



[www.brunswickcsd.org](http://www.brunswickcsd.org)

# **TAMARAC SECONDARY SCHOOL**

## **STUDENT HANDBOOK**

### **GRADES 6 - 8**

**Richard Pogue**  
Secondary Principal

**Christopher Rockwell**  
Assistant Secondary Principal

NAME \_\_\_\_\_ YEAR 2017-2018

## TABLE OF CONTENTS

MISSION STATEMENT .....	1
MESSAGE FROM SECONDARY PRINCIPAL .....	1
BELL SCHEDULE .....	2
USE OF PERSONAL ELECTRONIC DEVICES .....	3
EARLY MORNING / BREAKFAST SCHEDULE .....	4
ATTENDANCE POLICY .....	4
STUDENTS WITH DISABILITIES .....	4
REPORT CARDS AND PROGRESS REPORTS .....	4
MISSED WORK .....	4
ELECTRONIC DEVICES .....	5
HONOR ROLL .....	5
NATIONAL JUNIOR HONOR SOCIETY .....	5
ACCELERATED CLASSES .....	6
HONORS SEMINAR COURSE DESCRIPTION AND SELECTION INFORMATION .....	7
PARENT CONFERENCES .....	7
MIDDLE SCHOOL LOCKER POLICY .....	7
STUDENTS WHO OWE BOOKS OR MONIES .....	7
STUDENT SUPPORT SERVICES .....	7
GUIDELINES FOR CAFETERIA BEHAVIOR .....	7
CAFETERIA PROCEDURES .....	8
STUDY HALL GUIDELINES .....	9
MIDDLE SCHOOL BAND AND CHORUS PARTICIPATION .....	9
STUDENT VISITATION PROCEDURE .....	9
POSITIVE BEHAVIOR INCENTIVE PROGRAM .....	10
STANDARDIZED TESTS .....	11
EXAM PROCEDURES .....	11
EXAM EXEMPTIONS .....	11
PROMOTION/RETENTION POLICY .....	11
CODE OF CONDUCT FOR COMPUTER USERS .....	12
PLAGIARISM .....	12
ACADEMIC ELIGIBILITY POLICY .....	12
STUDENT DISCIPLINE AND ELIGIBILITY .....	13
SAFE AND SECURE SCHOOLS .....	14
DISCIPLINE POLICY for GRADES 6-12 .....	14
STUDENT BILL OF RIGHTS .....	16
CODE OF CONDUCT FOR STUDENTS RIDING SCHOOL BUSES .....	18
AFTER SCHOOL ACTIVITIES .....	19
CLUBS AND ACTIVITIES .....	19
PARENT/GUARDIAN AND SPECTATOR CODE OF CONDUCT .....	20
SPECIAL EVENTS / DANCES .....	21
DANCE RULES .....	21
EIGHTH GRADE DINNER DANCE .....	21
AFTER SCHOOL, EVENING, AND FIELD TRIP .....	22
END OF THE YEAR FIELD TRIPS FOR GRADES 6 & 7 .....	22
TAMARAC MIDDLE SCHOOL FACULTY .....	23
CASTLE LEARNING .....	24

**MISSION STATEMENT: The Mission of the district is to educate students in the values, critical skills and essential knowledge necessary to be informed and responsible citizens, prepared to take the next steps in their education, careers and lives in our diverse society.**

\*\*\*\*\*

**MESSAGE FROM SECONDARY PRINCIPAL:**

The contents of this Handbook are intended to familiarize you and your parents with pertinent policies, regulations, practices and laws regarding various aspects of the middle level program. Please take it home to share with your parents. Also, please remember that it is your responsibility to become familiar with the contents, sign the form and return it to your homeroom teacher by the due date.

Just a reminder, Federal and State Laws, as well as Board of Education Policy, prohibits smoking anywhere on school grounds at all times. (This includes school buses and sports fields.) Students are permitted to carry cell phones; however, they must be turned off during school hours. If students violate this rule, the merchandise will be confiscated. Cell phones can only be used when administration deems necessary in an emergency.

All Board of Education Policies referenced in this handbook may be found on our website at [www.brunswickcsd.org](http://www.brunswickcsd.org) or in the main office.

If you or your parents have any questions or concerns, teachers, counselors, and administrators will be glad to discuss them with you.

Richard Pogue  
Secondary Principal

**BRUNSWICK CENTRAL SCHOOL DISTRICT**  
**TAMARAC SECONDARY SCHOOL**  
 3992 NY 2, Troy, New York 12180  
 (518) 279-4600 ext. 2205 - FAX (518) 279-3888

**BELL SCHEDULE**

WARNING.....	7:26 AM
PERIOD 1.....	7:30 - 8:15
PERIOD 2.....	8:19 - 8:59
PERIOD 3.....	9:03 - 9:43
PERIOD 4.....	9:47 - 10:27
PERIOD 5 (LUNCH).....	10:31 - 11:11
PERIOD 6 (LUNCH).....	11:15 - 11:55
PERIOD 7 (LUNCH).....	11:59 - 12:39 PM
PERIOD 8.....	12:43 - 1:23
PERIOD 9.....	1:27 - 2:11

**TWO HOUR DELAYED OPENING SCHEDULE**

WARNING BELL.....	9:26 AM
PERIOD 1.....	9:30 - 10:00
PERIOD 2.....	10:04 - 10:31
PERIOD 3.....	10:35 - 11:02
PERIOD 4.....	11:06 - 11:33
PERIOD 5.....	11:37 - 12:04 PM
PERIOD 6 (LUNCH).....	12:08 - 12:35
PERIOD 7 (LUNCH).....	12:39 - 1:06
PERIOD 8 (LUNCH).....	1:10 - 1:37
PERIOD 9.....	1:41 - 2:11

All afternoon bus departure and/or pick up schedules will be on a regular schedule.  
 If school is closed early, all events, games, practices, etc. will be cancelled.

**HALF DAY SCHEDULE**

WARNING.....	7:26 AM
PERIOD 1.....	7:30 - 7:50
PERIOD 2.....	7:53 - 8:10
PERIOD 3.....	8:13 - 8:30
PERIOD 4.....	8:33 - 8:50
PERIOD 5 (LUNCH).....	8:53 - 9:10
PERIOD 6 (LUNCH).....	9:13 - 9:30
PERIOD 7 (LUNCH).....	9:33 - 9:50
PERIOD 8.....	9:53 - 10:10
PERIOD 9.....	10:13 - 10:32

## 5695 USE OF PERSONAL ELECTRONIC DEVICES

The Board of Education recognizes that there are personal electronic devices that have educational applications such as tablets, e-readers, calculators, voice recorders, digital cameras and music listening devices. In some instances a "smart phone" may include applications that permit these functions. These devices shall be allowed to be used in classrooms if the following criteria are met:

- The user has successfully registered the device with the district, in accordance with district procedures.
- For the student user, the teacher has authorized use of personal devices either in their classroom generally or for a particular exercise.
- The user uses the personal device to access the Internet or authorized applications through the district's network, under the terms of policy [4526](#), Computer Use in Instruction.
- The user takes full responsibility for his/her device and keeps it with him/herself at all times. The District shall not be liable for the loss, damage, misuse, theft or loss of data of any personal electronic device brought to school. Personal electronic devices are brought to the school at the user's own risk.
- The user is responsible for the proper care of their personal electronic device. The school will not provide technical support for any such personal electronic device.
- Personal electronic devices shall be properly charged prior to bringing them to school and shall be capable of running off their own battery while at school.
- Students are not permitted to use any personal electronic device to record audio or video media or take pictures of any student or staff member without their permission. The distribution of any unauthorized media may result in discipline including but not limited to suspension, criminal charges, and expulsion.
- Students should only use their personal electronic devices to access relevant educationally related files. They are not to make personal calls, text messages, emails or electronically communicate with others, including other students, parents, guardians, friends, and family, from their personal electronic device during class time.
- Personal electronic devices will connect to the guest wireless network. Use of 3G and 4G wireless connections is not allowed. No user shall establish a private, ad hoc, or peer-to-peer network using personal technology. This includes technology equipped to provide a wireless hot spot.
- Permitted use of electronic device is at the discretion of the instructor.

In emergency situations, exceptions to the prohibition personal electronic devices may be granted by teachers or administrators.

Misuse by students of any of these electronic devices will result in its confiscation until the end of the school day, as outlined in the code of conduct. Some uses of personal electronic devices may constitute a violation of the school district code of conduct and in some instances, the law. The school district will cooperate with law enforcement officials as appropriate.

