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Mr. Kenneth Rizzo, Secondary Principal  
Ms. Brianna Rolston, Assistant Principal

# **TAMARAC SECONDARY SCHOOL**

## **STUDENT HANDBOOK**

**GRADES 6 - 8**

**2023-2024**

**TAMARAC SECONDARY SCHOOL STUDENT HANDBOOK**

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TO: ALL SECONDARY SCHOOL STUDENTS (Grade 6 - 8)

FROM: Kenneth Rizzo, Secondary Principal

SUBJECT: STUDENT HANDBOOKS

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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, and acknowledge that both a parent/guardian **and** the student have read and agree to the terms in the handbook. This is done through your **familyid.com account**.

Just a reminder, Federal and State Laws, as well as Board of Education Policy, prohibits smoking/tobacco/marijuana, including vape products 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 a student violates this rule, the phone may be confiscated and a parent/guardian contacted to arrange for pickup of the device. Students may face additional consequences for repeated violations in accordance with the school Code of Conduct. Cell phones can only be used with the permission of a supervising teacher or when administration deems necessary in the event of 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.

**BRUNSWICK CENTRAL SCHOOL DISTRICT**  
**TAMARAC SECONDARY SCHOOL**  
 3992 NY2, Troy, New York 12180  
 (518) 279-4600 ext. 2205 - FAX (518) 279-3888

**REGULAR BELL SCHEDULE**

WARNING.....	7:26 AM
PERIOD 1.....	7:30 - 8:15
PERIOD 2.....	8:18 - 8:59
PERIOD 3.....	9:02 - 9:43
PERIOD 4.....	9:46- 10:27
PERIOD 5 (LUNCH).....	10:30 - 11:11
PERIOD 6 (LUNCH).....	11:14 - 11:55
PERIOD 7 (LUNCH).....	11:58 - 12:39 PM
PERIOD 8.....	12:42 - 1:23
PERIOD 9.....	1:26 - 2:11

**TWO HOUR DELAYED OPENING SCHEDULE**

WARNING BELL.....	9:26 AM
PERIOD 1.....	9:30 - 10:01
PERIOD 2.....	10:04- 10:32
PERIOD 3.....	10:35 - 11:03
PERIOD 4.....	11:06 - 11:34
PERIOD 5.....	11:37 - 12:05 PM
PERIOD 6 (LUNCH).....	12:08 - 12:36
PERIOD 7 (LUNCH).....	12:39 - 1:07
PERIOD 8 (LUNCH).....	1:10 - 1:38
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 canceled.

**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

## **STUDENT BILL OF RIGHTS**

### **ALL 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.**

### **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 Jodi Hogsberg, Director of Special Education, at 279-4600 x 2403.

**TAMARAC MIDDLE SCHOOL FACULTY  
2023-2024**

Mr. Kenneth Rizzo, Secondary Principal

[krizzo@brunswickcsd.org](mailto:krizzo@brunswickcsd.org)

<b>Grade 6</b>		<b>Room</b>	<b>Email</b>
Kimberly Brownell	(Reading)	119	kbrownell
Erica Briggs	(Math)	125	ebriggs
Matthew Cipperly	(Social Studies)	124	mcipperly
Angeline Jewell	(ELA, Team Leader)	127	ajewell
Tim Mulpeter	(Special Education)	126	tmulpeter
Dennis Turner	(Science)	123	dturner
<b>Grade 7</b>			
Amber Frank	(Math)	121	afrank
Jodi LaCoppola	(Special Education)	122	jlacoppola
Kevin Onorato	(Social Studies, Team Leader)	118	konorato
Jessica Satalino	(English)	120	jsatalino
Amy Steele	(Science)	543	asteel
<b>Grade 8</b>			
Elizabeth Connor	(Math, CC Algebra 1)	238	econnor
Eric Medved	(Social Studies, Team Leader)	239	emedved
Michelle Muckle	(Special Education)	236	mmuckle
Stephanie O'Connor	(Science)	240	soconnor
Allison Whalen	(English)	237	awhalen
<b>Foreign Language</b>			
Jacklyn Anderson	(Spanish)	243	janderson
Anna McKenna	(Russian/World Language)	242	amckenna
<b>Special Subjects</b>			
Kevin Barcomb	(Band)	103	kbarcomb
Jeff Calistri	(Band)	104	jealistri
Adam Cox	(Physical Education)	M.S. Gym	acox
Helen Findlay	(Art, Team Leader)	547	hfindlay
Shannon Fitzgerald	(Health 8)	234	sfitzgerald
Jen Heim	(Health 7)	133	jheim
Kristina Koonz	(Music, Chorus)	315	kkoonz
Amy Labshere	(Computer Tech 6)	114	alabshere
Michelle Noto	(Physical Education)	M.S. Gym	mnoto
Rebecca Perry	(Family & Consumer Science)	542	rperry
Christopher Price	(Chorus)	315	cprice

