period and all rules and regulations for PE classes will be enforced. Students are only allowed to make up classes during the marking period he/she has missed. If the student is absent during that last week of the marking period, the student is allowed to make up these dates during the next quarter. When these classes are made up his/her grade from the earlier marking period will be corrected so it reflects that the class has been made up.

Students who are attending the Academy (BOCES) in the afternoon and are not able to attend 10th period should be able to make up that legal absence by writing a one-page reaction paper on a topic related to physical education. All Academy students must have prior approval regarding the topics to be addressed in the reaction paper.

## **Modified Physical Education**

The following guidelines were implemented as of November 3, 1980:

- All students who may be eligible for the modified gym Program will be referred to the school nurse.
- The school nurse will initiate and send a form to the Director of Health and Physical Education who will communicate with parents and physician. In the case of a short-term assignment (2 weeks or less) the initial physician's note is all that will be required.

The student will be immediately assigned according to the following:

1. Permanent Assignment: Students will be assigned to a modified gGym class where they will participate in non-physical activities including reading. The Director of Health and Physical Education will refer the student to the Committee for Special Education. When the CSE assigns the student to modified gym, the student will participate in those activities permitted by his/her physician.
2. Short-Term Assignment (*2 weeks or less*): These students will be assigned to a study hall where attendance will be taken. The student will be assigned a sports folio assignment by the P.E. staff.
3. Long-Term Assignment (*more than 2 weeks*): These students will be assigned to one of the Modified PE periods or assigned to the sports folio program.
4. Students presently assigned permanently to the modified gym program will be scheduled in the spring of each year for continuation the following year. The Director of Health and Physical Education will send appropriate letters to parents and physicians at that time to ensure an updating of prescribed activities by the beginning of the fall semester.



## **Drivers Education Requirements**

### **Preference for scheduling Driver Education shall be as follows:**

1. Seniors by birth date.
2. Juniors by birth date.
3. No sophomores will be scheduled during the regular session. Sophomores who are 16 years old by July 1st may be eligible for Driver Education in Summer School.
4. Students who fail Driver Education will be placed below the juniors as to eligibility to repeat the course.
5. Students who drop Driver Education during regular or Summer School will be placed at the bottom of the junior list to take the course again.
6. Attendance for Driver Education is strictly regulated by N.Y. State. Students who do not meet minimum attendance standards will automatically fail the course. Students with a poor overall attendance/lateness record may be denied the opportunity to participate in the Driver Education program.
7. Any student who is dropped from the Driver Education course in the Sayville Summer High School for any reason other than "illness, documented by a medical doctor's statement" shall be placed at the bottom of the waiting list for the subsequent September-to-June school year.

## **Performing Music Requirements**

1. Attendance at all scheduled concerts is **MANDATORY**. A valid parental excuse will be accepted 5 school days prior to performance date. Absence without parental excuse will require a medical note. An unexcused absence is an automatic failure for the marking period.
2. Grade Criteria is based on the following:
  - a. student attitude and participation in concerts, rehearsals and music lessons.
  - b. student musical growth.
  - c. meeting rehearsal requirements and student responsibilities.
  - d. unexcused lateness to class.
  - e. extra music activities and involvement could reflect in a grade increase.
3. Rehearsal and Lesson Requirements:
  - a. Students must have their instrument and/all music for each rehearsal session.
  - b. All students must be seated and prepared to rehearse four minutes after the late bell.



4. Student responsibilities include all school equipment used during the year, which could include: musical instruments, books, music, uniforms, stands, and other related equipment. Any damage or loss of equipment and materials by the student will result in a fine and, if necessary, a referral to the administrators for appropriate disciplinary measures.
5. Practice rooms are to be used for music practice only.
6. Students must appear in full and complete uniforms where required.
7. All school policies are in effect whenever a student is involved in any music activity or function, which is an outgrowth of the Sayville Schools. Specifically: "Students may not participate in any after school activity unless in legal attendance a minimum of five periods on the date of the activity or all day before a Saturday or holiday event." (Extenuating circumstances will be reviewed).
8. Regulations may be amended for extraneous or emergency situations recognized by the music faculty and building principal.

## Report Cards and Grades

Sayville High School is first and foremost a place in which to work. Your job here is to study and learn, and these activities take priority over all other school activities. Report cards are available on the parent portal four times during the school year.

ACADEMIC MERIT ROLL GRADE	84.5 - 89.4
HONOR ROLL GRADE	89.5 - 94.4
HIGH HONOR ROLL GRADE	94.5 or higher

To pass a course, a student must earn a minimum grade of 65 and meet all major course and participation requirements.

Generally, in a **full-year** course, the student will receive five (5) grades (the 4 marking period grades 22.5% and a final examination grade 10%). **In a one-half year course**, the student will receive three (3) grades (2 marking period grades and a final exam grade). Each marking period grade will generally represent 45% and the final exam will represent 10% of the final mark for the course. In Pass/Fail courses, the grade of "F" is below 65 and is failing.

Physical Education, Driver Education and Pass/Fail courses are not used to determine a student's average. Seniors have the option to take one course on a pass/fail basis with certain restrictions. Students must have a minimum of three (3) core academic courses that culminate with a numeric grade each quarter in order to be eligible for merit/honor and/or high honor roll. In computing overall half-year and full-year averages to determine a student's rank in class, a system for weighing final grades is utilized to reflect the difficulty levels of the courses.

Final Examinations are a requirement in all courses. Students who miss an exam without an excuse from the principal will fail the course.



## **Plagiarism and Cheating**

Plagiarism and cheating are intellectually dishonest. They are extremely serious offenses. Submitting unauthentic work, including the use of artificial intelligence, without giving proper credit and/or acknowledgement to the original author or source is plagiarism. The penalty for plagiarism/cheating is an automatic suspension and a zero for the grade(s). If the plagiarized material is the equivalent of a final exam (research papers), the student will fail the course and receive a final grade of "50." If a student is found cheating on a final exam, the student will fail the course and receive a failing grade. A contract, which outlines our policy regarding "Academic Integrity and Honesty", will be distributed at the beginning of each school year. Students and parents will be asked to review, sign and return the policy in September.

## **Requirements for Promotion to a Senior Homeroom**

In order to be assigned to a senior homeroom, a student must be able to meet all of his/her requirements by June of the student's senior year. The assignment will be based upon the availability of courses offered at Sayville High School. These minimum requirements must be accomplished no later than the conclusion of Summer School in August of the preceding school year.

At the conclusion of the 2nd marking period, and if it is apparent that a senior will not graduate with his/her class, he/she will be reassigned to an 11th grade homeroom for scheduling purposes.

## **Policy Regarding Ranking**

Students will be ranked at the conclusion of the second, third and fourth marking periods of each school (9-12) year. The valedictorian and the salutatorian will be determined by re ranking the senior class at the end of the 2nd quarter of the senior year. Additionally, the selection of the Valedictorian and the Salutatorian will also be based upon a students' record in the areas of character and leadership throughout his/her high school career. In order for a student to be eligible to be the Salutatorian and/or Valedictorian of their class, they must be an enrolled/active student of Sayville High School for a minimum of three (3) complete semesters.

## **Honors, Advanced Placement – Final Exam Requirements**

Due to the fact that the Honors program and the Advanced Placement program provide instruction beyond the Regents curriculum, an additional final exam, final paper or project will be required as a supplement to the Regents examination.

## **The Pass-Fail Elective Program**

We have found over the years that many seniors sign up for only six courses or ask to drop a course if they are taking seven. The reason behind these moves is to lessen the demands of striving for higher class ranking and meeting the requirements for graduation. In most cases, the subjects dropped are usually subjects the students would like to take, not those which are required. Students drop the desired subjects because too much time is used by them attempting to raise their grades in required courses. Because of this shift in attention, the marks of the desired courses become lower





and they have a negative effect on the overall average.

It is the administration's belief that students should be encouraged to continue in courses they desire without creating a negative effect, either average-wise, or psychologically. Therefore, we are permitting seniors who are taking SIX or more individual courses to select one course as a P-F (pass-fail) course. This selected course will have no effect upon class ranking. A student will earn a credit toward graduation if he or she passes the course.

The credit will appear on the permanent record card. It should be understood that a failure will also be noted on the permanent record card and no credit will be earned. Any student who wishes to apply for P-F must submit the P-F application form to his/her guidance counselor. NOTE: A “P” is the numerical equivalent of a 70.

**The choice of the one P/F course is to be made as follows:**

1. A student has to be enrolled in six or more individual courses (not double period classes or physical education).
2. Selected courses cannot be used to meet graduation requirements.
3. Only one P-F course can be selected.
4. A student will continue to be responsible for attending all classes and doing all his/her homework, papers, tests, etc. Failure to complete the assigned work can lead to a failing grade in the course.
5. College-bound students should be concerned with the college requirements of the colleges they have selected. For example, it would be unwise for a student interested in engineering to select mathematics or science as a P-F course.
6. A student does not have to request a P-F mark in any subject. A student may continue to receive regular grades in all six or more courses.
7. In order to receive credit in a P-F course, the student must earn the grade of “P” in four of the five grading periods (four marking periods, final exam).
8. All pass-fail students will be required to take all examinations including the Regents exam, if they are given in the P-F course. Regents exams will be numerically graded.
9. At the end of the first progress report period, seniors will be able to apply for P-F status in the guidance office. Your counselor will review your application in consultation with building administration and grant P-F status to those who qualify. A decision regarding P-F status must be made at the conclusion of the first marking period. The guidance department will notify the teachers of the students involved in the P-F program.



## College Entrance Information

### College Entrance Tests

In addition to good grades in the correct curriculum, all colleges require certain standardized tests to be taken by their candidates for admission.

The SAT website will allow you to find SAT registration and testing dates.

