Sayville Public Schools

General Information Pages

For the 2014-2015 Academic Year

CENTRAL OFFICE

Walter F. Schartner, Ed.D.
Superintendent of
Sayville Schools

John J. Belmonte
Assistant Superintendent
for Business

Rosemary Camilleri
Assistant Superintendent for
Human Resources

John Stimmel, Ed.D. Assistant Superintendent for Curriculum and Instruction

Peter Branscombe
Director of
Special Education Services

Barbara Hall Coordinator of Instructional Technology

Dennis Maloney Coordinator of Physical Education, Health, and Interscholastic Athletics

School locations and times in the Sayville District

HIGH SCHOOL

20 Brook Street, West Sayville Ronald Hoffer, Principal; Michael Baio, Assistant Principal; Jillian Makris, Assistant Principal; 7:30 a.m. to 2:35 p.m. (extra academic help available from 2:10 p.m. until 2:35 p.m.)

MIDDLE SCHOOL

291 Johnson Avenue, Sayville Thomas Murray, Principal; Brian Decker, Assistant Principal 7:50 a.m. to 2:55 p.m. (extra academic help available from 2:25 p.m. until 2:55 p.m.)

SAYVILLE ELEMENTARY SCHOOLS

CHERRY AVENUE

155 Cherry Avenue, West Sayville Lisa Ihne, Ed.D. Principal Grades K – 5: 8:30 a.m. to 3 p.m.

Sept. 3: Kindergarten Orientation 9:30 a.m. Sept. 4: full-time begins, 8:30 a.m. – 3 p.m.

LINCOLN AVENUE

440 Lincoln Avenue, Sayville Michele D. LeBlanc, Ed.D. Principal Grades K – 5: 9 a.m. to 3:30 p.m Sept. 3: Kindergarten Orientation 10 a.m. Sept. 4: full-time begins, 9 a.m. – 3:30 p.m

SUNRISE DRIVE

320 Sunrise Drive, Sayville Rose Castello, Principal Grades K – 5: 9 a.m. to 3:30 p.m Sept. 3: Kindergarten Orientation 10 a.m. Sept. 4: full-time begins, 9 a.m. – 3:30 p.m

2014-2015 Message from the District Superintendent, Dr. Walter Schartner

Dear Sayville School District Community:

OMMON CORE Testing finished its second year. While these tests, as implemented, still lack validity in determining student progress toward college and career-readiness, Sayville Schools will continue to determine the effectiveness of our K-12 education system as a whole. Since the vast majority of our students are with us from kindergarten through high school, the best evidence of our long-term success remains in our graduating class.

In this year's Class of 2014:

- 98% of students received a regents diploma
- 66% of the class received a regents diploma with advanced designation.

According to New York State's own accountability system, Sayville High School has been a Reward School for three consecutive years. This is the highest level of distinction for a high school in New York State.

Our high school is one of 14 statewide high schools selected to mentor less successful high schools within NYS. Of the 14 high schools, we are one of four from Long Island.

We are successful because we do not stand on our laurels and continually look to improve opportunities for our students.

What's Ahead?

During the 2014-2015 school year, we will:

- Continue our responsible phase-in of Common Core curriculum into Grade 2.
- Provide staff development for creating 21st century schools with cloud computing as a tool.

- Look into establishing coding opportunities for students
- Establish pilot programs where students use electronic devices rather than traditional textbooks.

The Sayville community has given us the mandate to accomplish this within the framework of the tax -levy cap and the property-tax freeze credit.

Already, in anticipation of our 2015 Proposed Budget, Albany wants Sayville (along with all NY school districts) to have an "Efficiency Plan" for delivering our programs with a 1% tax-levy reduction. To do just that, the Sayville Efficiency Committee has been formed to create a 1% efficiency savings in the instructional program. The SEC will draft a savings plan for the Board to review prior to adopting a budget.

Working Together

With our students as a focus, the Sayville Community will have to work together to overcome these obstacles as best as possible. Our mutual goal is to develop well-rounded school citizens through the arts, athletics, and community involvement.

I continue to be awed by the accomplishments of our students, which means I am in awe of the work of our staff! I am proud and humbled to be part of this educational community for the past 36 years.

We will all be looking to create opportunities for the success of our students no matter what road blocks Albany has put in place.

Sayville School District Board of Education

The members of the 2014-2015 Board of Education are: (I-r, seated) Trustee Maureen Dolan, BOE President John Verdone, Trustee Norm deVenau, and Trustee Deborah Van Essendelft, (I-r, standing) Trustees

Keith Kolar and BOE Vice President Thomas Cooley.

Board of Education Business Meetings are usually held on the second Thursday of each month, 8 p.m. at the Administrative Offices, 99 Greeley Avenue, Sayville, New York, unless otherwise noted in the Suffolk County News.



John Verdone
BOE PRESIDENT
Thomas Cooley
BOE VICE PRESIDENT

BOE TRUSTEES
Norm deVenau
Maureen Dolan
Keith Kolar
Deborah Van Essendelft

Sayville Public Schools Phone Listings

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ADMINISTRATIC Athletic Director Buildings & Grounds Business Office Curriculum Food & Nutrition Instructional Materials	N BUILDING 244-6625 244-6550 244-6530 244-6515 244-6558 244-6565	MIDDLE SC Main Office Attendance Guidance Nurse Pool	HOOL 244-6650 244-6653 244-6660 244-6670 244-6688
Personnel Public Relations Pupil Personnel Services Purchasing Special Education Superintendent	244-6520 244-6514 244-6505 244-6539 244-6545 244-6510	CHERRY AN Main Office Attendance Nurse	244-6700 244-6702 244-6710
Transportation GARFIELD AVEN Maintenance Facility	244-6506	LINCOLN A Main Office Attendance Nurse	244-6725 244-6727 244-6735
HIGH SCHOOL Main Office Attendance Guidance Nurse Homework Hotline	244-6600 244-6605 244-6610 244-6620 244-6649	SUNRISE D Main Office Attendance Nurse	RIVE 244-6750 244-6752 244-6760

ABSENTEE NOTIFICATION

The school district provides an absentee notification service providing communication between the school and parents in the case of student absence. The service operates for all schools.