### Cellular Telephones and Testing

In order to ensure the integrity of testing, in accordance with state guidelines, students are not allowed to bring cell phones or other electronic devices into classrooms or other exam locations during finals and state assessments.

Test proctors, monitors and school officials shall have the right to collect cell phones and other prohibited electronic devices prior to the start of the test and to hold them for the duration of the test taking time. Admission to the test will be prohibited to any student who has a cell phone or other electronic device in their possession and does not relinquish it.

Students with individualized education plans (IEPs), 504 Plans, or documentation from a medical practitioner that specifically requires the use of an electronic device may do so as specified.

## EARLY MORNING / BREAKFAST SCHEDULE

- 1) Buses begin to unload students at 7:15 a.m. with the last of the buses arriving approximately at 7:22 a.m. The warning bell rings at 7:26 a.m.
- 2) Arriving students will go directly through the breakfast line and eat in the Cafeteria supervised by the Teacher Assistants. These students will report to their lockers and class as soon as they finish eating. All other students will go to their lockers and wait for class to begin at 7:30 a.m. (Any students who are **not** waiting in line to be served will not get breakfast after that time.)

## ATTENDANCE POLICY

Academic Attendance Policy (See Brunswick C.S.D. Policy # 8.145) [www.brunswickcsd.org/district/policy](http://www.brunswickcsd.org/district/policy)

## STUDENTS WITH DISABILITIES

As specified by New York State Education Law and the Commissioner's Regulations, a continuum of program alternatives is available to meet the varied needs of students with disabilities who reside in New York. For more information regarding the referral and evaluation of students suspected of having a disability, please refer to New York State's [A Parent's Guide to Special Education](#) or contact Myles Goss, Director of Special Education, at 279-4600 x2702.

## REPORT CARDS AND PROGRESS REPORTS

We communicate your child's academic performance to you eight times during the course of the year through the use of progress reports and report cards.

Progress report period ends during the 5<sup>th</sup>, 15<sup>th</sup>, 25<sup>th</sup>, and 35<sup>th</sup> weeks of the school year and will be **mailed home** to you. The computer-generated forms contain at least one comment from each of your child's teachers pertaining to his/her performance in class as well as a grade range.

Grade report periods end during the 10<sup>th</sup>, 20<sup>th</sup>, and 30<sup>th</sup> weeks of school and report cards are **mailed home**. The last report card will be mailed after the last day of school in June. We use numeric grades in the Middle School, with a passing grade of 65%. Students who earn grades of 89.5 or above will be on the Middle School Honor Roll for that marking period and students who earn grades 94.5 and above will be on the Middle School High Honor Roll. Report cards contain comments on class performance and a tardy/absenteeism report as well as a number grade for each course and overall average for that marking period.

By reporting formally to you every five weeks, we hope to keep you up to date on your child's performance. You are also welcome to contact our Guidance Office at [anytime](#) should you have any questions pertaining to your child's performance (279-4600 ext. 2204).

## MISSED WORK

Students who have missed work for any reason are expected to make up that work. One additional day will be allotted for makeup work for each day your child is out sick. If your child is out sick for one day, he/she should either ask a fellow student for homework or make up the work on the following night. If a student is out sick for more than one day, a parent should call the Middle School Guidance Office by 8:00 a.m. and request work from the teachers. This work can be picked up at the Guidance Office after 2:15pm. In addition, many teachers now list homework assignments on their websites. We regret that we cannot go into your child's locker and get books or transport work personally to the elementary school.

If a student is absent prior to the end of the quarter, he/she may receive an incomplete on their report card due to missing work. The student will need to hand in all missing work no more than two weeks from the end of the quarter so that the incomplete can be changed to a numeric grade.

Students who are absent from school for family vacations are personally responsible for asking their teachers for work a week ahead of time. Teachers will give assignments in this type of situation wherever possible. If your child must make up work after vacation, one additional day will be allotted for makeup work for each day your child was out, not to exceed ten days.

**Homework** – Students may receive a zero for borrowing/copying/loaning homework.

**Course changes** – Student/parent initiated changes to course schedule will be accepted for review up to the first progress report.

## **ELECTRONIC DEVICES**

Please refer to the Board approved District Policy on page 3 of this handbook.

## **HONOR ROLL**

Our students are always encouraged to do their personal best with respect to every aspect of Middle School. Those students who achieve excellent academic results at the end of each ten-week marking period will be placed on one of the following Honor Rolls:

	<u><b>AVERAGE</b></u>
Honors	89.5 to 94.4%
High Honors	94.5 to 100%

## **NATIONAL JUNIOR HONOR SOCIETY**

The Tamarac Middle School Chapter of the National Junior Honor Society was formed during the 1996-97 school year. The purpose of this organization is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, to develop character, and to encourage citizenship.

Seventh and eighth grade students are eligible for this Society. Candidates for membership must have a cumulative average of 93%. Those students are invited to submit an essay describing their achievements in the community. Candidates will then be assessed by the Faculty Council based on service, leadership, character, and citizenship. The selection of each member to the Chapter shall be of a majority vote by the Faculty Council. Not all eligible students will fulfill all of the qualifications and, therefore, may not be recommended. There is no appeal process. Candidates become members when inducted at the National Junior Honor Society Induction Ceremony.

To help inform parents more fully to understand the criteria for membership in the National Junior Honor Society, the following guidelines are provided.

## **CHARACTER TRAITS**

### **LEADERSHIP**

The student who exercises leadership:

- Is resourceful in proposing new problems, applying principles, and making suggestions
- Demonstrates leadership in promoting school activities
- Exercises influence on peers in upholding school ideals
- Contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities
- Exemplifies positive attitudes
- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibility, conducting business efficiently and effectively, and without prodding, demonstrates reliability and dependability
- Demonstrates leadership in the classroom, at work, and in school or community activities
- Is thoroughly dependable in any responsibility accepted

### **SERVICE**

The student who serves:

- Is willing to uphold scholarship and maintain a loyal school attitude
- Participates in some outside activity: Girl Scouts; Boy Scouts; church groups; volunteer services for the aged, poor, or disadvantaged; family duties
- Volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance
- Works well with others and is willing to take on difficult or inconspicuous responsibilities
- Cheerfully and enthusiastically renders any requested service to the school
- Is willing to represent the class or school in inter-class and inter-scholastic competition

- Does committee and staff work uncomplainingly
- Shows courtesy by assisting visitors, teachers, and students

## CHARACTER

The student of character:

- Takes criticism willingly and accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- Upholds principles of morality and ethics
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability
- Observes instructions and rules, punctuality, and faithfulness both inside and outside the classroom
- Has powers of concentration and sustained attention as shown by perseverance and application to studies
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating on written work, and showing unwillingness to profit by the mistakes of others
- Actively helps to rid the school of bad influences or environment

The descriptions above were taken from the National Honor Society Handbook, published by the National Association of Secondary School Principals, 1904 Association Drive, Reston, VA, 22091, c. 1987.

## ACCELERATED CLASSES

Incoming sixth grade students may be accepted into **Accelerated Math** if they achieve three out of the following four qualifications:

- 1) Obtain a grade of Level 4 on the 4<sup>th</sup> Grade Common Core Math Exam;
- 2) Obtain a grade of Level 4 on the 5<sup>th</sup> Grade Common Core Math Exam;
- 3) Have at least 85 on the accelerated placement test;
- 4) Teacher recommendation

**6<sup>th</sup> grade:** A student who does not maintain an 85 average in Accelerated Math at each 5 week reporting interval will be removed from the accelerated class and placed in a grade-level class. To continue in accelerated math the following year, the student's final average (including the final exam) must be at least 85.

**7<sup>th</sup> grade:** A student who does not have an 85 average at the end of each quarter will be evaluated to determine if this student is appropriately placed in accelerated math. A student who does not have an 85 final average at the end of the 7<sup>th</sup> grade (including the final exam) will be evaluated to determine if this student is appropriate for Integrated Algebra in eighth grade.

**8<sup>th</sup> grade:** A student who does not have an 85 average at the end of each quarter will be evaluated to determine if this student is appropriately placed in accelerated math. A student who does not have an 85 at the end of Integrated Algebra (including the Regents exam) may not be placed in an accelerated course for the next school year.

Incoming grade 8 students may be placed into the **Regents course The Living Environment (Regents Biology)** if they meet the criteria after completing **the first three marking periods** of grade 7 science.