**Please click this link for: [Online SAT Registration](#) and testing dates.**

The information listed below is essential in the registration process for the SAT I & SAT II exams:

- Sayville Test Center number is: 33840
- Our High School code number is: 335075
- Reporting time on the test date is: 7:30 a.m.

*\*This indicates that the exam will be administered at Sayville High School.*

### The American College Test (ACT Exam)

The ACT exam has become very popular in recent years and is now required by many colleges. Applications are available in the Guidance Office.

The ACT exam is presently made up of four sub-tests-- English, math, reading, and science.

Special testing conditions will be provided for students who have visual, physical, hearing, or specific learning disabilities. Please see your counselor and your special education teacher for additional information.

**Please click this link: [Register for the ACT Test](#) for registration and testing dates.**

- Sayville Test Center number is: 184260
- Our High School code number is: 335075
- Reporting time on test dates is – 7:30 a.m.

*\*This indicates that the exam will be administered at Sayville High School.*

## College Days

### Sophomores, Juniors, and Seniors

Sayville High School and Connetquot High School have planned to sponsor a “College Evening” in September. The College Evening experience is an effort to inform students and parents of the opportunities available to students at colleges and vocational schools across the nation. Approximately 200 colleges are currently being invited to hold meetings for students and parents. The College Evening is presently scheduled for **September 26<sup>th</sup> at Connetquot High School.**

**Guidance Office Phone Number - 244-6610.**



## Student Government

At Sayville High School, all club activities are governed by the student government. The executive committee consists of the five elected officers: president, vice president, secretary, treasurer, site-based representative, and two elected representatives from each class - freshman, sophomore, junior and senior.

In addition to the executive committee there is an activities council (Principal's Advisory) which meets monthly for the purpose of setting the activities calendar for the following month. Any club or group which wishes to sponsor an activity must send a representative to the activities council meeting (Principal's Advisory Meeting).

The student government is one in which students can voice their opinions on school affairs. If you have a question, an idea, or a problem, see a student government officer or representative.

### Responsibilities of the Student Government Officers:

The **president** shall preside over all meetings of the executive committee, cast a deciding vote in case of a tie, call and postpone meetings, appoint chairpersons and other necessary aides and shall be the official representative of the student body whenever needed. The president will be a junior or a senior.

The **vice president** shall preside over the meetings of the activities council and assist the president and replace him/her in all duties and powers during his/her absence. The vice president will be a junior or a senior.

The **secretary** shall keep student council and executive committee attendance and minutes, handle correspondence, and compile and distribute photocopied reports of student council meetings. The secretary will be a junior or a senior.

The **treasurer** shall handle all finances and give a report at each regular meeting. The treasurer will be a junior or a senior.

The **freshman**, sophomore, junior, and senior representatives will have equal voting rights on the executive committee as all other officers and work closely with the vice president in conducting the affairs of the activities council.



## Scholar-Athlete Awards

Scholar-athlete awards are given to students who have maintained an 89.5 or better average for four years and who have earned three distinctly different varsity letters.

## Student Code\* We Must:

1. Respect teachers and all other school personnel.
2. Respect school grounds, facilities, and all other school properties (texts, equipment, etc.)
3. Show responsibility with/without supervision by exhibiting proper behavior in the halls or in any part of the building.
4. Always use proper language in school.
5. Dress in a presentable and appropriate manner every day.
6. Meet school obligations promptly.
7. Be polite at all times, by controlling manners and tempers.
8. Refrain from smoking/vaping on or near school grounds.
9. Show good sportsmanship at all school events.
10. Conduct ourselves properly as representatives of our school.

*\*Adopted the Franklin Code, Benjamin Franklin High School.*

## Code of Conduct

Students may be subject to disciplinary action, up to and including suspension from school, when they:

A. Engage in conduct that is disorderly. Examples of disorderly conduct include:

- Running in hallways.
- Making unreasonable noise.
- Using language or gestures that are profane, lewd, vulgar, or abusive.
- Obstructing vehicular or pedestrian traffic.
- Engaging in any willful act, which disrupts the normal operation of the school community.
- Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
- Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the district's acceptable use policy.
- Using personal electronic devices, such as cell phones, during the school day. Students found using such devices irresponsibly during the school day will have the device confiscated for the remainder of the day and must retrieve the phone at the end of the school day. If the problem persists, parents will be asked to come and retrieve the device. Repeated violations may be considered insubordination and will lead to further discipline in accordance with this Code.



## **Student Grievance Procedure**

### **Title IX**

Under Title IV Regulations, a school district is required to establish grievance procedures for students. The purpose of the procedure is to resolve problems that develop in the school building.

The following procedure will apply at the **secondary level**:

#### **Stage 1 - Informal - Guidance**

The student having a grievance will make an appointment with his/her guidance counselor to discuss the problem. The guidance counselor and the student will try to resolve the problem informally.

#### **Stage 2 - Building Principal**

If the grievance is not resolved informally, the student will prepare a written report and submit the report to the building principal within 7 school days after Stage 1. Within 10 school days the building principal will conduct a hearing at which time appropriate witnesses may be invited to submit testimony for both sides in the grievance. The student may elect to have a student government officer in attendance to present the grievance.

#### **Stage 3 - Superintendent of Schools**

If the aggrieved student is not satisfied with the decision of the building principal, he/she may request a hearing before the Superintendent of Schools. The Superintendent will grant the student a hearing within 10 school days after receiving the grievance in writing.

The student and his/her representative will present the grievance and may invite appropriate witnesses to appear. The Superintendent may also invite the building principal, the guidance counselor, and any other member of the professional staff and other people that are needed at the hearing.

The Superintendent will render a final decision to the student in writing within 10 school days after the conclusion of the hearing.

## **Attendance Requirements**

Regular attendance is required at Sayville High School. It is essential to success in the classroom and is required by New York State law. Attendance is a responsibility shared by students, parents, and school personnel. State education law requires that all minors attend school on a regular and punctual basis up to age sixteen regardless of school grades or academic achievement.

### **Attendance/Grade and Class Participation Guidelines**

The Board of Education recognizes an important relationship between class attendance and student performance. Consequently, each marking period a student's final grade will be based on classroom participation as well as the student's performance on homework, tests, papers, projects etc. **Students are expected to attend all scheduled classes.**



Consistent with the importance of classroom participation on the secondary level, any excused absence from class, which is not made up, shall result in the loss of points from the student's class participation grade for the marking period.

Any student who misses a class is expected, upon his/her return, to consult with his/her teachers regarding missed work. If the absence is excused, the student may earn his/her classroom participation grade by arranging an assignment with the teacher to cover the work missed.

**Excused absences** are defined as absences due to personal illness, illness or death in the immediate family, impassable roads or severe weather, religious observance, quarantine, required court appearances, attendance at health clinics, pre approved college visits, approved cooperative work programs, military obligations, required field trips, music lessons, athletic competitions, counselor appointments, school sanctioned activities, or such other reasons as may be approved.

**Unexcused absences** are considered a violation by a student of the compulsory attendance provisions of Article 65 of the Education Law, which require students to attend school on a regular and punctual basis. Unexcused absences are defined as all absences other than excused absences. For example, without limitation, lateness to school without a note, absence from school without parent/guardian knowledge, family vacations, oversleeping, class cuts, unapproved early leaves, etc. are unexcused absences from school.

The parent or guardian is also required to write and sign a note, indicating the specific reason for the absence, to be sent with the student to the Attendance Office on the day the student returns to school.

## **Attendance Procedures**

The student's parent or guardian **is required** to call the Attendance Office of the High School (631-244- 6605) whenever the student will be late or absent from school and to give the reason for the lateness and/or absence. **Failure to provide a note on the date of the lateness may result in the loss of co-curricular privileges for that day.**

### **Removing a Mistakenly Recorded Illegal Absence from your Record**

If you receive a cut letter for a date on which you were legally absent from school, report to the Attendance Office during a study hall, lunch or after school, so that information can be corrected.

### **Change of Address, Phone Number, or Email**

If there is any change in your address, telephone number, or email, please inform the Attendance Office.

### **Attendance Review Committee**

The Attendance Review Committee is composed of administrators, guidance counselors, a social worker, and teachers. The main objective of the committee is to assist students who are chronically



late or absent to school. The Committee will strive for remediation of these behaviors. However, if a student continues to be late or absent without just cause or proper documentation, he/she will face consequences according to the Attendance Policy. Families will be asked to meet with a member or members of the Committee to address concerns regarding the student and in turn an intervention plan will be developed and implemented.

## **Lateness**

Each student is required to be in his/her seat when the bell rings. This is true of class periods, tenth period and homeroom. A student is required to make up a class period for each class missed due to lateness. The make up time, however, does not absolve the student of the class participation requirement. **Five lateness per quarter will result in a referral to the Assistant Principal/Dean. Continued lateness may ultimately result in a withdrawal/failure from the class.** Students who are late to school must report directly to the Attendance Office. A late note must be submitted indicating the reason for the lateness and an approximate time of arrival at school must be noted. The purpose of the class make-up and loss of participation credit are twofold:

1. to discourage lateness to school/class
2. to make up the work missed due to lateness

It is the student's responsibility to see **each** of his/her teachers to arrange for the class makeup(s) the **same** day that the student is late to school. The school day does not end until the conclusion of tenth period (2:35 p.m.). If the student does not see his/her teacher(s), it is assumed that the student will report for the class make-up that afternoon. If the student is absent the day the make-up was scheduled, it is the student's responsibility to serve the class make-up the day the student returns to school. If the student cannot stay that afternoon, he/she must see his/her teacher(s) prior to that tenth period.

