

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
• Build meaningful relationships in the classroom, school, and greater community • Collaborate with peers and colleagues to problem solve • Promote student-centered learning • Increase outreach	• Choose your own path toward success and achievement • Take pride in one's individual work and efforts • Demonstrate integrity • Interact respectfully with all members of the school community	• Embrace personal advocacy • Pursue and maintain focus in critical thinking and problem-solving • Practice kindness to oneself and others in the face of adversity • Work through challenges in order to thrive	• Pursue individualized learning • Enhance contemporary and relevant learning opportunities • Expand experiential learning activities • Encourage opportunities for self-reflection and growth



Guidance

Guidance services are an important part of the educational program at Sayville High School. Our school counselors are dedicated to supporting students in all aspects of their academic, social, emotional, and career development.

Through a comprehensive counseling program, counselors help students build skills, overcome challenges, set meaningful goals, and prepare for their future. They work closely with students to make informed educational, personal, social, and career decisions that support success in high school and beyond.

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

- Ms. Kelsey DeBrino
- Ms. Michele Guinta
- Ms. Colleen Restrepo
- Ms. Nina Santoro

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 conducted in a private and supportive setting. During these sessions, the counselor works with the student to help them better understand themselves in relation to the world around them and to envision their future, whatever their personal, educational, or career goals may be.



Curriculum

A Program of Studies is available online for students and families. This publication describes the courses that may be offered during the upcoming school year. Students and parents/guardians are encouraged to consult with teachers and school counselors when selecting courses for each subsequent school year.

Course offerings are based on student enrollment and other programmatic factors and are subject to change.

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. A 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 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 or loose-fitting clothing (e.g., nylon) in science laboratory classes.



Homework Requirement - All Courses

Homework may be assigned in a variety of forms on a regular basis, including long-term projects, classwork review, written assignments, reading assignments, and other activities. Failure to complete and submit assignments on time will negatively impact your grade and may result in a failing grade for the marking period or course.

Field Trip Policy

Field trips are considered an extension of the classroom. All school policies and regulations are in effect during field trips. **Students who do not conduct themselves appropriately on a field trip will be denied the opportunity to participate in future field trips.** In courses where field trips are a mandatory part of the course (e.g., Urban Studies), denial of the opportunity to participate in a field trip will result in a failing grade 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, including changes to academic levels, will not be permitted after the following deadlines:
 - a. Semester courses: After the first ten school days
 - b. Full-year courses: After the end of the first quarter
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 trancies 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 (BOCES) helps prepare students with the skills and knowledge needed to enter a skilled occupation as advanced learners.

This occupational education program has been developed for students with an interest and ability in a particular area, and the course emphasizes “learning by doing.” Instruction is provided by the Academy of Applied Technology (BOCES) for three hours per day at technology centers designed to simulate the realities of the “world of work.”

The one-half day (three-hour) instruction in the trade or technical subject will be held at the Academy facility, while academic subjects will continue to be taught at Sayville High School. Transportation to and from the facility is provided by the Board of Cooperative Educational 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 30 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, 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 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.

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 10th period. The make-up period begins at 2:09 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 must arrive on time for make-up periods, and all rules and expectations for physical education classes will be enforced. Students may only make up missed classes during the marking period in which the absence occurred. If a student is absent during the final week of a marking period, the missed classes may be made up during the following quarter. Once the classes have been



made up, the student's grade from the previous marking period will be adjusted to reflect completion of the required make-up classes.

Students attending the Academy (BOCES) in the afternoon who are unable to attend tenth period may make up the legally excused absence by completing a one-page reaction paper on a topic related to physical education. All Academy students must receive prior approval from the physical education teacher regarding the topic of the reaction paper.

Modified Physical Education (PE) Procedures

The following guidelines have been established for students requiring a temporary modification to their Physical Education program.

Placement in Modified Physical Education

Students requiring a short-term Modified Physical Education Program must submit medical documentation from a healthcare provider through their parent/guardian to the school nurse. The nurse will review the documentation and place the student on the Modified Physical Education roster, including the anticipated duration of the modification when available.

The nurse will notify appropriate school personnel, including Guidance, Attendance, Administration, Athletics, and Physical Education staff. The guidance counselor will adjust the student's schedule as needed, replacing Physical Education with a study hall, and will communicate the change with the student, parent/guardian, and relevant staff members.

Students assigned to Modified Physical Education will attend study hall in place of Physical Education. Attendance will be taken, and the Physical Education teacher will provide appropriate digital assignments through the Modified Physical Education Digital Classroom. Students must complete assigned Modified Physical Education coursework in order to receive credit for Physical Education during the modification period.

Return to Regular Physical Education

Students may return to regular Physical Education upon receipt of medical clearance or when the approved modification period has ended. The school nurse will update the Modified Physical Education roster and notify the guidance counselor. The counselor will adjust the student's schedule back to the original Physical Education course and communicate the change with the appropriate staff members.

Students will resume participation in regular Physical Education classes once the schedule adjustment has been completed.



Communication Protocol for Student Health Modifications

All student health-related modifications, including but not limited to concussions, crutches, and casts, should follow the established communication process involving the school nurse, guidance counselor, and teachers.

Driver 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 1 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 an illness documented by a physician's statement will 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. Participation in extracurricular music activities and involvement may be reflected in



an increased grade.

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 apply whenever a student participates in any music activity or function sponsored by or affiliated with the Sayville Schools. Specifically, students may not participate in any after-school activity unless they have been in legal attendance for a minimum of five class periods on the day of the activity, or for the entire school day preceding a Saturday or holiday event. Extenuating circumstances will be reviewed on a case-by-case basis.
 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.