A rubric is used based on a total of 16 points:

Class Average of	95-100 = 6 points 90-94 = 3 points
Homework Average of	95+ = 2 points 90-94 = 0 points Below 90 = 0 points
Test Average	95+ = 2 points 90-94 = 1 point
Teacher Recommendation	High = 6 points Recommended = 3 points Not Recommended = 1 point



## HONORS SEMINAR COURSE DESCRIPTION AND SELECTION INFORMATION

In an ongoing attempt to improve academic instruction for all students and create educational opportunities to challenge our most capable students, we will offer Honors Seminar, an intensive research and project-based course that will allow students to delve deeper into contemporary education issues than is presently possible in most of our courses to ninth graders. This course is not tied to any one subject, such as English or Social Studies, but is designed to investigate topics of interest of the students and teachers. This course will be co-taught and additional educational resources will be assigned to this course.

**Selection Information:** A selection process, including a scoring rubric, for students to get into Honors Seminar has been established. In May of the school year, any 8<sup>th</sup> grade student who meets the minimum academic standard of an 85 average (averaged through the 3<sup>rd</sup> quarter of the 8<sup>th</sup> grade school year in all courses) may apply. After that, each student's English, Social Studies, Math, Science and Foreign Language teacher will be asked to assess his/her homework completion, homework effort and provide an overall recommendation to the Honors Seminar for each student. All 3 teacher assessments will be averaged, and combined with points for grade point average and a writing assessment, a final rating for each student will be compiled by the school administration and determinations for placement into the Honors Seminar class next year will be made based on these ratings. A student may earn from 1 to 8 points for their GPA, 0 to 2 points for homework completion, 0 to 2 points for homework effort, 0 to 5 points for overall teacher recommendation for this course and from 0 to 6 points on the written assessment for a possible total of 23 points. The written assessment will be administered in school in May. The number of students accepted into Honors Seminar is made by the school administration, and this decision is final. The goal of this process is to provide rigorous standards for students who seek admission into Honors Seminar, similar to standards presently applied to Accelerated courses in this building and to maintain the academic integrity of all courses offered to our students. Any questions about this course can be directed to the Middle School counselor of the building Principal.

## PARENT CONFERENCES

The Middle School cannot function to its best potential without communication and cooperation from home. Parents are encouraged to make appointments to meet with the teacher(s) of their Middle School Students as often as necessary. To make an appointment, simply call the office of Mrs. Grimmick at 279-4600 ext. 2204 to set up a specific time. Every effort is made to keep you informed of your child's progress in school.

Report cards and progress reports are mailed to parents. Progress reports are mailed after five weeks and a report card is sent after every ten weeks.

## MIDDLE SCHOOL LOCKER POLICY

1. Lockers must be neat, clean, and organized – if appropriate decorations are used, they must be taped on the interior of the locker only. **Do not use glue.**
2. Periodic locker clean outs will be closely monitored by teams.
3. Any locker damage, such as dents or scratches, must be paid for.
4. Students are to use school issued locks only on their lockers.
5. Each student is assigned his/her own locker. Students are not permitted to share lockers. Unused lockers are locked.
6. Students are not to share their locker combinations with other students.

## STUDENTS WHO OWE BOOKS OR MONIES

Students who lose or damage books are responsible for paying for replacements. At the end of the school year, the classroom teacher will give these students a form indicting how much money is owed.

## STUDENT SUPPORT SERVICES

The Middle School has a social worker and a school counselor who work with students on a confidential basis as needed for problems or concerns that may arise. They work with students in grades 6-12 and their families.

## GUIDELINES FOR CAFETERIA BEHAVIOR

## **CAFETERIA RULES:**

1. Your voice must not be heard above the rest.
2. Remain seated except for food purchases, restroom, and clean up.
3. Clean up after lunch – table and floor.
4. Follow all directions given by the staff without verbal or non-verbal argument.
5. Keep your hands, feet, and all objects to yourself.
6. CHORD Policy applies to all students while in the cafeteria.

## **IF RULES ARE NOT OBEYED, THE FOLLOWING MAY HAPPEN:**

1. Verbal or non-verbal reminder.
2. Removal to the Silent Lunch Table in the cafeteria.
3. Removal to an alternate setting.
4. Parent contact.
5. Referral to Principal or Team Leader
6. Other

## **MIDDLE SCHOOL CAFETERIA PROCEDURES**

1. Bring appropriate outdoor clothing to the lunchroom.
2. Walk quietly through the halls to your place in line. Do not run at any time. Students must maintain order in the lunch line.
3. Take your place in line without shoving or cutting in.
4. Places for friends are not saved in the lunch line.
5. Have your change ready, keep the lunch lines moving as rapidly as possible, and treat the servers with respect.
6. Sit at the table assigned to you, if you are given an assigned seat.
7. All food must be eaten in the cafeteria.
8. During the latter part of the lunch period, weather permitting, students will be allowed to go outside on the playground. Students should proceed in a quiet and orderly manner.
9. Students are not allowed to wander the halls during their lunch periods.
10. While on the playground for lunch recess, students are to stay in the designated area. There is to be no snowball throwing, pushing, shoving, or contact sports.
11. Students are not allowed to leave the cafeteria unless they need to use the restrooms (one student at a time), in which case they will be given the necessary pass by the cafeteria aide. If a student needs to see a teacher, that student must give a pre-signed pass to an aide.
12. Students may not go to lockers from lunch without a pre-signed pass.
13. No panhandling.
14. Only one person will be permitted to use the restrooms at a time.
15. When the lights are turned off, the students must be silent and listen to the announcements.



## STUDY HALL GUIDELINES

1. Students must arrive on time, fully prepared with *all* needed materials.
2. There is no eating or drinking. Stay seated at all times.
3. Students will always keep hands, feet, objects, comments.
4. Do not go near or touch teachers' desks, files, materials or property.
5. Students must stay in the classroom until the end-of-the period bell rings.
6. Students are expected to complete schoolwork. There is no idle conversation permitted.
7. Do
  - (a) homework for the next day,
  - (b) assignments that are owed,
  - (c) extra credit work, or
  - (d) reading.
8. Locker visits will be extremely rare, and are permitted only in emergencies.
9. One female and one male will use restrooms at a time. Students must have a signed pass or a signed assignment book, and must sign out of the room.
10. There will be no library passes, except for specific books, projects, or reasons approved by a teacher. Students *must* have a signed pass from that teacher. Such students *must* return to study hall before the end of the period.

## MIDDLE SCHOOL BAND AND CHORUS PARTICIPATION

With limited amount of time available to rehearse for concerts, band and chorus students will not be allowed to withdraw from a performing group after September 20<sup>th</sup>. After this time, students are expected to remain in their performing ensemble through the first concert. Only in extreme cases, and after parent communication with the performance director and an administrator, will exceptions be considered. For the remainder of the year, anyone wishing to withdraw must do so after parent consultation with the performance group music director and the middle school guidance counselor.

## STUDENT VISITATION PROCEDURE

In order to maintain an appropriate instructional environment, visitations by students outside of our school district will be subject to the guidelines listed below.

A student from another school may visit our school if:

1. The student is interested in attending Tamarac Middle School and should not be in attendance in another school that day.
2. The visitor is at the appropriate grade level (i.e. 6<sup>th</sup> grade student visiting 6<sup>th</sup> grade, etc.)
3. Prior approval is gotten from the grade-level team members.
4. Prior approval by the Administrator.
5. Telephone numbers where parents can be reached in the event of an emergency.

Students are not allowed to visit Tamarac Middle School for any other reason.

## POSITIVE BEHAVIOR INCENTIVE PROGRAM

As a method of rewarding students who consistently follow school rules and demonstrate appropriate behavior, there is a point system in effect at Tamarac Middle School. This is also designed to eliminate negative behaviors such as inappropriate hall behavior, lateness to class, and behaviors that result in referrals or suspensions. Students with excessive amounts of points will lose various school privileges. As a school, we recognize that students will misbehave occasionally and make mistakes. Students who wish to lower their number of points can perform “services” for adults in the building or community as a way to reduce the number of points they have.

### **How Students Receive Points:**

White cards are given out for breaking rules such as lateness to class, inappropriate hall behavior, etc. White cards are given in addition to other consequences and can be given by any teacher in the building. Each white card given to a student counts as one point. It should be noted that once a student reaches a benchmark point level (5, 10, 15, etc.) it is important that there is a consequence.

Referrals: Any referral received not resulting in more than one period of ISS or OSS counts as three points.

ISS/OSS: Any referral that results in OSS or ISS for more than one period will count as 5 points.

### **How To Reduce Points:** *Students are encouraged to reduce points.*

Students can do services to work off points that have been accrued. It is the student’s responsibility to see a teacher, as well as complete and return paperwork to the Middle School Office, to successfully complete services. One service is equal to a minimum of twenty minutes of work supervised by a school staff member.