**Other Staff**

Paige Collins	School Counselor (last names A-F)	Counseling Center	pcollins
Kari Dowling- Ryan	School Counselor (last names G-M)	Counseling Center	kdowling-ryan
Sage Fulgan	School Counselor (last names N-Z)	Counseling Center	sfulgan
Courtney McKeon	Secretary - Middle School/Counseling/Athletics	MS Office	cmckeon
Laurie Dahl	Secretary to Secondary Principal	HS Office	ldahl
Andrea Hudson	Attendance/Receptionist	Main Lobby	alammerts
Jodi Hogsberg	Director of Special Education	CSE	jhogsberg
Laura Perfetti	Special Education Secretary	CSE	lperfetti
Mary Beth Farley	School Nurse MS/HS	Health Office	mfarley
Carol Crucetti	School Nurse MS/HS	Health Office	ccrucetti
Michelle Furlong	Librarian	Library	mfurlong
Grace Magee	Social Worker	551	gmagee
Nicole Solomon	Speech Pathologist	245	nsolomon
Anna Marie Bertrand	School Psychologist	CSE	abertrand



## 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. All progress reports and report cards are made available to you in the Parent Portal. *(Please see page 31 of this handbook for information on logging in to the Parent Portal).*

We use numeric grades in the Middle School, with a passing grade of 65%.

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 your child's counselor at any time should you have any questions pertaining to your child's performance.

## 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:

### AVERAGE

Honors	89.5 to 94.4%
High Honors	94.5 to 100%

## PROMOTION/RETENTION POLICY

- 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.
- 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, counselors, and administrators. Parents are informed in writing of possible retention after each committee meeting.
- 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.
- 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.
- 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.
- Eighth grade students who are retained or placed at the Principal's discretion into ninth grade may not participate in eighth grade promotion or moving-up exercises.

## 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.

## STANDARDIZED TESTS

Students are required to 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 Counseling Center. Any questions or concerns should be directed to the Counseling Center.

## 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:

- The class roster will be used to take attendance.
- A list of missing students will be sent to both guidance and the teacher whose exam is being given.
- All desks are to be cleared of everything except exam materials. Any books, pocketbooks, etc. are to be placed under the chair seat if possible.
- Once the exam directions begin, there is to be no talking for the entire exam period.
- 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.
- If there are any questions, students are to raise their hand and wait for the proctor to come to their desk.
- No students are allowed to leave the room except for emergencies
- Exams will be a maximum of four periods long. No extra time will be permitted, except for CSE students.
- Students are expected to bring appropriate/required exam materials with them, i.e., pens, pencils, etc.
- Regular classroom rules regarding food, beverages, etc. will be followed.

## **FINAL 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.

## **ACADEMIC ELIGIBILITY**

Academic Eligibility is determined by the grades a student earns in all classes. 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 Secondary School students in grades 6-12.

The length of the probation period is dependent upon the number of times the student has been Academically Ineligible (Tier I, Tier II, or Tier III).

Refer to Academic Probation policy in the Athletic Handbook for more specific information.