Physical Education and Driver Education courses are not used to determine a student's average. 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 second 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.



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.

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 October. 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.

Guidance Office Phone Number - (631) 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, staff members, and all other members of the school community.
2. Respect school grounds, facilities, and all school property, including textbooks, equipment, and other resources.
3. Demonstrate responsibility with or without supervision by displaying appropriate behavior throughout the building and on school grounds.
4. Use appropriate language at all times while in school.
5. Dress in a presentable and appropriate manner each day.
6. Meet all school responsibilities and obligations in a timely manner.
7. Demonstrate courtesy and self-control by maintaining respectful behavior and managing emotions appropriately
8. Refrain from smoking, vaping, or using tobacco products on or near school grounds.
9. Demonstrate good sportsmanship at all school events.
10. Conduct ourselves in a manner that reflects positively on Sayville High 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 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

A student with a grievance will schedule an appointment with his or her guidance counselor to discuss the concern. The guidance counselor and the student will attempt to resolve the matter informally.

Stage 2 - Building Principal

If the grievance is not resolved informally, the student will prepare a written statement describing the grievance and submit it to the building principal within seven (7) school days following the completion of Stage 1. Within ten (10) school days of receiving the written grievance, the building principal will conduct a hearing. Appropriate witnesses may be invited to provide testimony on behalf of either party. The student may elect to have a student government officer present to assist in presenting the grievance.

Stage 3 - Superintendent of Schools

If the student is not satisfied with the building principal's decision, the student may request a hearing before the Superintendent of Schools. The request must be submitted in writing. The Superintendent will schedule a hearing within ten (10) school days of receiving the written request.

At the hearing, the student and his or her representative may present the grievance and invite appropriate witnesses to testify. The Superintendent may also invite the building principal, the guidance counselor, members of the professional staff, and any other individuals whose participation is deemed necessary.

The Superintendent will issue a final written decision to the student within ten (10) school days following 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 the important relationship between class attendance and student achievement. Therefore, each marking period, a student's final grade will reflect classroom participation as well as performance on homework, assessments, papers, projects, and other assigned work. **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 provide a signed note stating the specific reason for the absence. The note must be submitted to the Attendance Office by the student on the day they return 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.



- 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	Letter home	Letter home	Letter home
Teacher/ Student Conference	Counselor/Student Conference	Parent/Admin. Conference	Admin. Conference	Suspension	Course Drop
PM Detention	PM Detention	In-school suspension	In-school Suspension		



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	Letter home	Letter home	Letter home
Teacher/ Student Conference	Counselor/Student Conference	Parent/Admin. Conference	Admin. Conf w/Student	Course Drop
PM Detention	PM Detention	In-School Suspension	In-School Suspension	

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

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 safe, appropriate, and unlikely to cause injury to any person or damage to school property. Student appearance shall not substantially disrupt or materially interfere with the educational process.
2. Be appropriate for the school setting. Extremely brief garments and see-through garments are not permitted. Underwear must be covered by outer clothing; visible waistbands and straps are permitted.
3. Include footwear at all times. Footwear that presents a safety hazard is not permitted.
4. Allow the student's face to remain visible and identifiable, except when required for medical or religious purposes.
5. Not include items that are vulgar, obscene, libelous, or that denigrate, harass, or discriminate against others based on race (including traits historically associated with race, such as hair texture and protective hairstyles including braids, locks, and twists), color, weight, religion, religious practice, disability, creed, national origin, ethnic group, gender (including gender identity and expression), sex, or sexual orientation.
6. Not promote or endorse the use of alcohol, tobacco, marijuana, controlled substances, or illegal drugs, or encourage illegal or violent activities.

Students who violate the dress code will be required to modify their appearance by covering or removing the item in violation and, when necessary or practical, replacing it with an acceptable item. Students who refuse to comply may be subject to disciplinary action, up to and including suspension for the day. Students who repeatedly fail to comply with the dress code may be subject to additional disciplinary action, up to and including out-of-school suspension.



Homework Guidelines

Homework is an important part of achieving success in our academic program. Homework assignments provide students with opportunities to review concepts presented in class, practice skills, and prepare for new material. Students should expect to spend at least thirty (30) minutes per night, per class, on homework, long-term projects, and other assigned work. The amount of time required may vary depending on the course level, academic demands, and individual student needs.

Class Participation Policy/Lateness To School

A student's grade may be negatively affected by a lack of class participation resulting from:

- Lateness to school
- Lateness to class
- Being unprepared for class

Lateness to school and class will be addressed as follows:

- Lateness to class of less than 15 minutes will result in a ½ absence.
- Lateness to class of 15 minutes or more will result in a full absence.

Administrative detention may be assigned as a result of excessive lateness. Failure to report to assigned detention will result in further disciplinary action, including in-school or out-of-school suspension.

Classroom/Detention Policy

Students may be assigned detention for the following:

- Minor classroom disturbances or infractions
- Improper conduct in the building or on the grounds of Sayville High School
- Any other behavior deemed inappropriate by a member of the faculty or staff

Failure to Report to Assigned Detention

Failure to report to an assigned detention is considered **insubordination** and will be addressed as follows:

- The teacher will meet with the student to discuss the situation. The detention may be doubled and/or the matter may be referred to an administrator, who may assign a PM detention.
- If the student fails to report to either of the assigned detentions, the student will be referred to the appropriate assistant principal. The student will be assigned a PM detention, and the parent/guardian will be notified.
- Failure to report to an assigned PM detention will result in an in-school suspension.