1. A student may not leave school during the day unless he/she is excused by the nurse for sickness or unless the student presents an authorized note signed by his/her parent or guardian and is to be excused for a legal reason. **All underclass members of the student body must be signed out by a parent/guardian through the Attendance Office.** In no case may a student be excused for illegal reasons as so detailed by State Education Law. Early dismissal notes must be submitted prior to dismissal from school. Notes must be submitted to the Attendance Office before the second time session (8:14 a.m.).
2. It is the responsibility of the student to make up the work he/she missed during his/her absence.
3. Each student who has been absent due to sickness for three days or more must report to the nurse when he/she returns to school.



## Exclusionary Policy

Please keep in mind that students who are suspended on **five** occasions, either in school, after school or at home will be denied the opportunity to participate in co-curricular activities. If you cannot act appropriately in school, you will not be given the opportunity to attend and/or participate in such activities as proms, banquets, interscholastic athletics, theater productions, etc.

### Truancy Guidelines /Unexcused Absence

Truancy is the absence of a student from a regularly scheduled class without the knowledge of his/her parent or guardian and without permission of school authorities. Any unexcused absence from a class will be considered a truancy. Class truanies will be recorded on the student's permanent record and will pertain to each individual class period. Therefore, the student who is truant for an entire day would have a truancy for each class period. Extended truancy for more than one day will be considered as one truancy since penalties for a succeeding truancy cannot be enforced until the mechanics of the prior truancy have been completed. However, each day's truancy will be considered a day's absence for attendance & class participation purposes.

The following steps will be taken to encourage regular attendance of students who are illegally absent or truant: As soon as possible after each unexcused absence, a letter will be sent to notify the parent/guardian of the absence encouraging them to attend a meeting with the teacher(s), the counselor and/or the administrator. The following disciplinary sanctions will be imposed for each **unexcused absence**:

### Full-Year Course

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Zero for the Work/ Exam, etc	Zero for the Work /Exam, etc.	Zero for the Work/ Exam, etc	Zero for the Work/ Exam, etc.	Zero for the Work/ Exam, etc.	Zero for the Work/ Exam, etc.
Letter home	Letter home	Letter home	Cert. Letter home	Letter home	Letter home
Teacher/ Student Conf	Counselor/Student Conf	Parent/ Adm.  Student Conf	Adm. Conf  In-school Susp	Susp.	Course Drop
PM Detention	PM Detention	In-School Susp			





## Semester Course

Step 1	Step 2	Step 3	Step 4	Step 5	
Zero for the Work/Exam etc	Zero for the Work/Exam etc.	Zero for the Work/ Exam, etc	Zero for the Work/ Exam, etc.	Zero for the Work/ Exam, etc.	
Letter home	Letter home	Cert. Letter home	Letter home	Letter home	
Teacher/Student Conf	Counselor/Student Conf	Parent/ Adm. Conf	Adm. Conf With Student	Course Drop	
PM Detention	PM Detention	In-School Susp	In-school Susp		

With the fourth **unexcused absence** in a full-year course (third in a semester course), the counselor and the administrator will meet with the student and his/her parents/guardians. A contract will be developed, which outlines the attendance guidelines and will be kept on file with the appropriate administrator. The contract will indicate the following:

- When a student is absent from school, **a phone call and a note are required from the parent/guardian.** The phone call **must** be made on the day of the absence, preferably between **7:15 am and 10:00 am.** The note must be brought to the Attendance Office when the student returns to school. **The note must be signed by the parent/guardian, state the date(s) of absence and the reason for absence.**
- **Any student with more than five unexcused absences for a semester class or six unexcused absences for a full year course will be removed from the course and will be denied course credit.** A “W” (withdrawn) will be entered on the student’s transcript indicating that the student was removed from the course.
- Students who exceed the unexcused/excused attendance limit, who wish to attend summer school, will be given an opportunity to *audit* the course.
- Any student in excess of 18 excused absences for a full-year course will be required to bring in a doctor’s note. If the absences are deemed to be without just cause, a student may be withdrawn from the course.
- If a student is auditing a course, the student will be required to complete all course assignments and attend classes on a regular and punctual basis. If the student is disruptive, a reasonable attempt to address the behavior will be made. If the disruptive behavior continues, the student will be removed from the class and he/she will lose the privilege of attending summer school.
- If a student approaches the unexcused absence limit, the student or the parent/guardian



may request a meeting with an attendance committee (administrator, counselor, teacher) for the purpose of explaining any extenuating circumstances that may warrant an attendance waiver.

- If a parent/guardian wishes to challenge an unexcused absence, the parent/guardian must do so **within five school days**. Notes to clear an unexcused absence will not be accepted after the five day period.

### **Student Dress Code: “*Dress For Success!*”**

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 midriff-covered appearance.

A student’s dress, grooming and appearance, including hair style/color, jewelry, make-up, and nails shall:

1. Be unlikely to injure people or damage property, appropriate according to this code, and not substantially disrupt or materially interfere with the educational process.
2. Recognize that extremely brief garments and see-through garments are not appropriate. Ensure that underwear is covered by outer clothing (visible waistbands and straps are not violations).
3. Ensure that underwear is covered by outer clothing (visible waistbands and straps are not violations).
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not covering the student’s face to the extent the student is not identifiable, except for a medical or religious purpose.
6. Not include items that are vulgar, obscene, libelous, or denigrate, harass, or discriminate against others on account of race (including traits historically associated with race, such as hair texture and protective hairstyles like braids, locks, and twists), color, weight, religion, religious practice, disability, creed, national origin, ethnic group, gender (including gender identity and expression), sex, sexual orientation, or disability.
7. Not promote and/or endorse the use of alcohol, tobacco, marijuana or controlled substances 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 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 being suspended 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 for more than one day.



## Homework Guidelines

Homework is essential for success in our academic program. Homework assignments provide you with an opportunity to review materials presented in class as well as to introduce new concepts. Students should plan to spend at least thirty (30) minutes per night, per class on homework, long term reports, and projects.

## Class Participation Policy/Lateness To School

Students' grades will be negatively affected due to a lack of class participation incurred by:

1. lateness to school
2. lateness into class
3. unpreparedness for class

Lateness to school will be addressed as follows:

1. Lateness into class less than 15 minutes =  $\frac{1}{2}$  absence
2. Lateness into class greater than 15 minutes = full absence
3. Administrative detention will be assigned. Failure to report to the detention will result in in-school/out of school suspension.

## Classroom/Detention Policy

Students will be assigned a detention period(s) for the following:

1. minor class disturbances or infractions
2. improper conduct in the building or on the grounds of Sayville High School
3. for any other action deemed as inappropriate behavior in school by any member of our staff.

Failure to report for an assigned detention is a form of **insubordination** which will be dealt with in the following manner:

1. The teacher will meet with the student to discuss the situation. The detention will be doubled and/or referred to an administrator where a PM. detention will be assigned.
2. If the student fails to report to either of the double detentions, the student will be sent from class to the appropriate assistant principal. The student will be assigned a PM detention and the parents will be notified. Failure to report to an assigned PM. Detention will result in an automatic in-school suspension.
3. Any student suspended in school three or more times during a school year will be required



to attend a school discipline hearing. The meeting will include the student, his/her parents/guardian, the guidance counselor, and the high school principal. The student and his/her parents will be advised of the following:

- a. A fourth infraction subject to suspension will result in an out-of-school suspension for two days.
- b. A fifth infraction subject to suspension will result in an out-of-school suspension for four days.
- c. A sixth infraction subject to suspension will result in removal from school up to five school days pending a superintendent's hearing. This may result in possible placement in an Alternative program.

## **Hazing**

The Board of Education recognizes that hazing is abusive behavior that harms victims and negatively impacts the school culture by creating an environment of fear, distrust, intimidation, and intolerance. The Board further recognizes that preventing hazing in schools is essential to ensure a healthy, nondiscriminatory environment in which students can learn.

The Board is committed to providing an educational environment that promotes respect, dignity and equality and that is free from all forms of hazing. To this end, the Board condemns and strictly prohibits all forms of hazing on school grounds, school buses and at all school-sponsored activities, programs and events, including those that take place at locations outside the district.

Hazing, means committing an act against a student, or coercing a student into committing an act that creates a risk of emotional, physical or psychological harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.

“Student organization” means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, clubs, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

The term hazing includes, but is not limited to:

1. Any humiliating, degrading or dangerous activity demanded of a student to join a group, regardless of the student’s willingness to participate (conduct has the potential to endanger the mental or physical health or safety of a student).
2. Any hurtful, aggressive, destructive or disruptive behavior such as striking, whipping, sleep deprivation, restraint or confinement, 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. Substance Abuse-use or abuse of tobacco, alcohol or illegal drugs.
4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to emotional, physical or psychological stress, embarrassment, shame or humiliation that adversely affects the health or dignity of the students or discourages the student from



remaining in school.

5. Any activity that causes or requires the students to perform a task or act that involves violation of state or federal law or school district policies or regulations.

In order for the Board to effectively enforce this policy and to take prompt corrective measures, it is essential that all victims of hazing, and persons with knowledge of hazing, report the harassment immediately. The district will promptly investigate all complaints of hazing, either formal or informal, verbal or written. To the extent possible, all complaints will be treated in a confidential manner. Limited disclosure may be necessary to complete a thorough investigation. If after appropriate investigation, the district finds that a student has violated this policy, prompt corrective action will be taken in accordance with the district's Code of Conduct.

## **Class Participation/Attendance and Grading Guidelines**

### **Applicability**

1. This guideline shall apply to all students of Sayville High School (Grades 9-12).
2. The guideline shall apply to each course independently of other courses.
3. The guideline shall apply to students with a handicapping condition unless otherwise noted in the student's I.E.P.
4. Students attending classes at other facilities, such as The Academy of Applied Technology (Islip, Brookhaven) shall also be subject to the Sayville High School class participation guidelines.
5. New students to Sayville High School shall have the allowable number of days of non-participation prorated to reflect that portion of their courses which remain after they have entered our program.