When your child will be absent you are requested to call one of the ATTENDANCE numbers (see list on left).

Give the following information to the telephone answering machine:

- a) Child's name
- b) Grade level
- c) Teacher if elementary student, Homeroom if secondary student
- d) Date of absence
- e) Reason for absence

PLEASE DO NOT GIVE ANY OTHER INFORMATION!!!

An attendance aide will call the parents of those students whose absences have not been reported to the school. However, we urge all parents to report upcoming student absences through the notification service. The high school will contact homes of absent students on a daily basis. Please be aware that the school district cannot assume responsibility in locating unaccounted for children beyond a check of the child's school.

EMERGENCY NUMBERS

POLICE: 911 AMBULANCE: 911 FIRE: 911 YOUR DOCTOR:

POISON CONTROL: 1 800 222-1222

Board Meetings

The Savville Board of Education meets regularly on the second Thursday of each month at 8:00 p.m. They also hold workshop meetings on the first Thursday at 7:00 p.m. when school is in session. The public is invited to attend.

Board Meetings are usually held at the Administration Building. Any changes to the schedule will be listed in The Suffolk County News and in each school building.

Educational and financial issues of the Sayville district are discussed by the Board at these meetings. A portion of the regular meeting is set aside for public comments, questions, and concerns.

Special meetings of the Board may be held throughout the year and will be advertised in local newspapers.

Nonpublic School Students

TRANSPORTATION & TEXTBOOKS

• Transportation is provided (up to a maximum of 15 miles) to

maximum of 15 miles) to children attending private or parochial schools outside the district.

All REQUESTS FOR TRANSPORTATION of children attending private or parochial schools within the 15 mile limit must be the 15-mile limit must be made by APRIL Ist, before the next school year.

 Resident students attending nonpublic schools should contact BOCES at 289-2200 for information on **TEXTBOOKS**.

General Information

Visit us on the Web www.sayville.k12.ny.us

DELAYED OPENINGS SCHOOL CLOSINGS

The Sayville School District may use the delayed school opening procedure on days of inclement weather when it appears that school can be opened safely at a later time. If the situation permits, schools will delay opening up to one and one-half (1 1/2) hours later than the usual schedule and will adjust their days accordingly so that classes end at the normal time. Children will be transported home on the regular transportation schedule. For information on Delays or Closings, check:

- the District's Website Homepage www.sayvilleschools.org after 5 a.m. for the Closing Alert scroll,
- radio stations WALK (1370 AM or 97.5 FM) and WBLI (106.1 FM),
- television's News12 Long Island.
- go to www.cancellations.com, input your zip code, and look for the school district.

PLEASE NOTE: in the event that the wind chill is less than 15 degrees, students will stay inside at recess.

REGISTRATION OF NEW STUDENTS

Students who will be entering Sayville Schools for the first time in September must be registered prior to the opening of school. Early registration results in better planning in terms of the child's program and balancing of class sizes.

All families new to the school district are asked to register their students at the Pupil Personnel Services Office in the Administrative Offices, 99 Greeley Avenue, Sayville.

To register, the following forms are required:

- a) transfer card from previous school
- b) latest report card
- c) original birth certificate
- d) immunization record
- e) verification of residence such as mortgage agreement, tax bill or lease—utility bills are NOT accepted!
- f) proof of custody

For kindergarten registration, the parent is required to bring proof of the child's age. A child must reach his/her fifth birthday on or before December 1st to be eligible for kindergarten in the following September.

The NYS Public Health Law requires that each student enrolling in school have immunizations against polio (three), diphtheria (three), mumps (one), measles (two), rubella (one); and for all children

born on or after 1993 as well as all Seventh-Graders, hepatitis B (three). Parents are required to bring written proof of the mandated immunizations when registering a child. Also, a dental certificate is required.

CENSUS :

To plan for the District's educational needs, we continually update our census data to identify all children, ages birth to 18, who reside in the District. New residents are asked to call the Pupil Personnel Services Office at 244-6505 to provide us with pertinent family information. We also request that residents inform the District of new births. This information is vital to projecting future programs and determining building needs.

TRANSPORTATION TO CHILD-CARE CENTERS

Transportation for elementary children to Child-Care Centers located within the district will begin Wednesday, September 3, 2014 for those elementary pupils whose parents have filed an application BY APRIL 1ST and who meet the voter- approved distance requirements.

The Voter-Approved Transportation Policy is as follows:

- Students in Grades K-5 receive transportation if they live ½ mile or more from school:
- Students in Grades 6-12 receive transportation if they live 11/2 miles or more from school.

This year, the LEAP Program is located at the Cherry Avenue Elementary School. Forms are available at the following sites:

- New Life Community Church (Lakeland Ave.)
- Transportation Office 99 Greeley Ave.

The SCOPE **Before**-School Child-Care Program will be in operation at **Lincoln** Avenue and Sunrise Drive schools for all elementary children. Cherry Avenue students will be transported to their school by the District.