Repeated Disciplinary Infractions

Any student assigned **three or more** in-school suspensions during the school year will be required to attend a school discipline hearing. The meeting will include the student, parent/guardian, guidance counselor, and high school principal. At this meeting, the student and parent/guardian will be informed of the following consequences:

- A fourth infraction resulting in suspension may result in an out-of-school suspension of two days.
- A fifth infraction resulting in suspension may result in an out-of-school suspension of four days.
- A sixth infraction resulting in suspension may result in removal from school for up to five school days pending a Superintendent's Hearing. This may result in 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, the following:

1. Any humiliating, degrading, or dangerous activity required of a student as a condition of joining a group, regardless of the student's willingness to participate, is prohibited. Such conduct includes any activity that has the potential to endanger a student's mental or physical health or safety.
2. Any hurtful, aggressive, destructive, or disruptive behavior, including striking, whipping, sleep deprivation, restraint, confinement, calisthenics, or any other activity that subjects a student to an unreasonable risk of harm or adversely affects the student's mental or physical health or safety.
3. Substance abuse, including the use or abuse of tobacco, alcohol, illegal drugs, or other prohibited substances.



4. Any activity that intimidates or threatens a student with ostracism, or that subjects a student to emotional, physical, or psychological stress, embarrassment, shame, or humiliation that adversely affects the student's health or dignity or discourages the student from remaining in school.
5. Any activity that causes or requires a student to perform a task or act that violates state or federal law or school district policies, rules, 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

These guidelines apply to all students enrolled at Sayville High School (Grades 9–12).

- These guidelines apply to each course independently of all other courses.
- These guidelines apply to students with disabilities unless otherwise specified in the student's Individualized Education Program (IEP).
- Students attending classes at other educational facilities, such as the Academy of Applied Technology (Islip or Brookhaven), are also subject to the Sayville High School Class Participation Guidelines.
- For students who enroll in Sayville High School after the start of the school year, the allowable number of days of non-participation will be prorated to reflect the portion of each course remaining at the time of enrollment.

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

Offense	Step	Disciplinary Action
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.
E-Cigarettes/Vapes/ Nicotine Products <i>Confiscated e-cigarettes/ vapes/ nicotine products will not be returned.</i>	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



Offense	Step	Disciplinary Action
Insubordination/Insolence	Step 1 Step 2	PM detention or in-school suspension In-school/out-of-school suspension
Improper language	Step 1	PM detention or in/out-of-school suspension
Detentions due to minor disturbances	Step 1 Step 2 Step 3	Tenth period class detention Tenth period detention doubled etc. for failure to report to initial detention PM suspension or in-school suspension for failure to report to either of the doubles
Lateness to school	Step 1 Step 2 Step 3	Automatic Tenth Period Detention. Loss of class participation under the Class Participation Guidelines and required class make-up 10 th period. <i>Late note/phone call must be received to allow participation in the day's co-curricular activities.</i> PM detention In-school suspension
Discharging fire extinguishers	Step 1	In-school/out-of-school suspension
Improper conduct in the cafeteria (throwing anything)	Step 1	1-5 days of in-school/out-of-school suspension/loss of cafeteria privileges
Laser pointer	Step 1 Step 2	Warning/PM detention and confiscation PM detention
Use of e-Bike (electronic bicycle) or any self-propelled bike/scooter/board on school property	Step 1 Step 2 Step 3	Warning PM detention In-school suspension, parent meeting



Zero Tolerance
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 participating in school activities and interscholastic athletics and 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 counselor and/or the appropriate agency for mandatory counseling.

Offense	Step	Disciplinary Action
Leaving school grounds without permission	Step 1 Step 2	In-school suspension In-school or out-of-school suspension
Fighting	Step 1	Out-of-school suspension (1-5 days), parent conference
Improper conduct (dances, athletic events, etc.)	Step 1 Step 2	Loss of privileges to attend future events and in-school or out-of-school suspensions Loss of additional privileges (proms, field trips, etc.), and in-school or out-of-school suspensions
Improper use of a vehicle (parking in spaces not assigned)	Step 1 Step 2	PM detention for students Loss of privileges for 30 school days during the school year/revocation of parking permit



Destruction of school property	Step 1	Payment/ in-school or out-of-school suspension for 1-5 days Referral to Suffolk County Police for possible legal action
Fire alarms (false alarms) (Felony)	Step 1	In-school or out-of-school suspension (1–5 days) Referral to Suffolk County Police/Fire Marshal for legal action
Theft/Stealing	Step 1	In-school or out-of-school suspension (1-5 days) Referral to Suffolk County Police
Gambling (i.e. dice/cards)	Step 1 Step 2 Step 3	Warning and confiscation PM detention In-school suspension
Failure to report to assigned study hall(s)	Step 1 Step 2 Step 3 Step 4	Warning PM detention PM detention/in-school suspension In-school suspension
Possession or use of a weapon	Step 1	Subject to arrest and suspension from school. 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, cellphones, etc.)	Step 1	In-school or out-of-school suspension (1-5 days) Suspension of computer access
Sexting/videotaping a fight and distribution of content	Step 1	Suspension
Taking a picture/video of staff or student	Step 1	Suspension
Bullying	Step 1 Step 2	PM detention/in-school or out-of-school suspension (1-5 days) 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 visit the district website and view this [link](#) for more information.

Cell Phones and Electronics

In accordance with New York State law, students are not permitted to use internet-enabled devices (such as smartphones, smartwatches, and tablets) at any time during the school day, from the first bell to the last. At the high school, student devices must be powered off and stored in each student's assigned locker.

During after-school activities, electronic devices may be used when appropriate, as determined by the supervising adult. Administrators and staff also reserve the right to restrict device use during school-sponsored events and activities that take place outside regular school hours or off school grounds.