**Tier I:** A student who has been placed on academic probation for the first time in an academic school year.

1. Probation will occur for a period of 10 school days as determined by administration.
2. HS students meet with the Building Principal, MS students meet with the Assistant Principal.
3. The Principal /Assistant Principal sets the start date and end date for the probation period (10 days) and records the dates on the grade recovery form.
4. The student is expected to be current with all school work and be making satisfactory progress according to his or her teachers in all classes when the 10 day probation period ends. The student must return the form to the Principal/Assistant Principal for final review.
5. Student may practice but may not participate or attend any away games while on Tier I probation (the student may attend but may not participate in home contests).
6. The student will only becomes eligible when all of the following occur:
  - a. 10 day probationary period has concluded
  - b. Teacher(s) have signed off on the grade recovery form
  - c. Student returns the grade recovery form to the Building Principal/Assistant Principal.
  - d. The Athletic Director will receive the final approval and notify coaches.

**Tier II:** A student who has been placed on academic probation for the second time in the same academic school year.

1. Probation will occur for a period of 15 school days as determined administration.
2. High School students meet with the Building Principal. Middle School students meet with Assistant Principal.
3. The Principal/ Assistant Principal sets the start date and end date for the probation period (15 days) and records the dates on the grade recovery form.
4. The student is expected to be current with all school work and be making satisfactory progress according to his or her teachers in all classes when the 15 day probation period ends. The student must return the grade recovery form to Principal/Assistant Principal for final review.
5. The student may not practice and may not participate or attend any contests while on Tier II probation
6. The student will only become eligible when all of the following occur:

a. 15 day probationary period has concluded b. Teachers have signed off on the grade recovery form.c. Student returns the grade recovery form to the Building Principal/ Assistant Principal. The Athletic Director will receive the final approval and notify coaches.

**Tier III:** Any student placed on academic probation for a third time in the same academic school year.

1. The student is no longer eligible to participate or attend any athletic/after school extracurricular activities while on Tier III probation. A student may be moved back to Tier II only at the discretion of the Building Principal. Carryover: A student who finishes the year on Tier III probation will begin the next school year on Tier I and must follow all steps previously described for Tier I to become eligible again. All other students begin the next school year with full eligibility to participate in all extracurricular activities.

**Academic Remediation** Any student placed on academic probation in Tier I, II, or III is required to meet individually with their teacher or attend the Learning Center a minimum of twice a week until in good academic standing. The grade recovery sheet must be initialized and dated by the teacher or the Learning Center TA each time the student meets.

## ATTENDANCE POLICIES AND PROCEDURES

### Student Attendance

- Students who are returning to school after an absence **MUST** report directly to the front desk with a written note explaining their absence. **A note from a physician may be required in order for the absence to be considered excused.**
- Students who arrive at school late must report to the front entrance desk, sign in and receive a pass to class that will be dated and timed according to the date and time of arrival at school.
- Students arriving at school late and without a legal excuse (3 times) will serve lunch detention. The student will receive after school detention for every three subsequent illegal tardies.
- Students calling in ahead of time to report lateness will have 24 hours to provide a written excuse.
- Students who are absent or leave school due to illness are not eligible to attend after-school events or activities that date.

### Academic Attendance Policy (See Brunswick C.S.D. Policy) - Middle School:

Make up work will be permitted for excused absences as long as students make arrangements with teachers no later than two days after returning to school. Excused absences will not be calculated into the attendance formula, provided that all make-up work is performed in a timely manner.

The following procedures are in place to respond to unexcused absences. Band lessons, school concerts, field trips and other school sanctioned events are other examples of excused absences. For unexcused absences, make-up work will generally not be offered.

### Truancy - Middle School

Truancy is the willful violation by a student of the compulsory attendance law, which requires compulsory age students (17 and under) to attend school full-time. In regard to multiple absences, the following steps are taken by our school:

- 5 days absent at the end of the first quarter - letter sent to parent(s)

- 10 days absent at the end of the second quarter - letter sent to parent(s)
- 15 days absent at the end of the third quarter - letter sent to parent(s). District may file a PINS petition.