The Board of Education recognizes an important relationship between class attendance and student performance. Consequently, each marking period of a student's final grade will be based on classroom participation as well as the student's performance on homework, tests, papers, projects, etc. **Students are expected to attend all scheduled classes.**

Consistent with the importance of classroom participation any excused absence from class, which is not made up, shall result in the loss of points from the student's class participation grade for the marking period.

Any student who misses a class is expected upon his/her return to consult with his/her teachers regarding missed work. If the absence is excused, the student may earn his/her classroom participation grade by arranging an assignment with the teacher to cover the work missed.

Only those students with excused absences will be given the opportunity to make up a test and/or to



turn in a late assignment for inclusion in the calculation of the performance portion of their final grade. Make-up opportunities must be completed by a date specified by the student's teacher for the classes in question. The following guidelines for make-ups have been adopted by the high school faculty:

- The day the student returns from an excused absence, he/she must see his/her teachers to arrange the make-up class, and the date for submission of their homework/classwork, etc.
- For an isolated period (music lesson, conference, etc.), it should be made up the same day.
- Failure to make-up the class, as assigned, will result in a zero for work done in class with no additional opportunities to make up the class.
- Failure to make up the quiz, the test, or the homework assignment, as assigned, will result in a zero for the quiz, the test, or the homework with no additional opportunities to make-up the grades.

At the high school level, any student with **more than five unexcused absences for a one-half year course or six unexcused absences for a full-year course will not receive credit for that course.** *To ensure that parents and students are aware of the implications of this minimum attendance requirement, the teacher and other appropriate school personnel will counsel the student and contact the parent by telephone or mail subsequent to each unexcused absence.* **Students who exceed the unexcused attendance limit, who wish to attend summer school, will be given an opportunity to audit the course.**

## School Discipline and Disciplinary Actions

<u>OFFENSE</u>	<u>DISCIPLINARY ACTION</u>
Smoking	Step 1 In-school suspension Step 2 In-school/out of school suspension/referral to Suffolk County Health Dept. Step 3 Out-of-school suspension/hearing with the Suffolk County Health Dept.
Possession of tobacco	Step 1 P.M. detention and confiscation of products Step 2 In-school suspension and confiscation Step 3 Out-of-school suspension
E-Cigarettes	Step 1 Three (3) days In-school suspension, completion of ed. modules Step 2 Three (3) days out-of-school suspension Step 3 Five (5) days out-of-school suspension Referral to the Superintendent

**Confiscated e-cigarettes/vapes will not be returned.**



Insubordination/ Insolence	Step 1	PM Detention or In-school suspension
	Step 2	In-school/out-of-school suspension
Improper Language	Step 1	P.M. detention or in/out-of-school suspension
Detentions due to minor disturbances, detention	Step 1	Tenth period class detention
	Step 2	Tenth period detention doubled etc. for failure to report to initial
	Step 3	P.M. suspension or in-school suspension for failure to report to either of the doubles
Lateness to School	Step 1	Automatic Tenth Period Detention. Loss of class participation under the Class Participation Guidelines and required class make-up 10 <sup>th</sup> period. <i>Late note/phone call must be received to allow participation in the day's co-curricular activities.</i>
	Step 2	PM detention
	Step 3	In-school suspension.
Discharging Fire Extinguishers	Step 1	In/out-of-school suspension
Improper Conduct In the Cafeteria (throwing anything)	Step 1	1-5 days of in/out-school suspension/loss of cafeteria privileges
Laser Pointer	Step 1	Warning/PM detention and confiscation
	Step 2	PM detention
<b>Zero Tolerance</b> Drinking /Drug Use/ Weapons Possession		Student participation in activities (dances, proms, field trips, clubs, etc.) and/or participation in the interscholastic athletic program is a privilege afforded to those students who comply with the rules and regulations of Sayville High School.



Students who are found to be in possession of, selling, using or who are under the influence of drugs and/or alcohol in school, on school grounds or at any school affiliated function will be denied the opportunity to continue their participation in school activities and interscholastic athletics will be disciplined according to the following guidelines:

- Five days of out-of-school suspension.
- Suspension of activities (proms, banquets, elective field trips, etc.) for a period of one calendar year from the date of the infraction.
- Suspension from interscholastic athletics, theater groups, clubs, co-curricular, etc. for a period of ninety (90) school calendar days from the date of the infraction.
- Parent/guardian conference
- Referral to the Suffolk County Police (for drug use, sale or possession).
- Referral to the Student Assistance Counselor and/or the appropriate agency for mandatory counseling.

#### Leaving School

Grounds	Step 1 In-school suspension
Without Permission (all students)	Step 2 In or out-of-school suspension

Fighting	Step 1 Out-of-school suspension (1-5 days), Parent conference.
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Improper Conduct	Step 1 Loss of privileges to attend future at events and in or out-of-school suspension(s)
Dances/Athletic Events, Etc.	Step 2 Loss of additional privileges (proms, field trips, etc.), and in or out-of-school suspension(s)

Improper Use of a Vehicle	Step 1 PM detention for students
(Parking in spaces not assigned)	Step 2 Loss of privileges for 30 school days during the school year/revocation of parking permit

Destruction of School Property	Step 1 Payment/suspension in or out-of-school for 1-5 days Referral to Suffolk County Police for possible legal action
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Fire Alarms (False Alarms) (Felony)	Step 1 1-5 days of in/ out-of-school suspension Referral to Suffolk County Police/Fire Marshal for legal action
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Theft/Stealing	Step 1 1-5 days of in/ out-of-school suspension Referral to Suffolk County Police
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Gambling (i.e. dice/cards)	Step 1	Warning and confiscation
	Step 2	PM detention
	Step 3	In-school suspension
Failure to report to assigned Study Halls	Step 1	Warning
	Step 2	P.M. Detention
	Step 3	PM Detention/In-School Suspension
	Step 4	In-School Suspension
Possession or use of a weapon	Step 1	Automatic referral to the Superintendent of Schools/Zero Tolerance Policy
Trespassing	Step 1	Subject to arrest and suspension from school (1 – 5 days)
Bomb Threat	Step 1	Felony Criminal Prosecution One-year suspension of driver's license Restitution Suspension/Superintendent's Hearing
Improper Use of Technology (Computers, Cell phones, etc.)	Step 1	In-school/Out-of-school suspension (1 –5 days). Suspension of computer access
Sexting/ Videotaping a fight & distribution of	Step 1	Suspension
Taking a picture/ video of staff or student	Step 1	Suspension
Bullying	Step 1	PM detention/In or out of school suspension (1-5 days)
	Step 2	DASA Referral



## Dignity for All Students Act (DASA)

In 2010, New York State passed the Dignity for All Students Act (DASA). This law went into effect on July 1, 2012 and protects students from harassment, discrimination, and bullying by other students or school employees. It provides that no student shall be subjected to discrimination based on his or her actual or perceived race, color, national origin, ethnic group, religion, religious practice, disability, weight (or other physical features), sexual orientation, gender identity, or biological sex. DASA explicitly states that bullying, taunting, and intimidation on the protected grounds listed above are all forms of harassment; however, it is not limited to those categories. Please go to the link <https://www.sayvilleschools.org/Page/232> on the district website for more information.

## Cell Phones and Electronics

We will strictly adhere to and enforce our cellphone practice. ***Students will be required to place their cellphones in class storage pouches during instructional periods. During this time, students will not be permitted to access their devices.*** If a student is seen using an electronics device (including a smartwatch) in a classroom without permission, it will be confiscated and the student will have to pick it up from the Attendance Office at the end of the day.

Students are asked to ensure that friends and family members are aware of this rule. ***The district will not be liable for the loss of personal cellular phones and/or smartwatches brought into the school.***

The procedures for enforcing the Cell Phone/Electronics policy are as follows:

1. **First Offense** - Student will give the phone/electronic device to the staff member and the student can pick it up at 2:00 pm in the Attendance Office. The student will receive a warning.
2. **Second Offense** – Student will give the phone/electronic device to the staff member and the student can pick it up at 2:35 pm in the Attendance Office. The student will then receive a PM detention.
3. **Third Offense** – Student will give the phone/electronic device to the staff member and the phone can be picked up at 2:35 pm in the Attendance Office. The student will receive a PM Detention.
4. **Fourth Offense** – Student will be sent to Attendance Office and the student's parent will have to come and pick up the phone. The student will be receiving an in-school suspension.
5. **Fifth Offense** – A parent meeting will be requested.

If a student refuses to give a staff member their phone/electronic device, the student should be sent down to the Attendance Office for insubordination. The procedures for refusing to hand a staff member a phone/electronic device are as follows:

1. **First Offense** – Student will be sent to Attendance Office and given an opportunity to hand the phone in. If the student hands it in they will receive an in-school suspension for insubordination.



2. **Second Offense** – Student will be sent to Attendance Office and given an out-of-school suspension. A parent will be notified and asked to pick up their child.

If a student does not want to hand a phone/electronic device to the Assistant Principal, they will be sent home immediately and the student's parents will have to pick him/her up from school.

**The use of any photographic (i.e. cell phone, digital camera, video/phone/camera) is prohibited in classrooms, hallways and locker rooms. The use of such a device will result in a suspension (in-school/out-of-school) from 1 to 5 days.** Please refer to the digital Citizenship handout and the cell phone contract distributed in the beginning of the school year.

## **Computer Utilization**

The only software permitted on district computers is district owned software. Students who violate this policy will not be permitted access to the computer facilities. Additionally, the following on-line behaviors are activities which will lead to student disciplinary action(s):

- Sending or displaying offensive messages or pictures.
- Student messages which are harassing, insulting or menacing to others.
- Damaging the computers and/or the computer networks.
- Trespassing into another user's account.

Students who choose to abuse the computer privileges will be reprimanded in the following manner:

**Step 1** In-School suspension(s) plus, if necessary, compensation for any damage.

**Step 2** In-School/Out of school suspension, loss of unsupervised computer accessibility, and, if necessary, compensation for any damage.