Cell Phone Misuse

Misuse of cell phones and personal electronic devices is strictly prohibited and will result in disciplinary action. Misuse includes, but is not limited to, the following examples:

- Creating, sending, or attempting to receive messages that contain inappropriate, explicit, or offensive content
- Recording students or faculty members without their knowledge or permission
- Using a device in any way that causes a distraction to the learning environment
- Sending or sharing messages, images, or videos involving students or staff that may be considered harmful, invasive, or inappropriate
- Harassing, intimidating, or bullying students or faculty through electronic communication

Consequences for cell phone related offenses will be addressed in ways that include but are not limited to:

Step 1: Warning, device is confiscated until end of day, parent notification

Step 2: Warning, device is confiscated, parent/guardian required to pick up the device at end of school day

Step 3: Device is confiscated, PM Detention is assigned, parent/guardian to pick up the device at the end of the school day

Step 4: Device is confiscated, In-School Suspension is assigned, parent/guardian conference, parent/guardian to pick up the device



Any cell phone brought to school by students will be the responsibility of the student. Administration and teachers will not assume responsibility for damaged, lost, or stolen cell phones.

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 upon completion of the courses needed for graduation. All other students must be scheduled for a minimum of six credits, not including physical education.

Students who drop below the minimum credit requirement will be required to attend an attendance meeting with their parent(s)/guardian(s), school counselor, and the principal or designee. During the meeting, a plan of action will be developed to address the deficiency. Possible actions may include:

- a. Assignment to the in-school suspension room
- b. Approval to audit a course
- c. Placement in an alternative program
- d. Removal from school pending a Superintendent's Hearing

Students may be dismissed during the school day to participate in approved extension school programs, including Work Study and the Occupational Education Program.

Suspension

Any student who receives a disciplinary referral may be subject to one or more of the following disciplinary actions:

- a. Conference with the Assistant Principal
- b. Parent/guardian notification
- c. Parent/guardian, student, and teacher conference
- d. PM detention
- e. In-school suspension(s)
- f. Suspension from school pending a parent/guardian 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** (e.g., parking permit, Driver Education, dances, prom, co-curricular activities, interscholastic athletics, etc.) for the remainder of the school year. (See Exclusionary Policy.)

A student may be subject to disciplinary action for disorderly conduct, insubordination, leaving school grounds without permission, the use of profanity, possession or distribution of pornographic material, the use or possession of alcohol or drugs, gambling, or destruction of property on school grounds.

The disciplinary response will be based on the severity of the offense and the student's disciplinary history, as consequences are progressive in nature.

Any action that violates federal, state, or local law or ordinance may result in immediate suspension from school, in accordance with applicable laws, regulations, and district policy.

A student assigned to in-school suspension is responsible for completing all missed classwork and assignments. The student must contact their teachers to obtain assignments and arrange for



any required make-up work. If a student fails to complete the make-up work as arranged, any applicable participation or assignment grade may remain a zero, in accordance with the teacher's grading policy.

Students assigned to in-school suspension are also prohibited from participating in co-curricular activities during the period of suspension, including club meetings and events, competitions, interscholastic athletic practices, and athletic contests.

Rules for the In-school Suspension Room

Students assigned to in-school suspension are suspended from attending their regular classes but are still required to report to school. Students must follow the procedures outlined below:

1. Students must check in with the Attendance Office at the beginning of the school day.
2. Students will be escorted to their locker to deposit personal electronic devices, gather necessary materials, and proceed directly to the Alternative Learning Center, where they will remain for the entire day.
3. Students are not permitted to leave the room without permission. Any request to leave must be approved by the supervising teacher.
4. Students will be escorted to the cafeteria during fourth period to purchase lunch.
5. Talking is not permitted. Students are expected to bring their Chromebook and all necessary school materials to complete assignments provided by their teachers. In-school suspension provides an opportunity to complete missing work and stay current with coursework. All completed work must be returned to teachers for grading and review. Failure to submit assigned work may result in a grade of zero for the assignment, in accordance with the teacher's grading policy.
6. If a student is not completing assigned work, additional work may be provided.
7. Students may not use earbuds or school-issued electronic devices without specific permission from the room supervisor.
8. Students may not sleep or place their heads on the table for the purpose of sleeping during in-school suspension.
9. Students who begin an in-school suspension assignment and leave without permission will be considered insubordinate and may be assigned two days of out-of-school suspension. Students who demonstrate insubordination while assigned to the Alternative Learning Center may be sent home and subject to additional disciplinary action.
10. Students assigned to suspension are prohibited from participating in afternoon co-curricular programs and may not attend extracurricular activities on the day of the suspension.



Out-Of-School Suspension,

1. A student assigned to an out-of-school suspension may **not report** to school during the suspension period.
2. The student is **not permitted** on school property or at any school-sponsored activity during the suspension unless prior permission is granted by the principal or designee.
3. Students assigned to out-of-school suspension are also prohibited from participating in or attending co-curricular activities during the suspension period.
4. The student is responsible for obtaining class assignments and completing missed work. Arrangements may be made for a parent/guardian or other authorized individual to pick up assignments 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. Students must report directly to the Attendance Office and sign in with the supervising teacher.
3. Talking is not permitted during PM Detention. Students must bring their books and complete homework or classwork assigned by their subject-area teachers.
4. Food, beverages, radios, cell phones, and other unauthorized electronic devices are not permitted in the detention room. Sleeping is also prohibited.
5. Failure to comply with any PM Detention rules may result in reassignment of detention or placement in the In-School Suspension Room.