### **Examples of Services:**

Students can, with a teacher’s permission, clean desks, tutor other students, clean technology rooms, work in the library, pick up papers, clean storerooms, etc. Each completed service will eliminate one (1) point. The service opportunities are the sole responsibility of the student, who must seek out service with staff members.

Community service is another acceptable way to work off accumulated points. The student cannot do this community service under the auspices of the parent but in an actual community setting such as a church, non-profit organization, nursing home, school, or an agency that would profit by VOLUNTEER work. This community service is acceptable with the following provisions:

- Student will obtain and complete a Community Service Form available from the Middle School Office
- After completing the community service, the student will submit the form to the team leader for removal of number of points indicated (one per each twenty minutes of service).

### **Rewards and Consequences for Point Totals:**

Level 1	0 points	<ul style="list-style-type: none"> <li>• Attendance at all special events</li> </ul>
Level 2	1-4 points	<ul style="list-style-type: none"> <li>• Attendance at all special events</li> </ul>
Level 3	5 points	<ul style="list-style-type: none"> <li>• Parent letter</li> <li>• Possible loss of the next special event</li> </ul>
Level 4	10 points	<ul style="list-style-type: none"> <li>• Parent letter</li> <li>• Loss of next dance and possibly the next special event</li> </ul>
Level 5	15 points	<ul style="list-style-type: none"> <li>• Parent letter</li> <li>• Loss of next dance and possibly the next special event</li> <li>• Possible loss of participation in field trips and extracurricular activities except athletics</li> </ul>
Level 6	20 points	<ul style="list-style-type: none"> <li>• Parent letter</li> <li>• Loss of next dance and possibly the next special event</li> <li>• Loss of participation/attendance at all extracurricular activities, including athletics</li> </ul>
Level 7	25 points	<ul style="list-style-type: none"> <li>• Loss of all listed above privileges, including the Gd. 8 dinner dance</li> </ul>

Note: For Levels 3 and 4, even if a student works off the points, the student will have to take the consequence for that particular level.

## **STANDARDIZED TESTS**

Students take Common Core tests in Grades 3-8 in English Language Arts and Mathematics. Eighth Grade students will be taking the Common Core English Language Arts, Science and Mathematics tests. These tests are intended to measure student achievement in relation to the Common Core Learning Standards.

The results of all Standardized Tests are housed in the Middle School Guidance Office. Any questions or concerns should be directed to Mrs. Susan Grimmick, Middle School Guidance Counselor (279-4600 ext. 2204).

## **MIDDLE SCHOOL EXAM PROCEDURES**

**(The appropriate Exam Procedures will be read to students prior to each exam.)**

The following exam rules apply to mid-term exams, final exams, and Standardized Tests:

1. The class roster will be used to take attendance.
2. A list of missing students will be sent to both guidance and the teacher whose exam is being given.
3. All desks are to be cleared of everything except exam materials. Any books, pocketbooks, etc. are to be placed under chair seat if possible.
4. Once the exam directions begin, there is to be no talking for the entire exam period.
5. When students complete the exam, they are to place their papers face down on the desk and wait for the proctor to collect the exam. After the exam is collected, they may sit quietly, read books, or study for the next exam.
6. If there are any questions, students are to raise their hand and wait for the proctor to come to their desk.
7. No students are allowed to leave the room except for emergencies
8. Exams will be a maximum of four periods long. No extra time will be permitted, except for CSE students.
9. Students are expected to bring appropriate/required exam materials with them, i.e., pens, pencils, etc.
10. Regular classroom rules regarding food, beverages, etc. will be followed.

## **EXAM EXEMPTIONS**

There will be no final exam exemptions in Grade 6 or Grade 7. Grade 8 will allow for exemptions for those students who have achieved a cumulative average of 93 in a class for all four marking periods. However, all students who are enrolled in a foreign language must take the foreign language proficiency test. Also, if the student is not in a foreign language, but has the grades to be exempt from all other exams, he/she must take at least one exam, either the science or math exam.

## **PROMOTION/RETENTION POLICY**

- 1) Students will receive a "final average" for each course completed. The final average is figured by averaging the four marking period grades and the final examination score.
- 2) Grade-level Placement Committees meet in June (following final examinations) to make a final determination as to whether a student is promoted or retained. Promotion and retention are decided by final averages. The Grade-level Placement Committees consist of the student's teachers, the Middle School Guidance Counselor, and administrators. Parents are informed in writing of possible retention after each committee meeting.
- 3) In addition to direct and written communication from the teachers, the Principal sends written notification home to the parents of students in jeopardy of being retained.
- 4) Students are retained if two final averages are less than 65% in the disciplines of Mathematics, Science, English, Social Studies, Foreign Language (Grades 7 and 8), and Special Subjects, including Health in Grade 8. Also, in Grade 8, students must pass the foreign language proficiency test.
- 5) In extreme and unusual cases, the Principal may authorize the placement of a student to the next grade who has not met the minimum requirements for promotion.
- 6) Eighth grade students who are retained or placed into ninth grade may not participate in eighth grade promotion or moving-up exercises.

## **CODE OF CONDUCT FOR COMPUTER USERS**

The following code of conduct for Computer users must be read and signed by all students and their parent(s)/guardian(s) before using computers in the Brunswick Central School District. The signed form must be returned to the teacher before the student can have access to a computer.

As a computer user, I agree to follow the rules and code of ethics explained below.

1. I will use the school's computer for educational work only.
2. I will respect school property. I will not steal, deface, or vandalize school equipment.
3. I will not disturb others while working on school computers.
4. I will not view, send, or display offensive messages or pictures.
5. I will not make unauthorized copies of software found on school computers as I recognize that software is protected by copyright law.
6. I will not attempt to gain unauthorized access to programs.
7. I will not use anyone else's password or file.
8. I will not download or save information on the hard drives of any school computer without classroom instructor's permission.

## **PLAGIARISM**

Plagiarism is using another's work and claiming it as one's own. Plagiarism has a standard penalty of a zero on the assignment; however, the teacher may permit the student to complete an alternate assignment for partial credit. Additional consequences may occur at the discretion of administration. We strongly encourage students to ask their teachers for clarification or guidance if there is any doubt when completing an assignment. Also, the school library's web page has examples on how to correctly cite pieces of writing. Ignorance of plagiarism will not be accepted as an excuse.

## **CURRENT ACADEMIC ELIGIBILITY POLICY**

Two or more failures places your child on academic probation. Participation in athletics, clubs, dances, and attendance at school events is a privilege, open to students who meet academic eligibility standards and behavioral expectations.

### **EXTRACURRICULAR ACTIVITIES**

- A. The Board of Education of the Brunswick Central School District recognizes the importance of the extracurricular life of the school and supports the concept of a diverse extracurricular program to enable each student to achieve full potential. The Board supports the assignment of staff for the formation of student groups for any of the following purposes:
  1. Developing academic interests.
  2. Developing athletic interests.
  3. Providing for social interaction and the development of positive social relationships.
- B. Developing understanding of the responsibilities and characteristics of good citizenship.

Students participating in such activities, do so as representatives of the District. Their conduct is expected to be exemplary.

- C. Participation in extracurricular activities is elective and a privilege. It is not an entitlement. Student participation or involvement in activities that reflect poorly on the District or its schools or are in violation of the student code of conduct may result in suspension of such privilege.

Academic Eligibility is determined by the grades a student earns in all courses. If a student receives a failing grade in two or more courses, the student has not met the academic standard, and may not be allowed to participate in or attend athletic games, practices or other school activities (sporting events, non-educational field trips, community service projects, dances, etc.). A grade of 64 or below is considered failing. Interim course grades at the five (5) week mark of each marking period and **quarter course grades** the student earns at the end of each marking period in all classes will be used to determine if the academic standard has been met. This policy applies to all students in grade 6-12.

With the first occurrence the student will be placed on academic probation for five (5) weeks. A student on academic probation may fully participate in all extra curricular activities. During this time a student on academic probation **must** meet with his/her teacher(s) with the goal of showing improvement in his/her failing classes. For this improvement to be assessed, the student is required to meet with each of the teachers of the class he/she is failing at least once every five days during this ten school day period. A student who fails to meet with his/her teacher within five days becomes academically ineligible (see below).

Academic eligibility does carry over from the end of one school year to the first 5 weeks of the next school year. If a student is determined to be academically ineligible at the end of the school year, they will be placed on academic probation for the 1<sup>st</sup> 5 weeks of school, and will be expected to be current with all school work and to be passing all of their new classes until the 1<sup>st</sup> interim marking period grades are available; all of their teachers will have to sign off on a contact sheet weekly. If a student is not meeting these standards, the student becomes academically ineligible (see below). A student will only be placed on academic probation once while in Middle School and once while in High School, except when placed on probation at the beginning of the school year; this may happen more than once during a student's attendance at Tamarac.