## **Phone Calls**

Phone calls during the school day interfere with student productivity and are distracting to others. Students are prohibited from making and receiving phone calls during assigned classes. Exceptions will be made for emergencies or matters requiring immediate attention. Phone calls may only be placed during non-school hours, or during breaks and lunch periods. Students may be permitted to use district phones in emergencies.

## **Electronic Devices: State and Local Testing/Student Use of Communications Devices**

All students are prohibited from bringing cell phones and certain other electronic devices, as defined below, into a classroom or other location where a State exam is being administered. Test proctors, test monitors, and school officials shall retain the right to collect and hold any prohibited electronic devices prior to the start of the test administration. Admission to the test shall be denied to any student who is in possession of a cell phone or other prohibited electronic device and refuses to relinquish it. These devices include the following: cellphones, smartwatches, iPods and MP3 players, iPads, tablets, and other eReaders, laptops, notebooks, or any other personal computing devices, cameras or other photographic equipment, headphones, headsets, or in-ear headphones such



as earbuds, and any other device capable of recording audio, photographic or video content, or, capable of viewing or playing back such content. You may not keep any of the above mentioned devices with you, or near you, including in your pockets, backpack, desk, etc. **If you keep a cell phone, smartwatch, or any of these items with you, your exam will be invalidated.**

## **Fifth Year Students and High School Minimum Credit Requirements**

Fifth year students may be dismissed at the completion of the needed courses. All other students must be scheduled for 6 credits, not including physical education. Students who drop below the minimum will be required to attend an attendance meeting with their parents/guardian, their counselor and the principal or designee. The meeting will outline a course of action to correct the deficiencies. The actions may include:

- a. assignment to the in-school suspension room
- b. allowance for a course audit
- c. placement in an Alternative Program
- d. removal from school pending a Superintendent's Hearing

Students may be dismissed to attend extension school programs such as Work Study, Independent Study, and/or the Occupational Education Program.

## **Suspension**

Any student reported on a disciplinary report can expect one or more of the following actions:

- a. to be called to the Assistant Principal's office
- b. parent/guardian notification
- c. parent/student/teacher conference
- d. PM detention
- e. in-school suspension(s)
- f. suspension from school pending a parent conference
- g. required participation in a behavioral management program
- h. removal from school and placement in an Alternative Program
  - i. ***five suspensions will result in the loss of school privileges*** (parking permit, Driver Education, dances, proms, co-curricular programs, interscholastic athletics, etc.) for the remainder of the year. (See Exclusionary Policy)

A student may be suspended for disorderliness, and/or insubordination, leaving school grounds without permission, profanity, pornography, drinking, drug use, gambling and destruction of property anywhere on school grounds. Each incident will bring about an automatic in-school suspension. The penalty phase is also based on the severity of the action, as well as the step the student is on, as penalties are progressive.

Any action which violates Federal, State, Local Law or Ordinance will result in an immediate suspension.



A student who is suspended in school is required to make up all of the work missed. The student must contact his/her subject matter teachers prior to the date of the suspension to receive the class assignments and to arrange for the class makeup. If the student/teacher arranges a date to make up the work and the student fails to report, the student's participation zero will remain.

Students suspended in school are also suspended from participation in co-curricular activities (club events, meetings, competitions, interscholastic athletic practices, games, etc.)

### **Rules for the In-school Suspension Room**

If you are assigned to in-school suspension, you are suspended from classes but not from school. You will follow the procedure listed below:

1. You will check in with the Attendance Office at the beginning of the school day (7:25 am). You must turn in your phones at this time.
2. You will then report directly to the In-School Suspension Room and remain there for the entire day.
3. You are not to leave the room between classes. If you wish to be excused for some reason, you must be escorted.
4. There is to be no talking. Bring your books and do the classwork assigned by your subject teachers. This is a worthwhile time to make up work that will be due. The work will be collected and graded/reviewed by your subject teachers.
5. Sleeping is not permitted during in-school suspension.
6. Students may not put their heads on the table for the purpose of sleeping during suspension.
7. Students who begin suspension and elect to cut suspension are insubordinate and will be assigned an out-of-school suspension.
8. Students who are suspended are also suspended from afternoon co-curricular programs and lose the opportunity to attend extracurricular activities during the day the suspension occurs.
9. Students will remain in in-school suspension for the duration of the lunch period.
10. Students who are removed from In-School Suspension for disciplinary reasons will be suspended out of school.

### **Suspension, Out-Of-School**

1. The suspended student will not report to school.
2. The suspended student is not permitted in the school or on the school grounds for any reason during the day(s) of suspension unless permission is granted by the principal or designee.
3. Students suspended out-of-school are also suspended from participation in co-curricular activities and attendance at co-curricular activities.
4. The suspended student must have someone pick up his/her classwork from the Guidance Office.

### **Rules for PM Detention**

1. PM Detention begins promptly at 2:35 p.m. and concludes at 4:30 p.m.
2. Report directly to the Attendance Office and sign-in with the teacher.



3. There is to be no talking during the suspension period. Bring your books and do all of your homework/classwork, which has been assigned by your subject teachers.
4. Food, soda, radios, use of cell phones etc., are not permitted in the Suspension Room. Sleeping is not permitted in PM Detention.
5. Failure to comply with any of the rules will result in a reassigned PM Detention or assignment to the in-school suspension room.

## **School Dances/Proms/Banquets**

Students will not be admitted to school dances after the specified deadline (generally within thirty (30) minutes after the event begins). If a student knows that he/she cannot arrive prior to the deadline, the student must see one of the Assistant Principals during that school day for a late pass to the activity. Additionally, students who elect to attend a school dance, etc. will be required to remain for the entire event unless an administrator or advisor receives written permission from a parent/guardian granting you permission to leave early. If you act inappropriately (insubordinate behavior, improper conduct, etc.) and are asked to leave, you will **not** be permitted to attend the future dances, proms, banquets, etc.

## **Trespassing On School Grounds**

Students are not to be on school property at unauthorized times. Violators will be apprehended by the police, prosecuted and suspended from school.

## **Classroom Discipline**

### **Removal for unacceptable conduct**

**1<sup>st</sup> step** -Teacher warns the student that his/her conduct is unacceptable and contacts the parent(s)/guardian. A report is sent to the Assistant Principal.

**2nd step** - Student is sent to the Assistant Principal and removed from class until parent/guardian conference is held. Both the student and the parent will be informed that any further unacceptable conduct will result in permanent removal from the class and an "incomplete" for the course will be entered on the student's record.

**3rd step** - Permanent removal, an "incomplete" entered on the student's record and assignment to a closed study hall.

## **Classwork Requirements**

### **Removal for refusal to do assigned work and/or refusal to participate in class activities**

**1st step** - Teacher warns the student and contacts the parent(s)/guardian.

**2nd step** - Student is sent to the Assistant Principal and removed from class until parent conference is held.

**3rd step**- Student is removed permanently from class and a failing grade for the course will be entered on the student's record.

## **Throwing Snowballs**

Students who throw snowballs at anyone on the school grounds or at automobiles on Brook Street or



on Cherry Avenue are in violation of school rules. It makes no difference on which side of the street that the action occurs, the student(s) will be automatically suspended.

### **Gifts**

No gifts are to be given to any member of the faculty at any time. This includes the holiday season, the end of the school year and after any athletic, dramatic, or musical performance, etc.

### **Fighting**

Any students fighting in school, on school grounds or in the vicinity of the school grounds (Brook Street, Lorraine Circle, etc.) during the school day are breaking a school rule and will be suspended.

### **Gun-Free School Act**

The Sayville Board of Education has adopted a policy pursuant to the Gun-Free School Act of 1994 which is part of President Clinton's Goals 2000 18 USC Section 921 (including starter pistols and fireworks), in a school under the jurisdiction of the Board of Education shall be excluded from school for a period not less than one year. The Superintendent of Schools may modify such exclusion requirement on a case by case basis in accordance with applicable federal and state laws, rules and regulations. In all cases, the student shall be afforded due process as may be required. For additional information, call the Office of Pupil Personnel Services.

### **Detention Policy**

Students will be assigned a detention period(s) for the following infractions:

1. minor class disturbances or infractions
2. improper conduct in the building or on the grounds of Sayville High School
3. for any other action deemed as inappropriate behavior in school by a teacher, an administrator or a member of the staff.

When a student has detention for more than one teacher on the same day, he/she is to obtain a written pass from the teacher with whom he/she spent the detention and give this pass to the other teacher(s).

All students must report to detention on time. The detention period will begin at 2:07 p.m. and end at 2:35 p.m. If the student arrives late, the remainder of the period has to be spent on detention but this time will not count towards satisfying the original detention time. The student will have to continue to report for detention until he/she arrives on time.

Academy of Applied Technology students will be given the opportunity to serve their detentions at 7:00 a.m. All other students are expected to report to their detentions during the ninth period. Students are not kept after school. The school day is from 7:25 a.m. until 2:35 p.m.



## **Failure To Report For Detention Is Insubordination**

If you fail to report to the scheduled detention, an in-school suspension will be administered. Failure to report at that point will result in an assignment to the Alternative Learning Center (7:30 am – 2:05 pm) and a parent/guardian conference.

## **Sickness in School**

Report to the nurse's office if you become ill or are hurt. If the nurse is not in her office, report to the main office immediately (especially true during lunch period). Your parent or guardian will be contacted if the illness or injury is such that it requires more immediate medical attention. Under no circumstance should you leave the building without proper authorization. Your parents will be contacted to determine how you will get home. If your parents cannot be contacted, the emergency number will be used. If you leave school during lunch and are unable to return to school for your afternoon classes, your parent/guardian must notify the attendance office as soon as possible. A note will be required to clear any truancy when you return to school.