School Dances/Proms/Banquets

All students are required to use school-provided transportation to and from the Junior Banquet and Senior Prom. Students will not be admitted to school dances after the designated arrival deadline (generally within thirty (30) minutes after the event begins). If a student is unable to arrive before the deadline, they must obtain formal permission from building administration prior to the day of the event.

Students who attend school dances, proms, banquets, or similar events are expected to remain for the duration of the event unless an administrator or advisor receives written permission from a parent/guardian authorizing early dismissal.

Students who engage in inappropriate behavior, including insubordination, misconduct, or violation of school expectations, and are removed from an event will lose the privilege of attending future school dances, proms, banquets, and similar school-sponsored activities.



Trespassing On School Grounds

Students are not permitted to be on school property at unauthorized times or without proper permission. Violators may be subject to police intervention, legal action, and school disciplinary consequences, including suspension.

Classroom Discipline

Removal for Unacceptable Conduct

Step 1: The teacher will notify the student that their conduct is unacceptable and will contact the parent(s)/guardian(s). A report will also be submitted to the Assistant Principal.

Step 2: The student will be referred to the Assistant Principal and removed from the class until a parent/guardian conference is held. The student and parent(s)/guardian(s) will be informed that any further unacceptable conduct may result in permanent removal from the class and the assignment of an "Incomplete" for the course on the student's record.

Step 3: The student will be permanently removed from the class, an "Incomplete" will be entered on the student's record, and the student will be assigned to a closed study hall.

Classwork Requirements

Removal for Refusal to Complete Assigned Work and/or Participate in Class Activities

Step 1: The teacher will notify the student of the concern and contact the parent(s)/guardian(s).

Step 2: The student will be referred to the Assistant Principal and removed from the class until a parent/guardian conference is held.

Step 3: The student will be permanently removed from the class, and a failing grade for the course will be entered on the student's record.

Throwing Snowballs

Students who throw snowballs at any person on school grounds or at vehicles on Brook Street or Cherry Avenue are in violation of school rules. This applies regardless of which side of the street the incident occurs. Students found in violation of this rule will be subject to immediate suspension.

Gifts

Students are not permitted to give gifts to any faculty member at any time. This includes, but is not limited to, the holiday season, the end of the school year, and after athletic, dramatic, musical, or other performances.



Fighting

Students who engage in fighting at school, on school grounds, or in the vicinity of school grounds (including, but not limited to, Brook Street and Lorraine Circle) during the school day are in violation of school rules and will be subject to suspension

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 requirements 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 may be assigned one or more detention periods for the following infractions:

- Minor classroom disturbances or violations of classroom expectations
- Improper conduct in the building or on the grounds of Sayville High School
- Any other behavior deemed inappropriate by a teacher, administrator, or staff member

When a student is assigned detention with more than one teacher on the same day, the student must obtain a written pass from the teacher with whom the detention was served and provide the pass to the other teacher(s).

All students must report to detention on time. The detention period begins at 2:09 p.m. and concludes at 2:35 p.m. Students who arrive late must remain for the remainder of the period; however, the time served while late will not count toward the original detention requirement. Students will be required to continue attending detention until the assigned detention time is completed and they report on time.

Students enrolled in the Academy of Applied Technology will have the opportunity to serve detention at 7:00 a.m. All other students are expected to report to detention during tenth period. Students will not be assigned after-school detention. The school day runs from 7:25 a.m. to 2:35 p.m.

Failure To Report For Detention Is Insubordination

Failure to report to an assigned detention will result in an in-school suspension. Continued failure to report will result in assignment to the Alternative Learning Center (7:30 a.m. – 2:05 p.m.) and a parent/guardian conference.



Sickness in School

Students who become ill or are injured should report to the Nurse's Office. If the nurse is not in her office, students should report immediately to the Main Office, especially during the lunch period.

A parent/guardian will be contacted if an illness or injury requires the student to leave school or receive additional medical attention. Under no circumstances may a student leave the building without proper authorization. Parents/guardians will be contacted to determine appropriate transportation arrangements. If a parent/guardian cannot be reached, the emergency contact number on file will be used.

If a student leaves school during lunch and is unable to return for afternoon classes, a parent/guardian must notify the Attendance Office as soon as possible. A written note or appropriate documentation will be required upon the student's return to address any attendance concerns.

Make-Up Work

Students who are legally absent from class due to illness, field trips, religious observances, a death in the family, required court appearances, or other approved reasons are responsible for making up all missed classwork and assignments.

Students who are required by a teacher to complete make-up work during tenth period must report as assigned. Failure to report for scheduled make-up work will result in a grade of zero for the missed work, with no further opportunity to make up the assignment.

Students who are illegally absent and miss a test, assignment, or other required coursework will not be permitted to make up the missed work.

Home Instruction

Students who are absent from school for an extended period due to illness or injury may request home instruction. Arrangements for this service may be made through the Guidance Office.

Parents/guardians requesting home instruction must provide medical documentation from the student's physician. The physician's documentation should include a recommendation for home instruction and the anticipated duration of the service.

Short-Term Illness

Students who are absent from school for a short period of time due to illness or injury (four to five days, for example) may request homework assignments through the Guidance Office.

Requested work may be picked up at 3:00 p.m. in the Guidance Office. After the initial request is submitted, students should allow one school day for assignments to be collected.

For daily assignments, students are encouraged to arrange for a classmate to collect classwork and assignments when they anticipate being absent.



Passes

Students are not permitted in the hallways during class periods without an authorized written pass. **Passes are required** for all approved hall travel, including visits to the restroom, library, offices, or other locations during class time.

Textbooks

All textbooks and instructional materials are provided by the school. Students are responsible for all materials assigned to them and must pay for any lost or damaged books or materials.