The SCOPE After-School Child-Care Program will be in operation at Sunrise **Drive.** Cherry Avenue and Lincoln Avenue students will be transported to Sunrise Drive school by the District.

Registration forms are available in the Office of Pupil Personnel Services or you can register with SCOPE directly by calling 360-0800.(See left-side column for Nonpublic Transportion.)

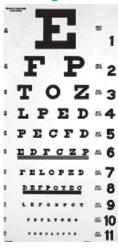
Sayville School Health Services

TESTING

A gross screening of vision is completed for new entrants. A distance acuity screening is done for grades K-3, 5, 7 and 10. The parent is notified if a possible defect is suspected and it is then recommended that arrangements

be made for a complete eye examination.

A screening of hearing is also completed for new entrants and annually for grades K,1, 3, 5, 7, and 10. Parents are notified if a hearing loss is suspected.



For more information,

contact the Food

Service Director.

Linda Horrigan, R.D.

244-6558.

SCREENINGS

A physical screening is conducted in grades K, 2, 4, 7, and 10 and for new entrants by the school physician on those students who are not examined by a family doctor. Parents must arrange for this physical examination within 12 months of the first day of school. If, during the school physician's observation, a problem is suspected, parents are notified. It then becomes the parents' responsibility to have the condition checked by the physician of their choice.

As mandated by New York State Law, children in grades 5 to 9 are screened annually for scoliosis (curvature of the spine) by the school nurse. Parents who do not wish school health personnel to perform this screening may have it completed by a family physician provided the results of the screening are forwarded to the nurse of the school which the child attends. Heights and weights are checked and recorded for new entrants and for grades K, 2, 4, 7, and 10. Dental certificates are also requested for these same groups.

Food and A

Breakfast and lunch are available daily at each of the school sites in the district. Fliers have been mailed to all families with the following prices:

- Elementary Breakfast is \$1.35
- Secondary Breakfast is \$1.55
- Elementary Lunch is \$2.85
- Secondary Lunch is \$3.10
- Speciality cold-cut sandwiches and salad platters

(at HIgh School only) is \$4.10

• NutriKlds Prepaid lunch program: Visit the Sayville School District Website, click on School Menus link, FEATURES OF THE COMPUTERIZED SYSTEM & Welcome

to MySchoolBucks.com to participate in our prepaid program.

• Milk may be purchased separately at 60 cents per container. A variety of a la carte snacks are

available for each grade from 25 cents and up.

The school lunch program operates on a self-sustaining basis without subsidies from local tax dollars.

The Board of Education has established a policy that no child should be deprived of a school lunch due to economical disadvantages. Pupils may be provided free or reduced-price breakfast and lunch on a continuing intermittent, or emergency basis when family circumstances require it. Required application forms will

be mailed in August and are also available in each building principal's office. A separate application form for each child is required each school year.

To help serve your child better, please advise our department of any food allergies, intolerances, or dietary concerns.

Please visit School Menus on our website for more information.

Safe & Drug-Free Schools & Communities Act

Under the SDFSCA, the Sayville Public School District has adopted and implemented a program to prevent the use of illegal drugs and alcohol by students and employees. These programs are coordinated among all grade levels and disciplines.

Copies of the Code of Conduct (Board Policy 5300) and the statementof sanctions (Drug & Alcohol Abuse Regulation 5440) are available to parents, students, and employees on the District website and through the Office of Pupil Personnel Services. Compliance with standards is mandatory under regulations outlined by the United States Department of Education.

Notice of Rights

PARENTS AND ELIGIBLE STUDENTS REGARDING STUDENT RECORDS

FERPA Notice

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. They are:

(1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the District's Records Access Officer, hereby referred to as the administrator, a written request that identifies the record(s) they wish to inspect. The administrator will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask Sayville School District to amend a record that they believe is inaccurate or misleading. They should write the administrator, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee,

such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The District intends to forward records on request of that district.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington D.C. 20202-4605

PUPIL PERSONNEL SERVICES

Pupil Personnel Services are those support services which supplement the academic program. Programs include guidance, speech, health, psychological, social work, English as a second language, student assistance, and attendance. Pupil Personnel Services staff members strive to ensure that educational, vocational, and personal goals are realized by all pupils.

SPECIAL EDUCATION

The district offers a full continuum of special education services at all grade levels for students who have been identified as having an educational disability by the Committee on Special Education (CSE) or the Committee on Preschool Special Education (CPSE). New York State Special Education regulations and information about identifying children with Special Education needs are available at the Special Education Office (99 Greeley Avenue). Anyone with knowledge or suspects a child has an educational disability, including those who attend private schools within the District's boundaries, who have not been identified, should contact the Directof of Special Education Services at 244-6545.

Parents of nonpublic-school students with disabilities, eligible for special eduation services, must SUBMIT a <u>written request—ON OR BEFORE JUNE</u>

1ST preceding the next school year—to the District regarding where the nonpublic school is located.

STANDARDIZED TESTING

The New York State Board of Regents has set higher learning standards for all students. To reach these standards, the State has developed tests that demonstrate the students' abilities to read, write, listen, and use mathematics.

All students in Grades Three through Eight will take the New York Assessments in Mathematics and English Language Arts. Additionally, students in Grades Four will take the NYS Science Assessment; and students in Grade Eight will take NYS Science and Technology Assessments.

Terra Nova Assessments will be given only to students in Grade Two.