## **Make-Up Work**

Students who are legally absent from class, (sickness, field trips, religious observance, death in the family, required court appearances, etc.) are required to make up the class time missed due to the absence. A student who is required to come in to make up work during tenth period is to report as requested by the teacher. Failure to report to an assigned make up, results in a zero for the work missed with no further opportunity to change the grade. Students who are illegally absent and miss a test, an assignment, etc., will not be given the opportunity to make up the exam, the classwork, etc.

## **Home Teaching**

Students who are absent from school for a prolonged period of time due to illness or injury may request home instruction. Provisions for this assistance may be arranged through the Guidance Office. Parents/guardians requesting home instruction are required to provide documentation from their physician who may recommend homebound instruction for a prescribed amount of time.

## **Short-Term Illness**

If you are absent from school for short periods of time due to illness or injury (four-five days, etc.), you may request homework from the Guidance Office. Work can be picked up at 3:00 p.m. in the Guidance Office. After the initial request has been made, please allow a school day so that the work can be collected. For a daily assignment, it would be to your advantage to have a friend pick up the classwork, etc. when you anticipate a class absence.

## **Passes**

Students are not allowed in the halls at any time without an authorized written pass. Passes are required for lavatory use, library visits, office visits, etc., during the class periods.





## Textbooks

All texts are supplied by the school. Lost or damaged books must be paid for by the student to whom they were assigned. Please be sure to accurately fill out your book loan cards. If you fail to return the assigned materials, you will be responsible for the cost of the text, etc.

## Visitors

1. All outside, student visitors must be approved in advance of the visit.
2. The visitor and his/her Sayville High School host/hostess, must have written permission from their respective parent(s)/guardian(s).
3. The visitor must agree to abide by all rules and regulations of Sayville High School.

## Lockers

Lockers are issued for your use. They are not to be used to store any illegal materials such as alcohol, drugs, etc. Do not store valuables in your locker. The school district cannot assume responsibility for items taken from lockers. If your locker is broken, remove your belongings and report the problem to your homeroom teacher or to the chief custodian.

### Locker/Personal Search and Seizure

Students have constitutional rights to privacy, however, the special nature of an educational institution gives school authorities greater freedom than police have to search students and their lockers. Your locker is a temporary loan of school property. School officials can open it if they have reasonable cause to believe that it contains inappropriate items or if health and safety issues are involved. You can be searched if school officials have reasonable cause to believe that you have items in your possession which are in violation of state law or school rules. School authorities do not need a warrant. Police may search you or your lockers with a warrant and with consent of school officials.

Items found in a search by school officials may be used against you. The school does not have an absolute right to search; neither do you have an absolute right to privacy.

## Fire Drills

Fire evacuation routes are posted in each classroom. Students should familiarize themselves with the routes for each room in which he/she has a class.

During an alarm, students will exit the building in an orderly manner, following the prescribed evacuation route. There will be no talking, lingering or loitering during a drill or emergency. Students will remain with their assigned classes for purposes of class attendance during all drills. In the event that a drill or emergency occurs when students are passing to classes, before classes, during lunch periods or at other uncommon times, students are expected to **walk** quickly and orderly to the **nearest** exit and move away from the building. Students will remain on school



grounds during a drill or an emergency and only **re-enter the building when the all clear signal is given.**

### **False Alarms**

The causing of false alarms results in an automatic out-of-school suspension(s). This infraction will be reported and will lead to arrest according to public law.

## **Bomb Threats**

It is a Class E felony for anyone to issue a false bomb threat directed toward a school in New York State. The 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. Additionally, emergency service providers will seek restitution costs associated with their response to a bomb threat on school grounds. The student will be suspended from school (1-5 days) with an automatic referral to the Superintendent for a Superintendent's Hearing (removal from school).

## **Study Hall**

Students must report to study hall on time. Those students who are late to study hall will be assigned detention.

Students who have a first period study hall **may** report to school prior to 8:14 a.m. (second period) bell, pending they have written consent from their parent/guardian. Study hall students who arrive **during** the first time session **should report to the Attendance Office first** prior to attending their study hall.

Students, except those with an approved **senior privilege**, who have study hall during the 9th period time session may **not** leave the building. Underclassmen should report to their assigned study halls. Wanderers will be assigned detention.

Students may go to the Library or Computer Center during any of the 9 periods if they have a properly filled out, pre-signed pass from a **subject teacher**. Students with a pre-signed pass will report to study hall and then be given the opportunity to report to the Library or Computer Center. Attendance will be taken on sign-in sheets. These sign-in sheets will be forwarded to the Attendance Office at the end of the day. Students who make arrangements with specific teachers for extra help during their study hall period will report first to their assigned study hall and then submit a pre-signed pass to leave for the extra help destination.

Students who are disruptive, insubordinate or who fail to report to study hall will be dealt with in the following manner:

**Step 1** If the student fails to report to the study hall, the student will be given a warning.

**Step 2** If the student fails to report to study hall a second time, the student will be given a PM detention

**Step 3** If the problems persist, the student will be given an in-school suspension.



## Tenth Period

The tenth period has been established as an extra help period and/or a detention period. If you are not staying for extra help or detention, please leave the building. During this period, students may only congregate in the library, the computer centers, or in the gym lobby. Students must make the decision to report to one area or the other and report prior to the late bell.

## Bicycles

Bicycle racks are provided and located by the northeast and southeast entrances to the building. Students are to use these areas only for bicycles. Do not ride your bicycle on the sidewalk of school grounds. All bicycles must be locked. The school will assume no responsibility for damage to bicycles or for items stolen from bicycles. Please do not ride bicycles on school grounds.

## Other Schools

Other schools are off limits between 7:00 a.m. and 4:00 p.m. (Other schools include the elementary schools and the middle school).

## Automobiles and Parking

The Board of Education, working through the administrators of Sayville High School, grants the privilege of parking cars on the high school parking field to those Seniors who wish to drive a car to school **as long as parking spaces are available.**

In compliance with New York State Law (Motor Vehicle Law MV 5001), Sayville High School will only register those Seniors who have a Senior License. **The Senior License is a Class D license issued to drivers aged 18 or older or to drivers 17 years of age who have successfully completed Driver Education and have been issued a "blue card."**

**Any misuse** of an automobile on or around school property will be interpreted as insubordination which means suspension and the loss of parking privileges.

Parking stickers will be issued based on the number of spaces available in the student designated parking lot. If a student is found to be parked in the faculty lot, consequences will follow.

## Automobiles and Parking Regulations

To assure the safety of all concerned and the protection of personal and school property:

1. Vehicles should only be operated on the paved areas at a speed not to exceed 10 mph.
2. All cars should be locked. The school assumes no responsibility for damage to vehicles or for items stolen from vehicles.
3. Parking in fire zones, handicapped areas, use of more than one space, parking in front of the auditorium, parking on the lawn, etc. is prohibited.
4. Loitering in the parking lot and/or sitting in parked cars during the school day are violations of school parking privileges. Violators will be suspended for these infractions.
5. Parking stickers must be clearly displayed on all student vehicles.



6. You must park in “student parking” not the faculty parking lot. Failure to comply with this policy will result in a PM Detention or a loss of parking privileges for thirty (30) school days.

## **Emergency Procedures - Closing of School**

If a determination to close school is made, television’s News 12, the District Website (<https://www.sayvilleschools.org/>), and Parent Square will be utilized to make announcements regarding the school day.

Schools will close only under extreme circumstances, such as when weather is severe, travel is dangerous, or for other similar emergency conditions. Please keep in mind that if school is closed, the A/B schedule (for labs and PE) will change as per the regular schedule.

### **Delayed Opening Schedule**

If the opening of school is "delayed" one hour, classes will begin at 8:30 a.m. If the opening of school is "delayed" for two hours, classes will begin at 9:30 a.m.

## **Announcements**

Announcements must be submitted via a Google Form and adhere to the articulated criteria. All announcements must be approved by the appropriate faculty advisor.

## **Posters and Signs**

Posters and signs may be posted after permission has been received from the Student Government Advisor, the assistant principals, or the principal. Posters may be affixed to the tile and in the cafeteria hallway.

Posters for anything other than Sayville High School activities must be approved by the high school administration. Individuals given permission to display posters and/or signs are responsible for removing them after the event has taken place.



## Co-Curricular Activities

Sayville High School offers a wide variety of clubs and activities. They are as follows:

Anchor Club	Jazz Ensemble	SADD
Art Club	Key Club	School Newspaper
Art Honor Society	Leadership Club	Science Honor Society
Athletes Helping Others	Mathletes	Special Choral Groups
Band and Orchestra	Model UN	Student Government
Book Club	FBLA	Sayville Players
Literary Magazine	Musical Prod.	Stage Crew
Debate Club	Global Info Systems	Tri-M Honor Society
eSports	Nat'l Art Hon. Soc.	World Languages Honor Society
History Club	Gay/Straight Alliance	Jazz Choir
Robotics	Yearbook Staff	

Success in high school is measured first by scholastic achievement, but activities after classes have great value and help students to develop interests and investigate new hobbies and leisure time activities. The successful high school graduate is the one who has concentrated on scholarship but who has also participated in co-curricular activities. Students are expected to exhibit proper behavior at co-curricular events. Failure to do so will result in school suspension and/or denial of the right to attend co-curricular events.

Sayville High School's sports program is based on the feeling that there should be a sport for every interested student. Following is a list of the sports scheduled for the school year:

### Fall Season Winter Season Spring Season

<b>Fall Season</b>	<b>Winter Season</b>	<b>Spring Season</b>
Cross Country	Basketball (boys)	Baseball (boys)
Field Hockey	Basketball (girls)	Golf (girls)
Football	Swimming (boys)	Lacrosse (boys)
Soccer (boys)	Winter Track (boys)	Lacrosse (girls)
Swimming (girls)	Wrestling	Softball (girls)
Tennis (girls)	Winter Track (girls)	Tennis (boys)
Soccer (girls)	Bowling (boys)	Track (boys)
Volleyball (boys)	Bowling (girls)	Track (girls)
Golf (boys)	Volleyball (girls)	Flag Football (girls)
		Unified Basketball

Cheerleading is a 2-season activity covering the Fall and Winter Seasons and is available to both boys and girls.