With all subsequent occurrences, the student will be academically ineligible for the next five weeks or until the next interim grades or quarter grades are distributed. If a student is academically ineligible, he/she may not participate in any extracurricular activities for a period of ten school days after becoming academically ineligible. During this time, an academically ineligible student is **strongly encouraged** to meet with his/her teacher(s) with the goal of showing improvement in his/her failing classes. For this improvement to be assessed, the student is required to meet with each of the teachers of the class he/she is failing at least once every five days during this ten school day period. Contact sheets to document the meetings with his/her teachers will be available to each academically ineligible student and can be picked up by an academically ineligible student in the Main Office. When this obligation has been met and the contact sheet has been returned to the Building Principal, the student will be allowed to return to and participate in sports practices and/or school club meetings. He/She may not participate in sports games or other club activities until the next interim grades or quarter grades indicate that the student is now academically eligible. If a student does not initiate contact with his/her teachers or fulfill the expectation of meeting with the teacher(s) of the classes he/she is failing during this ten school day period, he/she will not be able to participate in or attend athletic games, practices or other school activities until the next interim grades or quarter grades indicate that the student is academically eligible.

Summer school grades will not be considered for eligibility purposes. Students new to our school district will not have his/her academic eligibility assessed until he/she has attended our school for five weeks.

The academic eligibility policy is applied at the discretion of the building principal.

This policy reflects the common goals of sustaining academic achievement while participating in extracurricular activities.

### **STUDENT DISCIPLINE AND ELIGIBILITY**

1. If a student chooses to leave school illegally or cuts a class, that student will not be eligible to attend or participate in any after school activity or function on that day. If the infraction is discovered at a later date, the consequences will be applied at that time.
2. Any student receiving in school suspension for five or more periods is ineligible to participate in any interscholastic sports contest or practice, extracurricular activities, or functions on that day.

For additional information regarding sports eligibility, see the Athletic Handbook for clarification.

\*\*\*\*\*

*Our Schools are Learning Environments that are Threat Free*

To Establish and Maintain SAFE AND SECURE SCHOOLS, We Will Each:

- ❖ care for ourselves
- ❖ extend care to others
- ❖ take care of our school

**Definition of threat:**

**THREAT** – An explicit or implied demonstration or declaration of intent to inflict harm, punishment, injury, loss, or death on an individual; an express or implied indication that violence, injury, loss, or pain will be inflicted on another.

- A. Any student, who receives a threat or hears or observes one being made, shall immediately notify a member of the staff, faculty, or administration.
- B. Any member of the staff or faculty who is informed of, or hears or observes a threat on another, or who receives a threat, shall immediately notify the building administrator.
- C. Any building administrator who is informed of a threat, or hears or observes a threat on another, or who receives a threat, will conduct an immediate and thorough investigation of the matter. This will include conferences with those alleging that a threat was made and the individual(s) who allegedly made such threat.
- D. If after such investigation it appears reasonably certain that the allegation is true, the building administrator will immediately consult with the school guidance counselor, psychologist, social worker and/or child study team. These consultations may lead the building administrator to contact county agencies, including those concerned with mental health, social services and child protection. If necessary, arrangements will be made for an emergency mental health evaluation.
- E. The building administrator will call the parents or guardians of all the students involved in the incident.
- F. Unless otherwise required by law, school district policy or as a reasonable and prudent response to an imminent threat to health and safety, the building administrator will consult with the Superintendent as to whether law enforcement officials should be contacted.
- G. The behavior of a student found to have made a threat will be addressed in accordance with the school code of conduct. If the student behavior is not proscribed by the code of conduct, the building administrator or superintendent will take reasonable measures to provide an appropriate school response to the behavior consistent with federal, state and local due process requirements.

\*\*Students should report any concerns about safety to an adult even if uncertain. Students play an essential role in keeping their school safe. Harassment and bullying can escalate into serious violence. Students must refrain from this type of behavior. Individual differences and diversity can contribute to the strength of our school and should be accepted.

**TAMARAC DISCIPLINE POLICY for GRADES 6-12 (Revised 7/2015)**

In the fall of 1990, the Committee to Help Organize and Revise Discipline, comprised of students, teachers, administrators, parents, and members of the Board of Education, began a series of meetings to examine and revise the Tamarac Secondary School discipline code. In January of 1991, the Board of Education adopted the discipline policy as presented by the representatives of C.H.O.R.D.

THE DIGNITY ACT: NEW YORK STATE’S DIGNITY FOR ALL STUDENTS ACT SEEKS TO PROVIDE THE STATE’S PUBLIC ELEMENTARY AND SECONDARY SCHOOL STUDENTS WITH A SAFE AND SUPPORTIVE ENVIRONMENT FREE FROM DISCRIMINATION, INTIMIDATION, HAZING, TAUNTING, HARASSMENT, BULLYING ON SCHOOL PROPERTY, OR CYBERBULLYING OUTSIDE OF SCHOOL THAT MAY INTERFERE WITH NORMAL SCHOOL ACTIVITIES, A SCHOOL BUS AND/OR AT A SCHOOL FUNCTION.THE FOLLOWING INCLUDES EXAMPLES OF PROHIBITIVE STUDENT CONDUCT UNDER THE DIGNITY FOR ALL ACT (BOARD POLICY 5300.30), OTHER UNACCEPTABLE CONDUCT, AND THEIR CONSEQUENCES. A REFERRAL TO A COUNSELOR, PSYCHOLOGIST, SOCIAL WORKER OR OTHER APPROPRIATE SCHOOL PERSONNEL MAY BE INCLUDED FOR ANY INFRACTION.

**LEVEL 1**

**Penalty:** From a Verbal Reprimand, Detention, Pass Restriction, Lunch Detention, Temporary Removal from Class, After-School Detention, loss of computer privileges, change clothes, send home to change clothes.



1. Affectionate behavior, which is inappropriate in a public place (appropriate behavior could be defined as holding hands, brief hugs, or kisses on cheek).
  2. Class or homeroom tardiness without a pass.
  3. From one to three illegal tardies to school per year.
  4. Parking without a permit or parking in an undesignated area. **\*Move car to designated area** or off school property. **Two or more times the car will be towed.**
  5. Littering **\*Pick Up**
  6. Leaving supervised areas during any extra-curricular event held within the school building. **\*Cannot return to event**
  7. Use of foul or offensive language, pictures or gestures: being disrespectful. **\*Apologize**
  8. Using/wearing two (2) earphones/headphones in the hallways for students in Grades 9-12 (Middle School students are not allowed to wear them at all).
  9. 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 helping students develop an understanding of appropriate appearance in the school setting.
  10. A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, shall be safe, appropriate and not disrupt or interfere with the educational process. Also:
    - a. extremely brief, inappropriate revealing or distracting garments such as tube tops, net tops, plunging necklines (front and/or back) and see-through garments are not appropriate.
    - b. underwear must be completely covered with outer clothing.
    - c. include footwear at all times. Footwear that is a safety hazard will not be allowed.
    - d. items that are vulgar, obscene, libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability will not be allowed.
    - e. items that promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities will not be allowed.
    - f. body sprays must be used in small quantities and applied in locker rooms only.
  11. Shirts must have seams that fully cover the student's torso. No sleeveless shirts are allowed that expose a student's body.
  12. Leaving class without permission, undesignated area, misuse of hall pass
  13. Violation of computer privileges:\*\*\*
    - a. First offense: student logoff immediately; referral and warning
    - b. Second offense: student logoff immediately; referral and loss of computer privileges for up to two weeks.
    - c. Third offense: student logoff immediately; referral and student may lose privileges for the rest of the year.
  14. Use of cell phones during school hours as per Board of Education policy. **\*Confiscated and return only to parent of student after second offense.**
  15. No food or drink allowed in hallways or classrooms without prior permission.
  16. Attending extracurricular events when academically ineligible.
  17. Horseplay, putting hands on others.
- PARENTAL NOTIFICATION IS A ROUTINE PART OF THE DISCIPLINE PROCESS AT LEVELS II, III, AND IV**