At the high school level, the Board of Regents is phasing in new Regents Tests and increased graduation requirements. For further information on these new tests and graduation requirements, please refer to the student handbook or contact your child's guidance counselor.

Gifted program

In an effort to meet the special needs of our students, the district provides a variety of enrichment and accelerated programs at the elementary, middle, and high schools. Selected students at the elementary and middle levels participate in the gifted programs. These programs, known as "SEED" and "Challenge," provide students with expanded opportunities to pursue individual interests and enriching curriculum.

RELEASE OF INFORMATION ABOUT STUDENTS TO THE PUBLIC

Unless an objection to any of the specific items of information following is submitted, before September 30, 2014, by parents or legal guardians, or by those students themselves who are over the age of eighteen years, the Sayville Public School District herewith gives notice of intention to provide, release or publish in local, school or student newspapers, magazines, school web page, yearbooks or other publications, daily or weekly newspapers, athletic programs, musical or theatrical programs, or news releases, any or all of the following information pertaining to students as may be appropriate under the circumstances: name of student, names of parents, address, age, height, weight, grade, major field of study, photographs, student participation in recognized school activities, extracurricular activities and sports programs, academic honors, achievements, awards, scholarships and similar information.

In addition, the School District intends to display, post, and show videotape of students at school functions and/or activities for use with classroom instruction. Under Title 45, U.S. Code, Part 99, Privacy Rights of Parents and Students, parents who do not desire release of any of the above directory information during the 2014-2015 school year must make specific requests in writing to the Sayville Public School District, 99 Greeley Avenue.

Failure to make such a request shall be deemed consent. The Sayville Public Schools are in compliance with the Family Education Rights and Privacy Act.

DISTRICT PUBLIC RELATIONS FOR PUBLICATIONS WEBSITE FACEBOOK ONLINE/PRINT MEDIA

Forward information to:

IIDINGS, clo Linda A. Mittiga,
Administration Building
99 Greeley Avenue, Sayville,
New York 11782 (631) 244-6514
or Imittiga@sayvilleschools.org

is a periodic newsletter that contains pertinent information on the activities and issues of the district and which is available for

distribution to all district residents. Other district publications include *Currents in Sayville Curriculum*, the Program of Studies books (grades 6-8 & 9-12), Middle School Parent Handbook, and High School Student Handbook.

For archived issues of the district newsletters go to SAYVILLESCHOOLS. ORG/DISTRICT and click on the "District Printed Newsletter" in the left-side *Navigation* frame.

District Policy

Copies of these policies are online at the District Website.

Click on the Board of Education page and see the Board Policies option in the Navigation Bar.

For additional information, call the Office of Pupil Personnel Services.

SEARCH AND SEIZURE OF LOCKER AND PERSON

Students have constitutional rights to privacy; however, the special nature of an educational institution gives school authorities greater freedom than police to search students. A locker is school property, which school officials can open and search for any reason, especially if they have reason to believe it contains inappropriate items or if health and safety issues are involved.

A student does not have a reasonable expectation of privacy for his or her locker. A student, his or her possessions, or vehicle on school property can be searched if school officials have reasonable suspicion that such a search will result in evidence of a violation of state law or school rules. School officials have the right to perform a random, suspicionless search of school lockers.

SEXUAL HARASSMENT

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, immediate and appropriate corrective action shall be taken.

The Board, consistent with state and federal laws, as well as Board Policy Nos. 0100, 0100R, and 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.

GRIEVANCE PROCEDURES

FOR RESOLUTION OF COMPLAINTS
ALLEGING DISCRIMINATION BASED UPON
GENDER OR DISABILITY:

- 1. Any student or employee in the School District who wishes to file a complaint regarding alleged discrimination based upon gender (including sexual harassment) or disability shall make such a complaint in writing on forms available in any of the school offices: Administrative Offices, High School Main Office and Guidance Office, Middle School Main Office and Guidance Office, and Elementary School Main Offices.
- 2. Said form should be given to the District Title IX Compliance Officer and Section 504 Compliance Officer.

District Policy

Copies of these policies are online at the District Website.

Click on the Board of Education page and see the Board Policies option in the Navigation Bar.

For additional information, call the Office of Pupil Personnel Services.

GRIEVANCE PROCEDURES

(continues from previous page)

- 3. The Compliance Officer or designee will then:
 - a. Investigate, within one week (seven calendar days), the circumstances of the complaint.
 - b. Render a decision, within two weeks (fourteen 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.

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 base 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 explicit 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.

DIGNITY FOR ALL STUDENTS ACT (DASA) continues

Under *DASA*, Harassment is defined as the creation of a hostile environment by:

- Repeated conduct or verbal threats;
- Intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional, or physical well-being;
- Conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for their physical safety.

Harassment or Bullying using any form of electronic communication, also known as cyberbullying, is considered prohibited conduct under *DASA*.

Related Board Policies as well as the Code of Conduct for students can be found on the school websites on the Board of Education page under the Navigation Bar.

Additionally, the process for filing a grievance is available on the school website through the **CURRICULUM** page under the Navigation Bar's heading: **DASA**.

MORE
DISTRICT POLICY
INFORMATION
CONTINUES ON NEXT PAGE

Copies of these policies are online at the District Website:
Sayvilleschools.org

Code of Conduct

The Board of Education is committed to providing a safe and orderly school environment where students may receive, and district personnel may deliver, quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents and other visitors is essential in achieving this goal.

The district has a longstanding set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship,

character, tolerance, honesty, and integrity.

The Board recognizes the need to clearly define these expectations for acceptable conduct on school property, identify the possible consequences of unacceptable conduct, and ensure that discipline when necessary is administered promptly and fairly. To this end, the Board adopts this Code of Conduct ("Code").