Athletic awards will be given to those students who have participated in any of the sports activities according to the requirements set forth by the athletic department.



## Co-Curricular Code

Students who are selected to represent the Sayville Schools in co-curricular activities are fortunate in that they have the opportunity to be involved with their teachers and fellow students in enjoyable and educational endeavors beyond the academic schedule.

The Sayville School District has provided an extensive program of co-curricular activities because we are committed to the development of the whole child. Co-curricular activities can aid in the proper social, physical and emotional development of our students.

### Objectives of Co-Curricular Activities

1. Provide the opportunity to learn new skills.
2. Provide the opportunity to interrelate with different individuals in different situations.
3. Provide an opportunity to develop latent talents.
4. Provide an opportunity to develop the responsibility for proper conduct in varied situations.
5. Provide an opportunity to learn responsibilities as to care of equipment, meeting deadlines, following instructions, self-sacrifice, etc. which are so essential to life in general.
6. Provide an opportunity to develop leadership qualities.
7. Take proper care of uniforms and equipment charged to you.
8. The student assumes all financial responsibility for lost or stolen equipment assigned to you.
9. Student-athletes must adhere to all standards of participation as specified in the established rules of the N.Y.S.P.S.A.A.

### Requirements of Participants

It is essential that the students who are selected to represent the Sayville Schools meet certain requirements. Students who are not able to meet the following requirements may be dismissed from the activity:

1. Conduct at all times befitting a representative of Sayville schools.
2. Academic achievement equal to the student's ability.
3. Students must meet all academic responsibilities before participating in co-curricular activities.
4. Proper school attendance. Lateness, truancy or illegal absence will not be tolerated. Failure to attend school and classes on a regular, punctual basis may lead to removal or suspension from the activity.
5. Students will be ineligible for activities while suspended from school (activities include practice).
6. Students will be held financially responsible for any equipment issued to the student.
7. Students may not participate in an activity unless **in attendance at least five periods on the day of an activity**. Students must **also be present for at least five periods prior to the day** when an event/activity is held on a weekend or during a holiday.
8. Students who have academic deficiencies (poor progress reports, poor grades, inadequate preparation for class) will be required to attend extra help classes. Failure to report, as assigned, will result in a suspension from the team or activity.



## **Interscholastic Athletics**

In addition to the criteria for other co-curricular activities, students who participate in athletics must also realize that they must maintain well-conditioned bodies so that they will have the speed, stamina, muscular development and reflexes to participate properly and safely. They must eat proper foods, get proper rest and refrain from tobacco, alcohol, and other drugs.

Athletes found using tobacco will automatically be suspended from the activity for a one week period (one football game and all games which occur during the week's suspension) and be required to meet with the Student Assistance Counselor. If a second infraction occurs, your participation from all sports will be terminated for the remainder of the school year. Athletes found possessing/using drugs and/or alcohol will be removed from the activity in accordance with the district's "Zero Tolerance Policy." Please keep in mind that participation in the athletic program is a privilege, it is **not** a right

## **Locker Rooms**

The locker room is not a center of social activity. Instead, it is a place made available to facilitate good health habits. Problems that do arise in the locker room usually do so from negligence. With some thought and consideration, these problems can be significantly reduced. We can make our locker room as safe and problem free as possible if we:

1. Get dressed and leave the locker room as quickly as possible.
2. Make certain that you have placed all of your gear in your locker before you leave the locker room.
3. Anytime you leave the vicinity of your locker, make sure you lock it.
4. You must not run in the locker room. Locker room floors, especially when wet, are very slippery.
5. Do not participate in horseplay of any nature.
6. Your locker combination number belongs to you. Don't share it with anyone.
7. Help keep our locker room clean. Use the trash receptacles for any trash that you may have.
8. Do not bring bottles or food into the locker room.
9. Do not deface school property (lockers, walls, bulletin board, equipment, etc.)

Decisions calling for disciplinary action for students who fail to adhere to these requirements will be made by the high school principal, the coordinator of the co-curricular area involved and the advisor of the activity.

## **School Spirit - Fan Support and Responsibility**

1. As fans, we have a responsibility to cheer and support our team.
2. In supporting our team and our school, we should respect the efforts of our opponents, the decisions of the officials and the fans of the other schools.
3. Whether we are home or away, it is still a school function. As a result, all school rules and regulations will be strictly enforced. Please, don't put yourself in a position of being denied the privilege of game or match attendance due to improper conduct.
4. Students who do not conduct themselves in an acceptable fashion will be removed from the game or match and dealt with in an appropriate manner (loss of co-curricular privilege.)



## **Working Papers**

There are state laws to protect young workers against long hours, heavy work and dangerous machines, or processes which might lead to serious accidents or be injurious to your health. Therefore, employers must meet certain conditions in order to hire young workers, and must keep in their files working papers for all boys and girls under 18 years of age, whom they employ. This is the reason why, if you are under 18, you must have working papers. *Applications for working papers are available in the Guidance Office.*

### **To Obtain Working Papers:**

1. Ask the Guidance Office for a regular application form.
2. Ask when you are to go for a physical examination.
3. Complete the regular application form which requires:
  - a. a signature of your parent or guardian
  - b. a report from the school doctor showing that you are physically fit for the job you have applied for
  - c. your school record, if you are leaving school

When you have graduated and you are ready for full time work, the New York State Employment Service can help you get a job.

*You cannot engage in work of any type when your attendance in school is required.*

## **Summer School**

### **Purposes**

1. To enable pupils to enrich their education through additional secondary school courses.
2. To enable pupils to make up work which they failed or were unable to take during the regular school year.
3. To enable pupils to satisfy special college entrance requirements.
4. To enable veterans to complete high school courses.

### **Entrance Requirements for High School Credit**

A student is admitted only upon the recommendation of the principal of the school which he/she has attended during the preceding term.

### **New York State Education Department Regulations**

1. Examinations will be held in approved summer high schools only.
2. No person may be admitted to examinations in more than two subjects in August.
3. No person may be admitted to the examination in any subject who has not attended at least recitations in that subject in an approved summer high school.





4. The summer school session will be considered the equivalent of one semester's work during the regular session so far as time or other requirements are concerned.
5. Standings earned in Regents examinations in August may be applied toward a state high school diploma.

## **Registration**

There will be a non-refundable registration of \$3.00 for all pupils living in the Sayville School District. The registration fee must be made in full at registration time.

## **Summer School Driver Education**

Classroom sessions and sessions in the car will be held throughout the day according to a schedule given to the student at registration.

*Additional summer school information can be found in the annual Summer School Parent/Student Information Packet.*

## **National Honor Society**

The August E. Hubal Chapter of the National Honor Society of Secondary Schools was established in 1953.

The aim of the National Honor Society is to promote its four ideals:

**Scholarship-** Maintaining a minimum cumulative weighted average of 94.5%.

**Service-** Showing helpfulness in school enterprises, in the class or in any other organization, and by showing responsibilities in school activities.

**Character-** Being courteous, trustworthy and ethical.

**Leadership-** Showing initiative and superior qualities of leadership in organizing activities.

Election to the Honor Society is very selective. The Chapter is bound by the Constitution of the National Chapter and by its own local bylaws. Students become eligible in February of their junior and senior year

Students must have a cumulative weighted average of 94.5% and must have been an active member each year in a minimum of three after-school activities. The activities must meet the entire year and one of the activities must be service related. Students are rated by the high school faculty on leadership and character and each candidate's credentials, especially service, are reviewed by a faculty committee selected by the principal.



## **Title IX Regulation**

The Sayville Union Free School District, Sayville, New York does not discriminate on the basis of sex in the educational programs or activities which it operates, and it is required by Title IX of the Educational Amendments of 1972 not to discriminate in such a manner. This policy of nondiscrimination includes the following areas: recruitment and appointment of employees; employment pay and benefits; counseling services for students; access by students to educational programs, course offerings and student activities.

The district official responsible for the coordination of activities relating to compliance with Title IX is: Ms. Jillian Makris, Assistant Superintendent for Pupil Personnel Services, 99 Greeley Avenue, Sayville, N.Y. 11782, Telephone: 244-6505. This official will provide information, including complaint procedures to any student or employee who feels that his or her rights under Title IX may have been violated by the district or its officials.

## **Grievance Procedures**

### ***For Resolution of Complaints Alleging Discrimination Based Upon Sex or Handicap***

#### **Level One Procedure**

1. Any student or employee in the School District who wishes to file a complaint regarding alleged discrimination based upon sex (including sexual harassment) or handicap shall make such a complaint in writing on forms available in any of the school offices: Central Office, High School Office, High School Guidance Office, Middle School Office, Middle High School Guidance Office and Elementary Schools.
2. Said form should then be given to Ms. Jillian Makris, Assistant Superintendent for Pupil Personnel Services, District Title IX Compliance Officer and Section 504 Compliance Officer.
3. The Compliance Officer or his/her designee will then:
  - a. Investigate, within one week (seven calendar days), the circumstances of the complaint.
  - b. Render a decision, within two weeks (14 calendar days) after receipt of complaint, and notify the Complainant.
  - c. Provide the Complainant one week (seven calendar days) to react to the decision before it becomes final.
4. The complainant's responsibilities will be:
  - a. Accept the decision, in writing, addressed to the Compliance Officer; or Disagree with the decision, in writing, addressed to the Compliance Officer.
  - b. The failure of the Complainant to make a response will be considered as his/her acceptance of the decision.