Unexcused tardiness and absences will also subject a student to the range of penalties specified in the district Code of Conduct.

### **Early Dismissal – Sign in/Sign Out Procedures**

Students and parents are encouraged to schedule appointments after school hours. However, if students are to be excused for doctors' appointments, they are to report to the front desk with a note from their parent/guardian.

**These requests must be handed in at the front desk upon the students' arrival at school in the morning - prior to first period.** Parent or guardian telephone numbers **MUST** appear on the request for early dismissal. (Early Dismissal presumes that the student will not be returning the same day.)

Permission will be issued after presentation of a written excuse signed by parents and may require approval by the principal.

**All students need to sign-out with the front desk BEFORE LEAVING THE BUILDING.**

**Students are not permitted to enter or exit the building via any doors other than the main entrance during the school day.**

## **Student Conduct and Behavioral Expectations**

### **Classroom Behaviors - (Minimum Requirements)**

- Be in your seat and ready to work by the time the bell rings at the beginning of class.
- Bring all necessary materials to class. Put away all unrelated materials.
- All remarks should be focused upon what is being discussed in class.
- Hands should be raised before speaking.
- Keep hands, feet, and possessions to yourself.
- Be RESPECTFUL TO OTHERS.
- No profanity.
- No food/drink without special permission.
- Work on developing a good work ethic.

### **Homework**

Requests for homework assignments should be made by **PARENTS** for students who anticipate being absent from school two (2) or more days. Please contact the Counseling Center Secretary with requests. Assignments may be picked up the day following the request at 2:15 at the Front Desk. **Students absent one (1) day are advised to contact a classmate or check the teacher's websites for assignments.**

### **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.

### **Study Hall Requirements**

All students must be in their assigned seats on time. **Only pre-signed passes to leave a study hall will be honored.** Study hall should be quiet. Students should be occupied with schoolwork. Students are not allowed to go to the cafeteria from a study hall. Students should remain seated until the bell rings to signal the end of the period. No food or beverages should be consumed during study halls.

### **Textbooks**

Students are expected to take care of textbooks and all other school property. In the event that a book is lost or property is damaged, the student and his/her parents are responsible for its replacement/repair. It is recommended that students cover books.

### **Morning Announcements**

The announcements for the day are made through the television production program each morning during the first period. Students should be quiet and watch closely when the announcements are being read since important information is communicated during this time.

### **The Pledge of Allegiance**

Students are encouraged to stand and either say the pledge or remain silent during this time. There should be NO talking at this time.

### **Breakfast Schedule**

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.

Arriving students will go directly through the breakfast line and eat in the cafeteria, supervised by Teaching Assistants. These students will report to their lockers and class as soon as they finish eating. Any students who are not waiting in line to be served at 7:30 will not get breakfast after that time.

### **Lunch Periods**

Since July 1, 1995, all public schools are required to schedule a reasonable time each day for full day students to eat lunch, unless a lunch waiver is completed. Students are not allowed to purchase food or be in the cafeteria when they are not scheduled to be there.

### **Middle School Cafeteria**

- Students are expected to arrive at the cafeteria and leave the cafeteria on time. Students should walk quietly through the halls. No running at any time. Students should take their place in line without shoving or cutting in.
- Cell phones and chromebooks are not permitted in the cafeteria.
- **ONLY** pre-signed passes or library passes will be honored during lunch times. Students will not be permitted to leave the cafeteria for any reason, except to use the restroom.
- If students are assigned to a specific seat or table, they must sit in that seat only.
- Students are expected to behave appropriately and to clean up after themselves by leaving tables clean and depositing waste in the containers provided. Students should also pick up the floor area.
- Throwing food **WILL NOT BE TOLERATED**.
- Food should not be taken out of the cafeteria without appropriate permission.
- When the lights are turned off, students should be silent and listen to announcements.
- During the latter part of the lunch period, weather permitting, students will be allowed to go outside for recess. Students should arrive at the cafeteria with their appropriate outdoor clothing (sweatshirt, coat, etc.)
- While at recess, students are to stay in the designated area and follow all directions from monitors. There is to be no snowball throwing, pushing, shoving, or contact sports.