## LEVEL II

### PENALTY: From One to Five Days After School Detention

18. Lying in conjunction with another offense.
19. More than 3 illegal tardies to school per year. (One after school detention for each additional 3 tardies.)
20. Truancy, cutting classes (**not leaving the building**) \*
21. Extortion (threatening demand for goods or services.)
22. Remaining on or returning to school grounds after out-of-school suspension without proper authorization.
23. Cutting detention. **\*One Additional Detention** (After two cuts becomes in-school suspension)
24. Misrepresentation of a signature (forgery).
25. Vandalism – **\*Restitution or Repair**
26. Hazardous horseplay or creating a general disruption in class. **\*Apologize**
27. Wearing a hat in the building between the hours of 7:30 and 2:11 except for religious or medical purposes

## LEVEL III

### PENALTY: From Two Afternoon Detentions to Two Days In-School Suspension (7:26 – 3:20)

28. Unauthorized leaving of school grounds.
29. Academic Cheating. **\*A Zero on the Assignment**

30. Plagiarism (using another's work and claiming it as one's own). **\*A Zero on the Assignment for both students, if applicable**
31. Putting hands on another student, throwing objects
32. \* Harassment, intimidation, bullying, hazing,: verbal, cyber, sexual, physical or otherwise. **MAY BE MOVED TO LEVEL 4 IF IT CONTINUES.**
33. Causing damage, which cannot be repaired for less than \$50.00. **\*Replacement**
34. Speeding or reckless driving on school grounds. **\*Suspension of Driving Privilege** (1<sup>st</sup> Offense – one month suspension; 2<sup>nd</sup> Offense – permanent suspension for the school year)
35. \*Use of slurs based on ethnicity, religion, physical characteristics, sexual orientation, and/or socio-economic status directed at an individual or group of individuals. **\*Apologize**
36. Passing a stopped school bus which has red lights flashing. **\*Suspension of Driving Privilege** (1<sup>st</sup> Offense – one month suspension; 2<sup>nd</sup> Offense – permanent suspension for the school year)
37. Insubordination: Deliberate and/or defiant refusal to follow a reasonable order or directive
38. \*Destruction of another's personal property. **\*Restitution**
39. Three or more violations of the previous Level.
40. Activating an AED or interfering with school cameras.

#### **LEVEL IV**

#### **PENALTY: From Two Days In-School Suspension to Expulsion with Potential Referral to Police**

41. Initiating a physical confrontation by putting hands on another person.
42. Stealing, possession of stolen property. **\*Restitution**
43. **\*\*Threatening violent behavior. \*Apologize, Counseling**
44. Use or possession of any tobacco product (including electronic cigarettes and their accessories), drug paraphernalia, matches/lighter on school grounds. **\*Education, Counseling Seize and Forfeit.**
45. Using, selling or being under the influence or possession of legal/ illegal non-prescribed drugs, inhalants, alcohol or other intoxicants, including synthetic marijuana **\*Education, Counseling. Referral to police.**
46. Initiating a bomb scare, false fire alarm **or calling 911 without legitimate purpose\*Referral to police.**
47. Use or possession of weapons or dangerous instruments. **\*Seize and Forfeit. Referral to police.**
48. Use or possession of fireworks or explosives. **\*Seize and Forfeit. Referral to police.**
49. **\*\*\*Alteration of official documents, including transcripts, diplomas, attendance records, computer files and the like.**
50. Willful or reckless setting of a fire (arson). **\*Restitution Referral to police.**
51. Assault and battery. **\*Referral to police.**
52. Three or more violations of the previous level.
53. Conduct so serious that it requires more than Level III consequences.
54. Three repetitions of failure to satisfy consequences of CHORD policy, especially with regard to cutting administrative detentions.
55. **\*\*Fighting. \*Apologize, Counseling**
56. **\*\*Participating in an activity such as a food fight in the café' or other group disturbance that violates policy and may cause injury.**

**\*Supplementary Consequences are given at the discretion of administration**

**\*\*Supplemental Consequences may result in a Superintendent's Hearing**

**\*\*\*The administration acknowledges that there are degrees of severity of computer offenses, for example, hacking into the network versus accessing inappropriate sites. In those cases, as has always been true with CHORD, the administration can levy more severe penalties as fits the offense, including contacting law enforcement.**

#### **STUDENT BILL OF RIGHTS**

STUDENTS AT TAMARAC HIGH SCHOOL ARE ENTITLED TO THE FOLLOWING BASIC RIGHTS:

1. The right to an education.
2. The right to protest harassment by a school employee.
3. The right to fair and equal treatment without regard to race, sex, or national origin.
4. The right to expect disciplinary action to be firm, fair, consistent with stated policy and to consider extenuating and mitigating circumstances.
5. The right to be suspended from instruction only after rights pursuant to Education Law Section 3214 have been observed including the right to appeal the impartation of any disciplinary action.

6. The right in all disciplinary matters to have the opportunity to present their version of the facts and circumstances and to have such facts and circumstances considered in connection with the imposition of any disciplinary sanction.
7. The right to take part in all District activities unless properly suspended from participation pursuant to the District's discipline policy.
8. The right to take part in student government activities unless properly suspended from participation pursuant to the District's discipline policy.
9. The right to wear clothing, which expresses an idea so long as there is no evidence that it interferes with the rights of others, causes a school disturbance or interferes with the educational process.
10. The right to address the Board of Education on the same terms as any other citizen.

**If any student feels his abovementioned rights are not being met,  
he/she should report this to the administration.**

**THE APPEAL PROCESS: (Applies to C.H.O.R.D. policy only)**

If a student feels he/she is being unfairly punished for an infraction, he/she may present his/her case before an appeals board. Witnesses may be called and evidence presented. If this panel unanimously disagrees with the penalty given the student for his/her infraction, that penalty is modified or overruled. The building principal shall act as facilitator.

**CHORD – RULES FOR STUDENT APPEAL OF A DISCIPLINARY ACTION**

1. The Hearing Panel consists of two Brunswick 6-12 staff members (one faculty member/one support staff member) and two (2) Tamarac Secondary School students (one from the class of the accused and one from a different class.)
2. The Panel can make a decision to:
  - a. Cancel the disciplinary referral and penalty,
  - b. Reduce the penalty,
  - c. Increase the penalty,
  - d. Affirm the original penalty.

The vote to do a, b or c must be 4-0 (unanimous). If any vote is not 4-0 (unanimous), the Disciplinary Referral and Penalty stands as is.

This appeals process is final.

3. Rules Governing the Hearing:
  - a. The senior faculty member will act as chairperson.
  - b. The Secondary Principal will act as facilitator. The principal will see that a room is available and all parties are present.
  - c. Present for the Hearing will be:
    1. The panel
    2. The student appealing the penalty
    3. The staff member who made the referral
    4. The Secondary Principal
    5. Any witnesses the student or staff member may ask to be present
    6. By the end of the process, any additional persons the panel may want to call
  - d. Process:
    1. The Secondary Principal will read the referral
    2. The staff member will indicate why he/she made the referral. He/she may offer any evidence or other witnesses. Under relaxed rules of order, the panel may ask questions at any time.
    3. The student will offer his/her defense. Witnesses or evidence may be offered. The panel again may ask any questions.
    4. The staff member may respond to any point.
    5. The student may respond to any point.
    6. Panel questions
    7. The participants, excluding the panel members, will leave the room.
    8. After the panel renders a decision, the Secondary Principal will relate the decision to the staff member and the student, and will carry out whatever penalty has been prescribed.

## CODE OF CONDUCT FOR STUDENTS RIDING SCHOOL BUSES

The following code of conduct is published for the safety, health, and welfare of all children who ride school buses. The laws of the State of New York provide a legal basis for transporting pupils to and from schools. This code is designed for the purpose of setting forth the **regulations** governing the conduct of pupils who ride the school buses.

### SCHOOL BUS REGULATIONS – PUPIL RESPONSIBILITY

- 1) The **driver** is **in charge** of the pupils and bus. Obey the driver promptly and cheerfully.
- 2) Be on time at the bus stop. The bus cannot wait beyond its regular schedule for those who are tardy.
- 3) Wait in an orderly line off the highway or street.
- 4) **DO NOT** run toward the bus while it is in motion.
- 5) Ride only the bus assigned by the school district.
- 6) Take a seat in the bus without disturbing other passengers; remain seated while the bus is moving. Ride three in a seat. **DO NOT** exchange seats unless given permission by the driver.
- 7) **DO NOT** try to get on or off the bus or move about within the bus while it is in motion.
- 8) Behave on the bus as you are expected to behave in the classroom.