Unless otherwise indicated, this Code applies to all students, school personnel, parents, and other visitors when on school property or attending a school function.

Dr.Walter F. Schartner
Superintendent of Schools

STUDENT RIGHTS =

The district is committed to safeguarding the rights given to all students under State and Federal law. In addition to those rights, all district students have the right to:

- Present their point of view and advocate for their civil rights.
- An opportunity to take part in all district activities on an equal basis.
- Present their version of the relevant events to school personnel.
- Access school rules, and when necessary, receive an explanation of those rules.

STUDENTS' ——— RESPONSIBILITIES

- Contribute to maintaining a safe and orderly school environment.
- Be familiar with and abide by all district policies, rules, and regulations.
- Attend school every day unless legally excused, and come prepared to work to the best of their ability.
- React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
- Work to develop mechanisms to control their anger.
- Ask questions when they do not understand.
- Seek help in solving problems that might lead to disciplinary action.
- Dress appropriately for school and school functions.

• Conduct themselves as responsible representatives of the district.

- Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community.
- Send their children to school regularly and on time and ready to participate and learn.
- Ensure that any absence is excused.
- Insist their children be dressed and groomed in a manner consistent with the student dress code.
- Help their children know school rules and understand that rules are required to maintain a safe, orderly environment.
- Convey a supportive attitude toward education and the district.
- Build good relationships through a climate of mutual respect and dignity.
- Help their children deal effectively with peer pressure.
- Inform school officials of changes in the home situation that may affect student conduct or performance.
- Provide a place for study and ensure homework completion.
- Follow school rules and regulations when on school property or attending school functions.

 Maintain a climate of mutual respect and dignity, which will strengthen students' self-concept and promote confidence to learn.

- Be prepared to teach.
- Demonstrate interest in teaching and concern for student achievement.
- Know school policies and rules, and enforce them in a fair and consistent manner.
- Communicate to students and parents course requirements, grading procedures, assignment deadlines, expectations for students, and classroom discipline plan.
- Communicate regularly with students, parents and other teachers concerning growth and achievement.
- Implement behavioral intervention plans, Section 504 plans, and Individual Education Programs as they relate to discipline of students with disabilities.

- Provide a Crisis Management
 Plan and promote a safe, orderly, and stimulating school environment, supporting active teaching and learning.
- Work collaboratively with all staff in enforcing the Code of Conduct and ensuring that all cases are resolved promptly and fairly.

Code continues on following page.

REPORTING VIOLATIONS OF THE CODE OF CONDUCT

Any student with knowledge of threatening or planned violent behavior by another, or any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall be encouraged to report this information immediately to faculty, staff or an administrator.

PROHIBITED STUDENT CONDUCT

The Board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct. Students may be subject to disciplinary action when they:

- Engage in conduct that is disorderly such as running in the hallway, using language or gestures that are profane or abusive, or trespassing.
- Display insubordination by failing to comply with the lawful directions of teachers. school administrators or other school employees in charge of students, or otherwise demonstrating disrespect.
- Engage in conduct that is disruptive.*

*A disruptive student is defined as one who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.

- Engage in conduct that is violent which includes:
 - Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another person.
 - Possessing a weapon or displaying what appears to be a weapon.

Threatening to use any weapon.

- Threatening an act of
- violence. Intentionally damaging or destroying the personal property of another person lawfully on school
- Intentionally damaging or destroying school district property.
- Engage in any conduct that endangers the safety, morals, health or welfare of others lawfully on school property or attending a school function by:
 - Lying or stealing,
 - Acts of harassment (see p. 9 of this booklet: **DASA**)
 - Selling, using or possessing obscene material,

property.

- Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either,
- Inappropriately using or sharing prescription and/or over-the-counter drugs.
- Engage in harassment resulting in emotional distress.
- Engage in misconduct on the bus. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Children who become a serious disciplinary problem on the school bus may have their riding privileges suspended.
- Engage in any form of academic misconduct such as plagiarism or cheating.
- Violate the district's Acceptable Use Policy regarding use of district technology.

PUBLIC CONDUCT ON SCHOOL PROPERTY

The Board of Education encourages parents and other district citizens to visit the schools; however, it must be remembered that schools are a place of work and learning. The following limits are set to provide a safe, orderly environment that is conducive to learning.

No person, either alone or with others, shall:

- Intentionally injure any person or threaten to do so.
- Intentionally damage or remove district property.
- Disrupt the orderly conduct of classes, school programs or other school activities.
- Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
- Intimidate, harass, or discriminate against any person on the basis of race, color, nationality, religion, age, sex, sexual orientation or disability.
- Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
- Obstruct the free movement of any person in any place to which this Code applies.
- Violate the traffic laws, parking regulations or other restrictions on vehicles.
- Possess, consume, sell, distribute, or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
- Possess or use firearms or other weapons including air guns, pistols, rifles, shotguns, ammunition, explosives, box cutters, knives, gas canisters, pepper spray or other noxious sprays in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the school district.
- Loiter on or about school property.
- Refuse to comply with any lawful order of identifiable school district officials performing their duties.
- Violate any Federal or State statute, local ordinance or Board policy while on school property or while at a school function.
- Smoke on school property.