### Corridors

No student is to be outside of classes during class times without a pre-signed pass (completed filled out with date, student's name to whom/where the student is to report, and sending teacher's signature). OPEN CONTAINERS (i.e. seal/cap loosened or broken) are not allowed in the corridors.

### Skateboards and Scooters

Skateboards and scooters are **NOT** to be used on school property at any time or taken on school buses. Skateboards will be confiscated and will be taken to the main office.

### Computer Network Rules and Code of Conduct

**As a computer user, students agree to follow the rules and code of ethics explained below:**

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

**Students understand that the following penalties will apply if they are found in violation of district computer policies:**

- First offense: Student logoff; referral and warning.
- Second offense: Student logoff; referral and loss of computer privileges for two weeks.
- Third offense: Student logoff; referral and loss of computer privileges for the rest of the year.

### Lockers/Locks

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.** Periodic locker clean outs will be closely monitored by teams.

Students may go to lockers upon arrival at school, between classes and at the end of the last period. However, all students are expected to be on time for classes after going to their lockers. Each student is assigned a locker and a lock. He/She is responsible for the contents of that locker and should not share the locker with other students.

**ONLY SCHOOL LOCKS** may be used on lockers since school officials specially key them for access. Students are responsible for locks, which cost \$5.10 each. The school is not responsible for items missing from lockers.

Student lockers are school property and remain at all times under the control of the schools.

**SCHOOL AUTHORITIES MAY CONDUCT PERIODIC INSPECTION OF LOCKERS FOR ANY REASON, AT ANY TIME, WITHOUT NOTICE, WITHOUT STUDENT CONSENT, AND WITHOUT A SEARCH WARRANT.**

### Fire Drills/Lockdown Drills

New York State Education Law requires a certain number of fire drills and lockdown drills during the fall and spring. At these times, students are asked to refrain from talking, to exit the building in an orderly manner, and to follow the directions given by the staff.



### **Student Behavior at Assemblies/School Programs**

Assembly programs are presented as part of education as well as for enjoyment. Many of the programs may be performed by professional actors and actresses, others by fellow students, faculty or community members. NO matter who performs, they have spent a great deal of time and effort preparing, and are deserving of attention and consideration. Additionally, disruptive behavior is not fair to those who want to share the experience. Students must show maturity by being courteous throughout the program.

#### **To enable the program to begin on time:**

- Proceed to the auditorium with your class. Do not stop at lockers or bathrooms along the way.
- Enter the auditorium in a quiet, orderly manner.
- Go directly to seats that are designated by your teacher.

#### **To enable all to enjoy the program and show respect for performers during the assembly:**

- Please do not talk during the program. Besides being inconsiderate it can be most distracting to the performers.
- The proper way of showing appreciation during a performance is by applauding. Whistling, shouting, and stamping feet are unacceptable behavior.
- Except for emergency situations, students will not be allowed to leave the auditorium until the assembly is completed.

#### **At the conclusion of the assembly:**

- Wait until your teacher dismisses you.
- Exit in a quiet and orderly manner with those in the back rooms leaving first.

### **School Dances**

#### **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. Parents are reminded that students must be picked up promptly at the end of the dance.
- Students must have a signed permission slip in order to be admitted to Middle School dances.
- Students will obey directions given by all chaperones. No “moshing” or other inappropriate dances.
- 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. Students who misbehave are subject to the Middle School CHORD/discipline policy.

### **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, as well as any effort or noticeable improvement, will be considered.

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

- 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. No guests from outside this school district are permitted to attend this or any other middle school dance.
- Students who are absent or come to school after 10:30 on the day of the dance are not allowed to attend the dance.

**Field Trips**

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.