Students should complete book loan cards accurately at the time materials are issued. Failure to return assigned materials will result in the student being responsible for the replacement cost of the textbook or other materials.

Visitors

All student visitors from outside the school must receive prior approval before visiting Sayville High School.

The visitor and their Sayville High School host must provide written permission from their respective parent(s)/guardian(s) prior to the visit.

Visitors must agree to follow all rules, regulations, and expectations of Sayville High School while on school grounds.

Lockers

Lockers are issued for your use. Students are expected to power off their cell phones and all internet-enabled devices upon arrival to store them securely in their lockers until the end of the school day. Lockers are not to be used to store any illegal materials such as alcohol, drugs, etc. 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

Causing a false alarm will result in an automatic out-of-school suspension. This violation will be reported to the appropriate authorities and may result in arrest and legal consequences in accordance with applicable law.

Bomb Threats

In New York State, it is a Class E felony for any person to issue a false bomb threat directed toward a school. The law also includes the offense of falsely reporting an incident involving an explosion, fire, or the release of a hazardous substance.

Individuals convicted of issuing a bomb threat may face felony criminal prosecution, a one-year suspension of their driver's license, and responsibility for restitution costs associated with the emergency response to the threat.

Any student who makes a bomb threat or falsely reports such an incident will be subject to suspension from school (1–5 days) and an automatic referral to the Superintendent for a Superintendent's Hearing, which may result in removal from school.



Study Hall Procedures

Students must report to study hall on time. Students who arrive late to study hall will be assigned detention.

Students assigned to first-period study hall **may** report to school prior to the 8:14 a.m. second-period bell with written permission from a parent/guardian. Students with first-period study hall who arrive **during** this time **should report to the Attendance Office** before attending study hall.

Students, except those with approved **senior privileges**, who have study hall during the ninth-period time session are **not permitted** to leave the building. Underclassmen must report to their assigned study halls. Students who are found in unauthorized locations will be assigned detention.

Students may report to the Library during any of the nine periods with a properly completed, pre-signed pass from a subject-area teacher. Students with a pre-signed pass must first report to their assigned study hall before being permitted to leave for the Library. Attendance will be recorded on sign-in sheets, which will be forwarded to the Attendance Office at the end of the day.

Students who make arrangements with teachers for extra help during study hall must first report to their assigned study hall and then present a pre-signed pass before leaving for the designated location.

Students who are disruptive, insubordinate, or fail to report to study hall will be subject to the following disciplinary procedures:

Step 1: If a student fails to report to the assigned study hall, the student will receive a warning.

Step 2: If a student fails to report to study hall a second time, the student will be assigned PM detention.

Step 3: If the behavior continues, the student will be assigned in-school suspension.



Tenth Period

Tenth period is designated as an extra help period and/or a detention period. Students who are not staying for extra help or detention must leave the building.

During tenth period, students may only report to the Library or the Gym Lobby. Students must choose one designated area and report there prior to the late bell.

Bicycles

Bicycle racks are provided and located near the northeast and southeast entrances of the building. Students must use these designated areas for bicycle storage only. All bicycles must be secured with a lock.

Students are not permitted to ride bicycles on school sidewalks or grounds. **The school assumes no responsibility for damage to bicycles or for items stolen from bicycles.**

Students are NOT permitted to ride electronic bikes (e-bikes) or any self propelled bikes on school property. Students who are in violation of this rule may lose the privilege of riding a bike on campus and will face disciplinary action.

Other Schools

Other school buildings and grounds are off-limits to students between 7:00 a.m. and 4:00 p.m. This includes all elementary schools and the middle school.

Student Parking

The Board of Education, through the administration of Sayville High School, grants the privilege of parking on the high school parking field to eligible seniors who wish to drive to school, provided parking spaces are available.

In accordance with New York State Motor Vehicle Law (MVL §5001), Sayville High School will only register seniors who possess a valid Senior License. A Senior License is a Class D driver's license issued to individuals age 18 or older, or to individuals age 17 who have successfully completed Driver Education and have been issued a "blue card."

Any misuse of a vehicle on or around school property will be considered insubordination and may result in suspension and the loss of parking privileges.

Parking permits will be issued based on the availability of spaces in the designated student parking lot. Students who park in the faculty parking lot or any unauthorized area will be subject to disciplinary consequences.



Automobiles and Parking Regulations

To ensure the safety of all individuals and the protection of personal and school property, students must follow the parking regulations outlined below:

- Vehicles must only be operated on paved areas and must not exceed a speed of 10 mph.
- All vehicles must be locked. The school assumes no responsibility for damage to vehicles or for items stolen from vehicles.
- Parking in fire zones, handicapped spaces, more than one parking space, in front of the auditorium, on the lawn, or in any other unauthorized area is prohibited.
- Loitering in the parking lot and/or sitting in parked vehicles during the school day is a violation of parking privileges. Students who violate this policy may be subject to suspension and loss of parking privileges.
- Parking permits must be clearly displayed on all student vehicles.
- Students must park only in designated student parking areas and may not park in the faculty parking lot. Failure to comply with this policy will result in PM detention and/or loss of parking privileges for thirty (30) school days.

Emergency Procedures - Closing of School

If a decision is made to close school, announcements regarding the school day will be communicated through News 12, the District website (<https://www.sayvilleschools.org/>), and ParentSquare.

Schools will close only under extreme circumstances, such as severe weather, unsafe travel conditions, or other emergency situations. Please note that when school is closed, the A/B schedule for labs, physical education, and other scheduled activities will adjust according to the regular rotation schedule.