**MISCONDUCT ON THE BUS IS SUBJECT TO THE SAME DISCIPLINARY MEASURES AS MISCONDUCT AT SCHOOL. WHEN NECESSARY, THE PRINCIPAL MAY SUSPEND RIDING PRIVILEGES.**

- 9) **DO NOT** engage in any activity that might divert the driver's attention and cause an accident, such as:
  - a) Loud talking or laughing, or unnecessary confusion.
  - b) Unnecessary conversation with the driver.
  - c) Extending any part of the body out of the bus windows or doors.
- 10) **DO NOT** engage in any activity which might damage or cause excessive wear or litter to the bus or other property. The following activities are **PROHIBITED AT ALL TIMES**:
  - a) Smoking or eating on the bus.
  - b) Possessing knives or sharp objects on the bus.
  - c) Bringing animals on the bus.
  - d) Throwing objects or articles in or from the bus.
  - e) Tampering with mechanical equipment, accessories, or controls of the bus.
- 11) Report promptly to the driver any damage done to the bus. Persons causing damage shall be expected to defray its full cost.
- 12) Cross in front of the bus and at a safe distance in front of the bus in order to be seen by the bus driver. (Minimum: 10 to 12 feet).



## **AFTER SCHOOL ACTIVITIES / CROSSING ROUTE 2 / LEAVING SCHOOL GROUNDS**

Students in Grades 6-8 who stay after school to work with a teacher, or those waiting to participate in an athletic practice, game or other school sanctioned activity may not cross Route 2 or leave school grounds for any reason. Violation of this rule will result in loss of participation in this event for the day. Further consequences may also follow, especially for repeat offenders.

**Students getting off the morning bus at school may not cross Route 2 or leave school grounds for any reason. Doing so will result in a school consequence.**

**Students who are absent or leave school due to illness are not eligible to attend after-school events or activities on that date. Exceptions are for those participating in Music Department concerts.**

## **CLUBS AND ACTIVITIES**

Students at Tamarac have an opportunity to join many after school clubs, activities, and intramural sports. Band, chorus, and instrumental lessons are also offered during the school day.

Many activities change from year to year, so students need to listen to morning announcements and bring home flyers, especially during the first few weeks of school. Examples of the different clubs and activities may include:

TLC  
Book Club  
Ski Club  
Student Senate  
Science Club  
Kids Care Club  
MS Music Club  
Musical Production

## **SCHOOL DANCES**

Throughout the year, dances are sponsored by a variety of clubs and organizations. Please remember that dances may be cancelled due to inclement weather, or at the discretion of the club supervisor. Please refer to Dance Rules (Page 21) for dance regulations.

## **MODIFIED SPORTS**

Students in 7<sup>th</sup> and 8<sup>th</sup> grades may try out for these teams, which compete with other schools. New York State law does not allow participation by sixth grade students in modified sports.

Soccer	Cross Country	Baseball	Wrestling
Basketball	Girls Volleyball	Softball	Track (Spring & Winter)
Lacrosse			

**NOTE:** Any student receiving OSS will not be permitted to attend extra curriculum activities during the time of the suspension. Any student receiving 5 or more periods of ISS is ineligible to participate in any extra-curricular activities or functions on that day.

**Tamarac High School**  
**PARENT/GUARDIAN AND SPECTATOR CODE OF CONDUCT**

*The essential elements of character building and ethics in athletics are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring and good citizenship. The highest potential of athletics is achieved when competition reflects these "six pillars of character".*

Therefore while attending home and away events:

1. I will refrain from coaching my child or other players during games and practices.
2. I will respect the officials and their authority during games.
3. I will never question, discuss or confront coaches at the game field, and will take time to speak to coaches at an agreed upon time and place.
4. I will remember that student athletes participate to have fun and that the game is for youth, not adults.
5. I will teach my child that doing one's best is more important than winning, so that my child will never feel defeated by the outcome of a game or his or her performance.
6. I will require my child treat other players, coaches, officials, and spectators with respect regardless of race, creed, color, sex or ability.
7. I will promote the emotional and physical well being of the student athletes ahead of any personal desire I may have for my own child to win.
8. I will not encourage any behaviors or practices that would endanger the health and well being of the student athletes.
9. I will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials, and spectators at every game, practice or sporting event.
10. I will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting; refusing to shake hands; or using profane language or gestures.
11. I understand that any violation of this code of conduct may be cause for dismissal, suspension or permanent expulsion from future athletic contest(s).

**The school district will take the appropriate steps listed below if administrative consequences are necessary, (One or more of the violations may be applied)**

1. Verbal warning issued and documented by a game official, chaperone and/or school official.
2. If behavior continues suspension or immediate ejection from the sports event will be issued by a game official, chaperone and/or school official.
3. The Athletic Advisement Committee (or its designees) will meet to determine whether anyone suspended or ejected may attend future athletic events. The offender(s) will have an opportunity to meet with the Athletic Advisement Committee. The following actions may be taken by the committee:
  - a. The initial suspension or ejection is an adequate consequence. The incident is documented and any violations of the Code of Conduct in the future will have more severe consequences.
  - b. Suspension from multiple sports events (home and/or away). Any misconduct during or after the suspension may cause the Athletic Advisement Committee (or its designees) to pursue Action C.
  - c. Season suspension or multiple season suspension issued with approval from the Board of Education.

## **SPECIAL EVENTS / DANCES**

Any student receiving in-school or out-of-school suspension within the time period between dances will not be allowed to attend the next dance. Also, any student who has ten (10) points or more cannot attend Middle School dances.

### **DANCE RULES**

**The following rules must be followed when attending Middle School Dances.**

- Students should be dropped off no later than 15 minutes after the start of the dance. Any student arriving after the first half-hour must be escorted to the door by a parent/guardian.
- Students cannot leave the dance early for any reason unless their parent/guardian comes inside the building to pick up the student.
- Anyone who behaves inappropriately will be removed from the dance. Parents will be called to provide transportation home.
- If a student is asked to leave a dance due to a major rule infraction, the administrator may remove the student from dances for the remainder of the school year.
- All chaperones are supervisors. All students will obey the directions given by chaperones.
- No soda, candy, or gum in the gymnasium or cafeteria. All refreshments must be consumed in the “refreshment” area.
- No moshing or other inappropriate dances.
- Students who misbehave are subject to the Middle School discipline code.
- Only students attending Tamarac Middle School will be admitted into the dance. Students from other schools are not allowed.
- Students must obtain a permission slip from their homeroom teacher and bring the signed permission slip to the dance or they will not be allowed into the dance.
- Students with ten (10) points or more will not be allowed to attend dances.

***Parents are reminded that students must be picked up PROMPTLY at the end of the dance***

### **EIGHTH GRADE DINNER DANCE**

Participation in end-of-the-year special events will be based on an evaluation of the student’s behavior record for the entire school year. The number and severity of behavior referrals and noticeable improvement will be considered.

**The following criteria applies for eligibility to attend the Eighth Grade Dinner Dance:**

- No more than 25 points at any given time during the school year
- No more than five (5) full days of In-school Suspension (ISS)
- Limit of 10 referrals of any kind
- No more than one (1) incident of Out-of-school Suspension (OSS)
- No incidents involving drugs, alcohol or weapons

Furthermore:

- Eighth grade students may only bring a guest who is in grade 7, 8 or 9.
- Any guest who is not a Tamarac student must have a permission slip (obtain form from office)

## **AFTER SCHOOL, EVENING, AND FIELD TRIP ACTIVITIES RULES**

There may be times when Middle School students are engaged in activities after school hours, at evening performances (either as a participant or as a spectator), or on field trips.

During these activities the following rules will apply:

- 1) Signed permission slips will be submitted to the teacher in charge of the after-school activity/club. No student will be allowed to stay after school without a signed permission slip.
- 2) Students will comply with scheduled time of activity.
- 3) No leaving of designated area of activity at any time.
- 4) Appropriate behavior and dress is expected at all times.
- 5) Students will follow the directions of chaperones at all times.
- 6) **Only students from Tamarac Middle School will be permitted to attend regular Middle School dances. There will be no exceptions given.**
- 7) Students will be picked up immediately at the conclusion of an event or activity. Students not picked up on time will not be allowed to participate in future events and activities. If a student is asked to leave a dance due to a major rule infraction, the administrator may remove the student from dances for the remainder of the school year.
- 8) **Middle School students may stay after school only if they are under the direct supervision of a teacher for a specific purpose (clubs, activities, detention, extra help, etc.). Students must stay with the supervising teacher until they are dismissed to the elementary bus at 3:20 p.m.**
- 9) **Middle School students are not permitted to leave school grounds (i.e. cross Route 2) and then return, unless accompanied by their parent or teacher.** Students who do this forfeit their right to attend school sponsored activities (athletic contests, dances, practices) that day. Students may also not be allowed to take the 3:20 p.m. bus home. They may also face additional consequences per the discipline policy.
- 10) Only those students with written permissions signed by parents on file in the Middle School Office are allowed to walk or ride their bicycles to school. Students are reminded to wear helmets when riding bicycles.