In the event that the District's Level One Officer (i.e., The Title IX compliance Officer and/or the Section 504 Compliance Officer or his/her designee) is involved in the alleged discrimination, the Complainant can bypass the Level One Procedure and proceed directly to the Level Two Procedure.



## **Level Two Procedure**

After completion of the Level One Procedure, the Complainant can start the Level Two Procedure by making a written request to the Compliance Officer.

1. The Compliance Officer requests the Superintendent of Schools to review the complaint.
2. The Superintendent will schedule a meeting within one week (seven calendar days) of the receipt of the request for review. The participants shall be the Complainant (the Complainant may be accompanied by his/her parent(s), guardian, spouse, or friend), the Compliance Officer, and the Superintendent; only the Complainant and the Compliance Officer may present information or otherwise actively participate in the meeting.
3. The Superintendent will make a decision within one week (seven calendar days) which shall be final. The complainant and the Compliance Officer will receive copies of the decision.

## **Other Channels for Filing Complaints**

There are other agencies with which complaints alleging discrimination based upon sex or handicap can be filed. Please note that since each agency has its own rules on deadlines for filing complaints, a check should be made with each agency to determine its particular rules for filing complaints.

The complainant may also file a complaint alleging discrimination based upon sex or handicap with:

- A. Federal Office for Civil Rights  
6 Federal Plaza  
New York, New York 10278
- B. New York State Division for Human Rights  
Alfred E. Smith State Office Building  
25th Floor, P.O. Box 7063  
Albany, New York 12225-0063

Complainants who are employees (not students) may also file a complaint of employment discrimination with:

Equal Employment Opportunity Commission (EEOC)  
New York District Office  
90 Church Street, Room 1505  
New York, New York 10007  
(212) 264-7161



Also, as detailed in Section 310 of the New York State Education Law and Part 275 of the regulations of the Commissioner of Education, "Any person conceiving himself aggrieved may appeal or petition to the commissioner of education..."

The address is: New York State Commissioner of Education  
New York State Education Department  
Washington Avenue  
Albany, New York 12234

Although not legally required, it is strongly recommended that complainants go through the school district's grievance procedures before filing a complaint through the other channels listed above.

## **Sexual Harassment of Students**

The Board of Education is committed to safeguarding the right of all students within the school district to learn in an environment that is free from all forms of sexual harassment. Conduct of a sexual nature is deemed to be sexual harassment when the recipient perceives such behavior as unwelcome. It is irrelevant that the harasser had no intention to sexually harass the person. The Board recognizes that sexual harassment of students can originate from a person of either sex against a person of the opposite or same sex, and from peers as well as employees, or any individual who foreseeably might come in contact with students on school grounds or at school-sponsored activities. When an alleged sexual harassment occurs and the district knows about it, they shall take immediate and appropriate corrective action.

The Board, consistent with State and Federal law, as well as Board Policy Numbers 0100, 0100R & 5020.1, therefore, condemns all unwelcome behavior of a sexual nature which may impose a requirement of sexual cooperation as a condition of academic advance, or which may have the purpose or effect of creating an intimidating, hostile, or offensive learning environment. The Board also prohibits any retaliatory behavior against complainants or any witnesses.

Any student who believes that he or she has been subjected to sexual harassment should report the alleged misconduct immediately so that appropriate corrective action may be taken. The complainant shall not be discouraged from reporting an incident of alleged sexual harassment. In the absence of a victim's complaint, the Board, upon learning of, or having reason to suspect, the occurrence of any sexual misconduct will ensure that an investigation is promptly commenced by appropriate individuals.

The Superintendent of Schools or his designee shall be responsible for investigating and remedying allegations of sexual harassment.



## NCLB Act of 2001 & Military Opt Out

This is to inform you that a provision of the federal No Child Left Behind Act of 2001 requires the school district to provide students' names, addresses, and home phone numbers to military recruiters when requested.

However, the law also states that schools must notify parents and students that they have the right **NOT** to be included when the information is released if they choose.

To exercise your legal right to have this information kept private, please notify the school office that you do not wish this information to be released. Please note that unless you use the ***“opt out procedure,”*** the school district cannot refuse the military recruiters' requests and you may be contacted by them at home.

To OPT OUT of the Military Recruitment Provisions of the NCLB Act, a form will be mailed to all Juniors and Seniors in September. Please complete and return it to the Main Office. The form may be submitted in person, by mail, by the student, or by fax (631 244-6779).

## Health Services

The New York State Education Law requires that a health certificate be furnished by each pupil entering the school at any level and by all ninth grade students. An examination of any student may be required by the local school authorities at any time in their discretion to promote the educational interests of such students.

In order to be excused from physical education for more than two (2) days, a doctor's note is necessary. Medical exemptions or modifications must be updated each school year. No internal medications (even aspirin) may be dispensed to students without a written request from the parent or guardian accompanied by a written order from the family doctor. No internal medication is supplied by the school.

Each year, all students going out for athletics must be examined before practice by the school physician. If you are injured or absent for five (5) or more consecutive school days for any reason, please see the school nurse before resuming athletics. A new physical may be required. Please read the athletic code and insurance data carefully before participating. A copy may be obtained in the physical education office.

The school nurse is available for health counseling with students and their families. If any problems occur, an early solution may prevent much distress for the student.

Treatment, corrections, injuries, as well as illness must be reported to the nurse.

Individual vision and hearing tests are done by the school nurse annually and any concerns found are reported to parents or guardians.

First aid is rendered to all students and if further treatment is necessary, emergency card procedures will be followed as much as possible. Please have your parent or guardian complete the emergency



card and return it in a punctual manner. All emergency cards will be distributed early in September. It is imperative that we have current emergency cards for every student.

Psychological services are available through the school.

Assistance from the school psychologist may be obtained by request from the teacher, parent or guardian, or family physician. Psychological services assist all three in gaining insight into a student's problem. These services assist the parent or guardian in attempting to get at the cause of trouble. Then, by conferring with the teacher, guidance counselor and doctor, action may be taken. If there are any concerns regarding the academic and/or social development of the student, please contact the counselor/nurse for appropriate referral.

### **Student Assistance - HELP**

While in school, students can get HELP from:

- a. any guidance counselor – 631 244-6610
- b. the student assistance counselor – 631 244-6784
- c. the school psychologist – 631 244-6619
- d. the school social worker – 631 244-6579
- e. the school nurse – 631 244-6620
- f. any administrator – 631 244-6600
- g. Pupil Personnel – 631 244-6505
- h. the librarian (resource info)-631 244-6630
- I. any faculty member – 631 244-6600
- J. the high school attendance office – 631 244-6605



## Crisis Hotline

<b>RESPONSE:</b> (crisis information & referrals)	631-751-7500
Islip Hotline (24 hours)	631-277-4700
Rape and Sexual Abuse Hotline	631-360-3607
<b>HEALTH:</b>	
Health Information & Referrals	631-348-2736
L.I. Association for AIDS Care	631-385-2437
Poison Control	516-542-2323
	516-663-2650
	800-222-1222
<b>DRUG AND ALCOHOL ABUSE:</b>	
ALANON and ALATEEN	631-669-2827
ACCESS (Town of Islip)	631-224-5330
Alcohol/Substance Abuse	800-522-5353
Alcoholics Anonymous	800-669-1124
Narcotics Anonymous	631-689-6262
Outreach House II	631-231-3232
D.W.I. HOTLINE	800-CURB-DWI
Pace Center	631-981-2244
South Shore Community Organization	631-567-1194
Nicotine Anonymous	631-665-0527
S. C. Office of the Handicapped Services	631-853-3740
Obsessive Compulsive Disorder Anonymous	516-794-1333
<b>FAMILY VIOLENCE:</b>	
Child Protective Services (child abuse)	800-342-3720
<b>SUICIDE HOTLINE</b> (suicide.org)	631-262-2463
<b>PARENTING/FAMILY</b>	
Family Court Helpline	631-853-4647
Suffolk County Women's Helpline	631-853-8222
<b>RUNAWAY AND HOMELESS YOUTH:</b>	
Islip Runaway Program: YMCA	631-665-1173
National Runaway Switchboard	800-621-4000
Crisis Intervention	516-679-1111
Seaberry Barn	631-331-8817
<b>YOUTH SERVICES:</b>	
Islip Youth Bureau	
BIAS Crime	631-224-5320
VIBS (Victims Information Bureau)	877-363-2427
INTERFAITH ANTI-BIAS TASK FORCE	631-360-3606
	631-244-3971
S.C. Human Rights Commission	631-589-0651
LIGALY	631-853-3740
	631-665-2300
	631-737-1615



SOUTHSIDE HOSPITAL	
Emergency	631-968-3000
BROOKHAVEN HOSPITAL	631-968-3314
Emergency	631-654-7100
MATHER HOSPITAL	631-654-7763
SOUTH OAKS HOSPITAL	631-473-1320
	631-264-4000
FAMILY SERVICE LEAGUE	631-427-1768
HIV COUNSELING HOTLINE	631-427-1768
AIDS HOTLINE	631-872-2777
SEAFIELD CENTER	800-541-AIDS
TALBOT HOUSE	631-288-1122
LONG ISLAND WOMEN'S COALITION	631-589-4145
BRIGHTER TOMORROWS	631-666-8833
HOPE HOUSE MINISTRIES	631-395-1800
HORIZONS COUNSELING CENTER	631-473-6030
	631-360-7578
HOSPICE CARE OF LONG ISLAND	
	516-832-7160
S. C. MENTAL HEALTH HOTLINE	
	631-952-3333
<b>NYS SEX OFFENDER REGISTRY</b>	
	<b>900-288-3838</b>
Children & Adult Attention Deficit Disorder	631-981-9270
Suffolk Coalition Against Domestic Violence	
	631-666-8833
Family Court Helpline	
Suffolk County Women's Helpline	631-853-4647
	631-853-8222