Delayed Opening Schedule

If the opening of school is delayed by one hour, classes will begin at 8:30 a.m. If the opening of school is delayed by 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 displayed only after receiving approval from the Student Government Advisor, Assistant Principals, or Principal. Approved posters may be placed on designated tile areas and in the cafeteria hallway. Posters promoting activities other than Sayville High School events must receive approval from the high school administration prior to being displayed.

Individuals granted permission to display posters or signs are responsible for removing them promptly after the event or activity has concluded.



Co-Curricular Activities

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

Anchor Club	History Club	S.A.D.D.
Art Club	Jazz Choir	Sayville Players
Art Honor Society	Jazz Ensemble	Science National Honor Society
Athletes Helping Others	Journalism (Newspaper)	Spring Musical
Book Club	Key Club	Stage Crew
Collage (Literary Magazine)	Leadership Club	Student Government
Dance Team	Mathletes	S.W.E.E.P.
Debate Club	National Honor Society	Tri-M
Fishing Club	Peer Leadership	World Languages Honor Society
FBLA	Rho Kappa Honor Society	Yearbook
Gay Straight Alliance	Robotics	

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:

HIGH SCHOOL SPORTS OFFERINGS		
3 SEASONS - FALL (August – October/November) - WINTER (November - February) - SPRING (March – May/June)		
FALL	WINTER	SPRING
Boys' / Girls' Cross Country (Varsity)	Boys' / Girls' Basketball (JV and Varsity)	Baseball (JV and Varsity)
Field Hockey (JV and Varsity)	Competitive Cheer (JV and Varsity)	Softball (JV and Varsity)
Football (JV and Varsity)	Boys' / Girls' Bowling (Varsity)	Girls' Golf (Varsity)
Boys' Golf (Varsity)	Boys' / Girls' Fencing (Varsity)	Boys' / Girls' Lacrosse (JV and Varsity)
Boys' / Girls' Soccer (JV and Varsity)	Boys' Swimming and Diving (Varsity)	Boys' Tennis (JV and Varsity)
Girls' Swimming (Varsity)	Boys' / Girls' Winter Track and Field (Varsity)	Boys' / Girls' Spring Track and Field (Varsity)
Girls' Tennis (JV and Varsity)	Boys Wrestling (JV and Varsity)	Unified Bowling (Late Feb to March)
Boys' / Girls' Volleyball (JV and Varsity)	*Girls Wrestling	Unified Basketball (April to June)
Game Day Cheer (JV and Varsity)		Girls' Flag Football (JV and Varsity)
	*Combined with other Districts off-site	



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 Sayville Schools in co-curricular activities have the opportunity to work with teachers and fellow students while participating in enjoyable and educational experiences beyond the academic schedule.

The Sayville School District offers an extensive co-curricular program because of its commitment to the development of the whole student. Participation in co-curricular activities supports the social, physical, and emotional growth of students and provides opportunities for collaboration, leadership, and personal development.

Objectives of Co-Curricular Activities

- Learn new skills.
- Interact with different individuals in a variety of situations.
- Develop and recognize individual talents.
- Develop responsibility for appropriate conduct in various settings.
- Learn the importance of responsibility through proper care of equipment, meeting deadlines, following instructions, demonstrating commitment, and practicing self-discipline.
- Develop leadership skills.
- Properly care for uniforms and equipment assigned to them.
- Understand that students are financially responsible for lost or stolen equipment assigned to them.
- Student-athletes must adhere to all standards of participation established by the New York State Public High School Athletic Association (NYSPHSAA).

Requirements of Participants

Students selected to represent Sayville Schools in co-curricular activities are expected to meet the following requirements. Students who fail to meet these expectations may be removed from or suspended from the activity.

- Demonstrate conduct that reflects positively on Sayville Schools at all times.
- Maintain academic achievement consistent with their abilities.
- Complete all academic responsibilities before participating in co-curricular activities.
- Maintain proper school attendance. Lateness, truancy, and illegal absences are not acceptable. Failure to attend school and classes regularly and punctually may result in removal or suspension from the activity.
- **Students may not participate** in activities, including practices, while suspended from school.



- Assume financial responsibility for any equipment issued to them.
- **Attend school for a minimum of five periods** on the day of an activity in order to participate. Students must **also be present for at least five periods on the school day prior to any weekend or holiday event/activity.**
- Students experiencing academic deficiencies, including poor progress reports, low grades, or inadequate preparation for class, may be required to attend extra help sessions. Failure to attend assigned extra help sessions may result in suspension from the team or activity.

Additional Requirements for Student-Athletes

In addition to meeting the criteria established for other co-curricular activities, students who participate in athletics must recognize the importance of maintaining a well-conditioned body to ensure they have the speed, stamina, strength, and reflexes necessary to participate safely and effectively.

Student-athletes are expected to maintain healthy habits, including proper nutrition, adequate rest, and refraining from the use of tobacco, alcohol, and other drugs.

Athletes found using nicotine will be suspended from participation in the activity for one week (including one game and any other scheduled contests during the suspension period) and will be required to meet with a counselor. A second nicotine infraction will result in termination of participation in all sports for the remainder of the school year.

Athletes found possessing or using drugs and/or alcohol will be removed from the activity in accordance with the District's Zero Tolerance Policy.

Participation in the athletic program is a privilege, not a right.

Locker Rooms

The locker room is not intended as a social area; it is provided to support students in maintaining good health and personal hygiene habits. Many locker room issues result from carelessness or a lack of consideration for others. With cooperation and responsibility, the locker room can remain a safe and orderly environment.