## **END OF THE YEAR FIELD TRIPS FOR GRADES 6 & 7**

Grade level teams may decide to organize end of the year field trips. While the Board of Education only authorizes field trips that are educational in nature, the students must demonstrate good behavior throughout the year to be eligible to attend these events. Therefore, each grade level team may set conduct standards the students need to meet to be eligible for these trips. The administration, however, may review individual cases and hold the final decision as to eligibility.



## TAMARAC MIDDLE SCHOOL FACULTY

2017-2018

Mr. Richard Pogue, Secondary Principal  
Mr. Christopher Rockwell, Assistant Secondary Principal

[rpogue@brunswickcsd.org](mailto:rpogue@brunswickcsd.org)  
[crockwell@brunswickcsd.org](mailto:crockwell@brunswickcsd.org)

<b>Grade 6</b>		<b>Room</b>	<b>Email</b>
Linda Broderick	(Math MTSS)	544	lbroderick
Judith Burton	(Science)	123	jburton
Matthew Cipperly	(Social Studies)	124	mcipperly
Merry Ducatte	(Math)	125	mducatte
Angeline Jewell	(English)	127	ajewell
Michelle Muckle	(Special Education, Team Leader)	126	mmuckle
Samantha Peplowski	(Reading MTSS)	119	speplowski
<b>Grade 7</b>			
Andrea Staepel	(Math)	121	astaepel
Kevin Onorato	(Social Studies)	118	konorato
Mary Beth Becker	(English, Team Leader)	120	mbecker
Jodi LaCoppola	(Special Education)	122	jlacoppola
Amy Steele	(Science)	543	asteele
Andy Welkley	(Science)	229	awelkley
<b>Grade 8</b>			
Mike Bentzen	(Special Education)	241	mbentzen
Elizabeth Connor	(Math)	238	econnor
Allison Maloy	(English)	237	amaloy
Eric Medved	(Social Studies, Team Leader))	239	emedved
Rebecca Tennyson	(Science)	240	rtennyson
Darcy Hynes	(CC Algebra 1)	533	dhynes
Mary McManus	(Biology)	534	mmcmanus
Lara Vazquetelles	(Special Education)	236	lvazquetelles
<b>Foreign Language</b>			
Melinda Barnes	(French/Spanish)	243	mbarnes
Jeri Carlstedt	(French)	107	jcarlsedt
Angelique Wright	(Russian/Spanish)	242	awright
<b>Special Subjects</b>			
Kevin Barcomb	(Band)	103	kbarcomb
Jeff Calistri	(Band)	104	jcalistri
Adam Cox	(Physical Education)	M.S. Gym	acox
Helen Findlay	(Art, Team Leader)	547	hfindlay
Shannon Fitzgerald	(Health 8)	234	sfitzgerald
Meaghan Gosh	(Lifeskills)	144	mgosh
Jen Heim	(Health 7)	241	jheim
Ann Kolakowski	(Music, Chorus)	315	akolakowski
Amy Labshere	(Computer Tech 6)	114	alabshere
Michelle Noto	(Physical Education)	M.S. Gym	mnoto
Jamie Pecylak	(Family & Consumer Science)	542	jpecylak
Chris Scalzi	(Technology)	117	cscalzi
New Teacher	(Music, Chorus)	315	
<b>Other</b>			
Jessica Minbirole	MTSS	MS MTSS	jminbirole
Nicolette Hennessy	ISS Monitor	137	HSISS
Susan Grimmick	Middle School Guidance Counselor	Counseling Center	sgrimmick
Carol Petersen	Secretary to Assistant Secondary Principal	141	cpetersen
Mary DelGiacco	Middle School Counseling Secretary		mdelgiacco
Michelle Furlong	Librarian	Library	mfurlong
Myles Goss	Director of Special Education	140	mgoss
Brenda Johnson	Secretary to Secondary Principal	142	bjohnson
Kathryn Koonce	School Nurse MS/HS	Health Office	kkoonce
Debra Lewis	CSE Secretary	140	dlewis
Colleen Phibbs	Receptionist	Main Lobby	cphibbs
Christine Shields	Social Worker	551	cshields
Bill Murabito	School Psychologist	140C	bmurabito
Donna VanZandt	Athletic Director	245	dvanzandt

CASTLE LEARNING

**LOG INTO YOUR STUDENT ACCOUNT:**

Use School or Teacher Assigned Password or Create One

1. Go to [www.castlelearning.com](http://www.castlelearning.com)
2. Click **Sign In**
3. Type your teacher provided **ID** in the **ID/Email** field.

Use Teacher Provided ID

**NOTE:** Email cannot be used until you have logged in and set up your profile with your email address.

4. Type your password into the **Password** field and click **Sign In**

**NOTE:** Use your school or teacher assigned password or leave it blank

The screenshot shows a login interface with two input fields: 'ID/Email' and 'Password'. Below these fields is a 'Sign In' button, which is circled in blue. The 'Sign In' button is highlighted with a blue circle.

if not provided.

You will need to **Re-type Your Password** the first time in to set your own password.

5. Type in **Your Email Address** if you have one.
6. Click **Submit**

The screenshot shows a password creation form with three fields: 'Select a Password:', 'Password strength:' (with a progress bar and a help icon), and 'Re-type your password:'.

is, if you have one. This allows Castle Learning Online to email your ID and Pass

Your email address:

students and teachers will be able to use this as an alternate login id

The screenshot shows two buttons: 'Submit' and 'Reset'. The 'Submit' button is circled in blue.

**INCOMPLETE ASSIGNMENTS:**

**Assigned From Teacher**

1. Click on **Incomplete Assignments**
2. Click on the **teacher's name**

The screenshot shows a sidebar with three options: 'Incomplete Assignments' (selected), 'Completed Assignments', and 'Self Study'. The main area has a green bar with 'Incomplete Assessments: 7' and a white bar with 'Incomplete Assignments: 364'.

**Created From Self Study**

3. Click on **Incomplete Assignments**
4. Click on **Self Study**

**NOTE:** Incomplete assignments can be sorted by clicking on any of the following options in the upper right.

**Assigned on Name Due More** (more options)

The last sort you selected will remain your sort as the default until you choose another sort option.

**COMPLETED ASSIGNMENTS:**

**Assigned From Teacher**

1. Click on **Completed Assignments**
2. Click on the **teacher's name**

**Created From Self Study**

3. Click on **Completed Assignments**
4. Click on **Self Study**

**NOTE:** Incomplete assignments can be sorted by clicking on any of the following options in the upper right.

**Assigned on Name Due More** (more options)

The last sort you selected will remain your sort as the default until you choose another sort option.

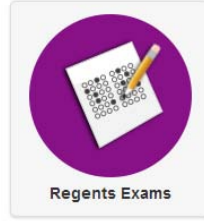
## CREATE YOUR OWN ASSIGNMENTS – SELF STUDY:

**Rocket Mode** (by Grade/Topic)

1. Click on **Self Study**
2. Choose **Course**; Choose **Grade**; Click on **+** next to the **Topic**; Choose **Subtopic** to start the assignment

**NYS Regents Exams**

1. Click on **Self Study**
2. Scroll down and click on the **Regents Exams** icon
3. Choose the content (Math, Science, Social Studies, English Language Arts, Spanish, French)
4. Click on the course
5. Click on the exam to start the Regents



French)

review

Math Skills)

**Expert Mode** (State Samples, Vocabulary, Flash Cards,

1. Click on **Self Study**
2. Above the course, click on **Rocket Mode** and change to **Expert Mode**
3. Choose **Course**
4. Choose **Grade Level** (after selecting a grade group, click on x in upper left corner of that box to get out of selection panel)
5. Choose from the following options:



**Topics**

**Sample Assignments** (State/Regents Exams/Samples-Use search bar)

**Reading Sets** (Use ELA, Spanish, French)

**Lessons** (Use Middle School ELA)

**Vocabulary**

**Flash Cards**

**Math Skills** (Use Elementary and Middle School Math)

Great review for all grade levels

## REPORTS:

1. Click on **Reports**
2. Choose **Completed Assignments**, **Self Study Assignments**, or **Math Skills**
3. Use the 3 dots next to “for additional options” to sort

OR

Use the Search bar to look for an assignment

4. Click on the assignment to create the report



Look for the **?** icon throughout the student pages to get mini tutorials of that screen's features.

Assignments from your teacher
Completed Assignments
Self Study
Self Study Assignments
Math Skills