PROCEDURES FOR VISITING SCHOOLS

- Anyone who is not a regular staff member or student of the school will be considered a "visitor."
- All visitors must report to the office of the principal upon arrival at the school. Visitors will be required to show identification and to sign the visitor's register. The visitor will be issued an identification badge that must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the principal's office before leaving the building.
- Visitors attending after-school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
- Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the administrator and classroom teacher(s), so that class disruption is kept to a minimum.
- Visitors should not expect to take class time to discuss individual matters.
- Any unauthorized person on school property will be reported to the principal. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
- All visitors are expected to abide by the rules for public conduct on school property contained in this Code of Conduct.

 School facilities and grounds are primarily for the use of students.
 They are not available for public use during the hours that school programs are in progress.

DISCIPLINARY —— PROCEDURES AND PENALTIES

Students who are found to have violated the district's Code of Conduct may be subject to the following penalties, either alone or in combination with one another. These penalties will be imposed consistent with the student's right to due process.

- Verbal warning
- Written warning
- Written notification to parent
- Detention
- Suspension from transportation
- Suspension from athletic participation
- Suspension from social or extracurricular activities
- Suspension of other privileges
- Placement in an alternative learning center
- Referral to building principal by teacher, bus driver, monitors & aides
- Removal from classroom by teacher
- Short-term (five days or less) suspension from school
- Long-term (more than five days) suspension from school

STUDENT — DRESS CODE

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. A student's

dress, grooming, and appearance, including hair style/color, jewelry, makeup, and nails, shall:

- Be safe, appropriate and not disrupt or interfere with the educational process.
- Ensure that underwear is completely covered with outer clothing.
- Include footwear at all times.
 Footwear that is a safety hazard will not be allowed.
- Not include the wearing of hats in the classroom except for a medical or religious purpose.
- Not include items that are vulgar, obscene, libelous, or denigrate others on account of race, color, religion, ancestry, national origin, sex, sexual orientation or disability.
- Not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.
- Be appropriate to a specific educational purpose and not inhibit their full and safe participation.
 (Ed. Law 12:84)

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including being placed in an alternative learning center for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out-of-school suspension.

THE DOCUMENT ABOVE IS A SUMMARY OF THE CODE OF CONDUCT THAT

WAS DEVELOPED IN ACCORDANCE WITH THE STATE EDUCATION COMMISSIONER'S

REGULATIONS FOR PROJECT SAVE. THE COMPLETE TEXT OF THE CODE IS

INCORPORATED INTO THE BOARD POLICY MANUAL. COPIES ARE AVAILABLE IN ALL THE

DISTRICT SCHOOL BUILDINGS AND THE SAYVILLE PUBLIC LIBRARY. THIS DOCUMENT

IN NO WAY LIMITS THE SUPERINTENDENT OR THE BOARD OF EDUCATION IN TAKING

WHATEVER ACTION IS NECESSARY TO PROVIDE A SAFE SCHOOL ENVIRONMENT.

No Child Left Behind (NCLB) Legislation

President Bush signed NCLB legislation into law on January 8, 2002. The primary focus of Title I* is improving the academic achievement of disadvantaged students. For school districts receiving Title I funds, there are a number of notices which must be shared with the public. These notices are noted and described below.

ATTENTION PARENTS: At the September PTA meetings in all Title I buildings in the district, information will be shared about services provided through this program.

MILITARY RECRUITING

Parents of high school students: Districts receiving federal education funds under the No Child Left Behind Act must, upon request, provide military recruiters and institutions of higher learning the names, addresses, and telephone numbers of high school students. This is unless students and their parents exercise their right to prohibit release of the information without prior written parental consent. In addition, districts must provide military recruiters with the same access to high school students generally provided to college and universities or prospective employers.

EQUAL ACCESS

School districts that allow outside groups to use public facilities may not deny access to, or discriminate against, the Boy Scouts of America or other youth groups listed as a patriotic society in Title 36 of the U.S. Code, based on the group's membership or leadership criteria or oath of allegiance to God and country. Patriotic society youth groups other than the Boy Scouts include, for example, the Girls Scouts and the Boys and Girls Clubs of America.

SUPPLEMENTAL EDUCATION SERVICES

When schools receiving Title I funds fail to make adequate yearly progress for at least three consecutive years, those schools must make supplemental education services available to eligible students from low-income families who attend those schools. In addition, schools that continue to fail in subsequent years and are consequently identified for corrective action and/or restructuring, must continue to offer supplemental services to eligible students. School districts required to arrange for the provision

of supplemental education services must meet annually, give parents of eligible students notice of the availability of the services, the identity of such providers, and a brief description of the services, qualifications, and demonstrated effectiveness of each provider. Supplemental education services must be provided outside of the regular school day. A school district is not required to provide transportation to students receiving supplemental educational services.

PLACEMENT IN A LANGUAGE INSTRUCTION EDUCATIONAL PROGRAM, BILINGUAL OR ENGLISH-AS-A-SECOND-LANGUAGE PROGRAM

Parent Notification: Pursuant to No Child Left Behind and Commissioner's Regulations, parents or guardians must be notified of their child's placement in a manner and/or language that they can understand, be it a language instruction educational program, instructional bilingual, or freestanding English-as-a-second-language program. Parents must be informed of their options regarding their child's placement in any such program. Parent notification is required by the district within 30 days after the start of the school year, or within two weeks of placement in a program when the student was not identified as limited English-proficient before the start of the year.

PARENTS RIGHT TO KNOW:

HIGHLY QUALIFIED TEACHERS

NCLB raises requirements for teachers and requires states to report on teacher quality.

If your child attends a Title I* school, parents have the right to know:

- If your child's teacher is qualified and certified to teach a certain grade or subject
- The teacher's level of education (such as a bachelor's or master's degree)
- What was the teacher's course of study or major
- If your child's teacher is teaching under emergency or provisional status (as defined by your state).