Students are expected to follow these guidelines:

- Change efficiently and leave the locker room as soon as possible.
- Place all personal belongings and equipment securely in the assigned locker before leaving the locker room.
- Lock the locker whenever leaving the immediate area.
- Do not run in the locker room. Floors, especially when wet, can become slippery and create unsafe conditions.
- Do not engage in inappropriate behavior.
- Keep locker combinations private and do not share them with others.
- Help maintain a clean locker room by disposing of all trash in designated receptacles.
- Do not bring food or beverages into the locker room.
- Do not damage or deface school property, including lockers, walls, bulletin boards, or equipment.



Disciplinary decisions for students who fail to follow these expectations will be determined by the high school principal, the coordinator of the applicable co-curricular program, and the advisor of the activity.

School Spirit - Fan Support and Responsibility

As fans, students have a responsibility to positively support and encourage their teams.

In supporting our teams and school, students are expected to respect the efforts of opponents, the decisions of officials, and the fans of other schools.

Whether attending a home or away event, students are representing Sayville Schools. All school rules and regulations will be strictly enforced at athletic events and other school-sponsored activities. Students should conduct themselves appropriately to maintain the privilege of attending games and matches.

Students who fail to demonstrate appropriate conduct may be removed from the event and subject to disciplinary action, including the loss of co-curricular privileges.



Working Papers

State laws are in place to protect young workers from excessive work hours, hazardous conditions, dangerous machinery, and other workplace situations that may result in injury or negatively impact health. Employers are required to meet specific requirements when hiring young workers and must maintain working papers for all employees under the age of 18. Therefore, students under the age of 18 must obtain working papers before employment.

Applications for working papers are available through the Guidance Office.

To Obtain Working Papers:

1. Obtain a working papers application form from the Guidance Office.
2. Confirm the requirements and schedule for a physical examination.
3. Complete the application form, which requires:
 - A signature from a parent/guardian.
 - A report from the school physician verifying that the student is physically fit for the job.
 - A copy of the student's school record, if the student has left school.

Upon graduation, students seeking full-time employment may receive assistance from the New York State Employment Service.

Students may not work during any time when school attendance is required.

Summer School

Purposes

Summer school is designed to:

1. Provide students with opportunities to enrich their education through additional secondary school courses.
2. Allow students to make up courses they have failed or were unable to complete during the regular school year.
3. Enable students to satisfy specific college entrance requirements.

Entrance Requirements for High School Credit

A student will be admitted only upon the recommendation of the principal of the school the student attended during the preceding term.



New York State Education Department Regulations

- Examinations will be administered only in approved summer high schools.
- No student may be admitted to examinations in more than two subjects during the August examination period.
- No student may be admitted to an examination in a subject unless the student has attended the required recitations for that subject in an approved summer high school program.
- The summer school session will be considered equivalent to one semester of regular-session coursework for purposes of time and other applicable requirements.
- Scores earned on August Regents examinations may be applied toward the requirements for a New York State high school diploma.

Registration

A non-refundable registration fee will be required for all students residing in the Sayville School District. The registration fee must be paid in full at the time of registration.

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 a selective process. The Chapter is governed by the Constitution of the National Chapter and its own local bylaws. Students become eligible for consideration in February of their junior and senior years.

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: (631) 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 - Suite 3312
New York, New York 10278
- B. New York State Division for Human Rights
One Fordham Plaza
Bronx, New York 10458

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

Equal Employment Opportunity Commission (EEOC)
New York District Office
33 Whitehall St., 5th Floor
New York, New York 10004

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
89 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 (631 244-6071).



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 in School

While in school, students can get help from:

- any guidance counselor 631 244-6610
- the school psychologist 631 244-6619
- the school social workers 631 244-6579, 631 244-6784
- the school nurse 631 244-6620
- any administrator 631 244-6600
- the librarian (resource information) 631 244-6631
- any faculty member 631 244-6600

Student Assistance & Crisis Hotline

CRISIS HOTLINES

Comprehensive Psychiatric Emergency Program (CPEP)	631 444-6050
Diagnostic, Assessment, Stabilization Hub (DASH)	631 650-0110
Islip Hotline (24 hours)	631 277-4700
RESPONSE (crisis information & referrals)	631 751-7500

DRUG AND ALCOHOL ABUSE:

ALANON and ALATEEN	631 669-2827
Alcoholics Anonymous	631 669-1124
L.I. Council on Alcoholism and Drug Dependence	516 747-2606
Narcotics Anonymous	631 689-6262
Nicotine Anonymous	631 665-0527
Outreach House II	631 231-3232

FAMILY VIOLENCE:

Child Protective Services (to report child abuse and neglect)	
24 Hour Hotline	800 342-3720

RUNAWAY AND HOMELESS YOUTH:

National Runaway Safeline	800 621-4000
Response Crisis Hotline (Available 24/7)	631 751-7500



Student Assistance & Crisis Hotline

YOUTH SERVICES:

Brighter Tomorrows	631 395-1800
Family Service League	631 427-3700
Hope House Ministries	631 473-6030
Hope For Youth	631 691-5100
Horizons Counseling Center	631 360-7578
Islip Youth Bureau	631 224-5320
Long Island Cares	631 582-FOOD
Long Island Gay and Lesbian Youth (LIGALY)	631 665-2300
Long Island Against Domestic Violence	631 666-8833
Long Island Crisis Center	516 679-1111
Mather Hospital	631 473-1320
NYU Langone Hospital	631 654-7100
Seaford Center	631 288-1122
Suffolk County Human Rights Commission	631 853-5480
Suffolk County Mental Health Hotline	631 952-3333
South Oaks Hospital	631 264-4000
Southside Hospital	631 968-3000
Talbot House (Detox Center)	631 589-4145
VIBS (Victims Information Bureau)	631 360-3606