^{*}Title I is a federal assistance program; for more information check our website at: www.sayvilleschools.org/curriculum.cfm

Sayville

Site-Based Team Information

WHAT IS A SITE-BASED TEAM?

Each of the five Sayville schools has a Site-Based Team. The SBT holds its monthly meetings to further the interests of academic excellence.

The Site-Based Team is a group of individuals consisting of school administrators, faculty members, and parents who meet "on site" at the school building to:

- Develop goals for improving student achievement,
- Set goals for the building that are consistent with District goals and Regents goals,
- Build goals that should focus on student achievement and/or enhancing the school environment.
- The teams are also involved in the interview process for teaching positions.

To be a parent team member, you must have a child in the school to which you are applying, be able to make a two-year commitment, and attend the monthly meetings. Not only are all parents invited to attend the monthly meetings, they are encouraged to get involved on subcommittees throughout the school year.

PLEASE NOTE THE SBT MEETINGS FOR YOUR SCHOOL IN THE CALENDAR GRIDS OF THIS PUBLICATION

SITE-BASED TEAM APPLICATION

SITE-BASED TEAM PARENT-MEMBERS

NEEDED: Your Site-Based Team will occassionally have parent-representative openings.

To be a team member, you must have:

- •A child who will be attending the school to which you are applying;
- Be able to make a two-year commitment;
- Attend the monthly meetings.

(Employees of Sayville Public Schools are not eligible to serve as parent representatives.)

Names will be picked at the March PTA Council Meeting held at the Administration Building. All are welcome to attend the meeting. You will be called when your name is received by the District Steering Committee Parent Representatives.

Cut and return to:	District Steering (Committee Parent	Representatives,	99 Greeley Avenue,	Sayville, NY 11782.

 I wish to become a SBT parent representative. Please call me with information about the SBT.

I am interested in future subcommittees.

e - Daytime: [(ren)'s Name(s):

Phone - Daytime:

Evening:

Child(ren)'s Name(s):

Address

School to which you are applying:

COMMUNITY AMBULANCE

"Neighbors Helping Neighbors

Serving Sayville, West Sayville, Bayport, Oakdale, and Bohemia, the Community Ambulance Volunteers are trained EMTs.

In case of an emergency, **CALL** 911

To become a volunteer or join the Youth Squad (ages 13-17), call 567-2586 or visit us at www. CommunityAmb.org



PESTICIDES

ew York State Education Law Section 409-H, effective July 1, 2001, requires all public and nonpublic elementary and secondary schools to provide written notification to all persons in parental relationships, faculty, and staff regarding the potential use of pesticides periodically throughout the *inaccessible to children*; school year.

The Sayville School District is required to maintain a list of persons in parental relation, faculty, and staff who wish to receive 48-hour prior written notification of certain pesticide applications. The following pesticide applications are not subject to prior notification requirements:



that the Sayville School

District provides a safe environment for identified throughout the district our students and staff, the district has completed inspections of its asbestoscontaining material during the past year. These inspections are required by A.H.E.R.A. to ensure that any minor damage to asbestos-containing material



Rooster Club

President: Dena Koehler 244-3734

Vice President: Jean Steck

Treasurer: TBA Secretary: TBA

SAYVILLE ATHLETIC FOUNDATION

P.O. Box 981 Sayville, New York 11782



Sayvilleathleticfoundation@yahoo.com

USE OF SCHOOL FACILITIES

A policy established by the Board of Education regulates the use of school facilities by community organizations. Request forms are available at the Administrative Offices, 99 Greeley Avenue, Sayville. Since the school district must act upon each request, applications should be submitted well in advance of the date of intended use.

Main Number 589-4440 Adult Reference, ext. 305 Children's Department, ext. 319 Teen Central, ext. 318 **HOURS OF OPERATION**

Monday-Friday: 10 a.m. to 9 p.m. Saturday: 9:30 a.m. to 5 p.m. Sunday: 1 p.m. to 5 p.m.*

*During"Summer Hours," the Library is closed on Sundays (from the 3rd weekend in June until the 3rd Sunday in September). See also the Sayville School District Calendar for Library Holiday closings.)

• A school remaining unoccupied for a continuous 72 hours following an application;

• Antimicrobial products;

 Nonvolatile rodenticides in tamper-resistant bait stations in areas inaccessible to children;

• Nonvolatile insecticidal baits in tamper-resistant bait stations in areas inaccessible to children;

 Silica gels and other nonvolatile readyto-use pastes, foams, or gels in areas

 Boric acid and disodium octaborate tetrahydrate;

 The application of EPA-designated biopesticides;

• The application of EPA-designated exempt materials under 40CFR152.25;

 The use of aerosol products with a directed spray in containers of 18 fluid ounces or less, when used to protect individuals from an imminent threat from stinging and biting insects including venomous spiders, bees, wasps, and hornets.

is identified and repaired in a timely manner.

The asbestos-containing material is restricted to mudded pipe joints in boiler rooms and resilient floor tiles. The pipe joints have been well maintained by the district's licensed asbestos management personnel and the asbestos in the floor tiles is in a

Please Note: Sayville School District uses only organic fertilizers on its fields.

In the event of an emergency application necessary to protect against an imminent threat to human health, a good faith effort will be made to supply written notification to those on the 48-hour prior notification list.

If you would like to receive 48hour prior notification of pesticide applications that are scheduled to occur in your school, please complete the Pesticide Notification form available in the district office. and return it to the Sayville Public Schools pesticide representative, Stephen Koepper, at: 99 Greeley Avenue, Sayville 11782; 244-6550, (fax) 244-6541.

dense form and not deemed hazardous.

There is a copy of the ASBESTOS MANAGEMENT PLAN available for public viewing in the office of each building. All questions regarding the operation and management of asbestos-containing materials in the district buildings should be directed to the District's Asbestos Compliance Officer at 244-6550.

JOIN YOUR PTA, SEPTA, SMBA, AND BOOSTER CLUBS

NOTE: For a student to be awarded a scholarship from those organizations, a parent must be a member of SMBA, SEPTA, and/or MS/HS PTA

Middle-High School

PRESIDENT

Ellen Recker 807-1806 elrecker@verizon.net

VICE PRESIDENT

Donna Mangino 563-2650 TREASURER Dina Scoleri

RECORDING SECRETARY Sharon Sputh 589-4029

CORRESPONDING SECRETARY Tina Basil

Dues \$7 per person

MS-HS PTA. **Box 314** Savville, NY 11782 Cherry Avenue

CO-PRESIDENTS Jen Honadel-Wilson jhonadelwilson@gmail.com Danielle Watson Creach1809@aol.com

VICE PRESIDENT

Lisa Moynihan 567-1121 TREASURER

Kristin Noack

RECORDING SECRETARY Christine Miller 218-1963

CORRESPONDING SECRETARY Jackie Cabrera

Dues \$7 per person

Cherry Avenue PTA 155 Cherry Avenue West Sayville ,NY 11796 Lincoln Avenue

CO-PRESIDENTS Josephine Contaldi Jtc75@msn.com Deborah Gutheil Deborahmsl@gmail.com **CO-VICE PRESIDENTS**

Tracy Doxey ttht@live.com Kelly Farrell Kafarrell24@yahoo.com

TREASURER Jennifer Fontanetta

Jfontanetta@p2capital.com RECORDING SECRETARY

Theresa Abad Sired619@aol.com

CORRESPONDING SECRETARY Gina Criscuola

Ginacrose@verizon.net

Dues \$7 per person **Lincoln Avenue PTA 440 Lincoln Avenue** Sayville, NY 11782

Sunrise Drive

Deb Fitzpatrick 567-5503 noelanddebfitz@verizon.net

CO-VICE PRESIDENTS
Jenay O'Connell 218-2192 jenaydc@verizon.net Karen Tellier 589-8531 kd.montauk@verizon.net

TREASURER

Nicole Costa 589-2719 nicolecosta@verizon.net RECORDING SECRETARY

Tara Babcok 563-0786 CORRESPONDING SECRETARY

Shannon Baumiller750-5074

COMMITTEE COORDINATOR Lynette Jabour 256-6099

> Dues \$7 per person **Sunrise Drive PTA** 320 Sunrise Drive Sayville, NY 11782

SEPTA

SEPTA c/o 99 Greeley Ave, Sayville NY 11782

Special Education Parent-Teacher Association

PRESIDENT

Kim Lagonigro berly92@hotmail.com **VICE PRESIDENT** Lisa Moynihan lisa.moynihan@gmail.com **TREASURER**

Jodi Colburn JodiC2401@yahoo.com

RECORDING SECRETARY

Erin Hynes Hynesfamily6@optimum.net

CORRESPONDING SECRETARY

Sarah Orlando Sapara26@gmail.com

Dues \$7 per person

Coordinating Council of

Meetings: 3rd Monday; every other month, **New Time!** 6:30pm, Administrative Offices

PRESIDENT

Patricia Yonkers 563-5119 Yonkers1323@optonline.net

VICE PRESIDENT

Marisa Milo 563-2802 mmmilo99@aol.com

RECORDING SECRETARY

Kristee Surdi kyoungsurdi@yahoo.com

TREASURER

Sylvia Ramsaywak Svlvia.verite@verizon.net

CORRESPONDING SECRETARY TBA

SMBA, P.O. Box 332. Sayville, NY 11782

Co-Presidents: Mary Harrison 218-2647-mhpetvet@optonline.net & Janice Rosado 516-477-3525; SMBA Past President Julie Schnurmann 335-7155 \$25 Sponsor, \$50 Donor, \$100 Patron, \$200+ Benefactor

If you love the Arts: Music, Dance, Theatre, Creative Writing, Visual Arts AND if you want to support the artistic development of our Sayville students in grades K-12...

Year-round events include Sayville Idol, Afternoon in Celebration, and Evening in Celebration. Each year, we've raised over \$16,000 in grants and scholarships for deserving Sayville students in grades 6-12 thanks to SMBA members. Only with your support will SMBA continue to provide these grants and scholarships that encourage artistic development.

BENEFITS OF MEMBERSHIP: • Membership is tax-deductible—SMBA is a registered 501C3 non-profit; • Members are part of a group

of committed parents, teachers, and community who share a passion for the arts; •MOST IMPORTANTLY, Members ENJOY supporting the amazing growth and development of our talented students.

CONTACT VICE PRESIDENTS AT:

Production: Ed & Terry Brennan 589-8280 Technical: Ken Van Essendelft 567-4387 Senior Scholarships: Joanne Fawcett 563-4070

Evelyn Hanlon

HS/MS Awards: Jeannie Moskwa 516-607-0206 Membership: Diane Magnani 987-5712 Treasurer: Debra Carlin O'Connor 885-3510 Cafe' Coordinator: Lillian Schweikert 836-9089 Volunteer Coordinator: Kelly Rini 516-316-7120