**Modified Sports**

Students in 7<sup>th</sup> and 8<sup>th</sup> grades may try out for these teams (subject to availability of coaches and student interest) and 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)
Lacrosse	Football		

**NOTE:** Any student receiving OSS will not be permitted to attend extracurricular 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.

**Extracurricular Activities**

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:

- Developing academic interests.
- Developing athletic interests.
- Providing for social interaction and the development of positive social relationships.
- 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. Participation in extracurricular activities is elective and a privilege, 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.

Students are required to maintain academic eligibility in order to participate in extracurricular activities. Please refer to the Academic Eligibility policy on page 10 of this handbook.

If a student chooses to leave school illegally or cuts a class, that student **will not** be eligible to attend or participate in any interscholastic sports contest or practice 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.

Any student receiving 5 or more periods of in school suspension 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.

### **Late Bus - 3:25 PM**

Students are allowed to stay after school for extra help with a teacher, detention, and/or for a sports practice. Students will be allowed to board the elementary buses only if they have a pre-signed pass. Passes ARE TO BE OBTAINED from teachers, coaches, or from the detention monitor, and **not** from the high school office or the counseling center. In other words, the person who supervises you after regular school hours is responsible for issuing you a late bus pass.

Students should not be in school after 4:00 p.m. unless supervised by an adult. Again, no supervision is available past this time. Students with sports practices beginning after 4:00 must leave the school and return when practice is scheduled to begin. Please see the athletic handbook or contact your coach with any questions.

### **Afterschool Activities & Leaving School Grounds**

Students in Grades 6-8 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. **Students 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 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 and may not be allowed to take the 3:20 p.m. bus home. Further consequences may also follow per the discipline policy, especially for repeat offenders.

### **Student Dress Code**

All students are expected to dress appropriately for school and school functions. 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.
- Recognize that 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.
- 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 which denigrate others on the basis of race, color, religion, creed, national origin, gender, 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

### **Health Services**

All requests for health records should be made directly to the Health Office. The school nurse is available for anyone who feels ill. **Proper procedure** requires students to report to his/her scheduled assignment/class **FIRST** and then be dismissed to the Health Office with a signed hall pass. Students who are not feeling well **must visit the health office** before calling home or being dismissed early.

- ALL MEDICATION (including over the counter products) must be housed in the Health Office at all times. Students should not carry medication with them. Medication should be properly labeled and placed in prescription containers. A doctor's instruction for dispensing must be included with the medication.
- Student emergency contact information should be updated annually. Please do so online with familyID: <https://www.familyid.com/organizations/brunswick-csd>
- Permission slips allowing the health office to administer certain over the counter medications (i.e. Tylenol, Advil, etc.) can be found on familyID (*link above*) or obtained in the health office.

### **Availability of Student Records**

Parents and eligible students have the following rights under the Family Educational Rights & Privacy Act.

1. The right to inspect and review the student's education record. This will be done with the assistance of a school counselor.
2. The right to exercise a limited control over other people's access to the student's educational record. nt registers in the district. This authorizes the school to send information relating to personal identification, attendance, health, deportment, scholastic achievement, standard test results, awards and honors, in and out of school activities, interests, teacher appraisal of student to any school, college, employer, employer's agent, investigative agencies of the Federal, State and County and City Governments requesting such information.
3. The right to seek to correct the student's education record, in a hearing, if necessary.
4. The right to report violations of the Family Educational Rights & Privacy Act to the Department of Health, Education and Welfare.
5. The right to be informed about FERPA rights. All rights and protection given parents under the FERPA and this policy transfer to the student when he or she reaches the age of 18 or enrolls in a post-secondary school. The student then becomes an "eligible student".

**Working Papers** - The application for working papers can be picked up at any time from the Counseling Center Secretary. A completed application, along with a current physical from the student's physician, must be submitted to the Counseling Center before a card can be issued. Students must be available to sign the card in the presence of the issuing secretary.

**Visitors** - The high school welcomes parents and other citizens. Persons who are not students or staff **MUST** report immediately to the receptionist located in the school lobby upon entering the school building. Visitors to the school shall be governed by the following rules:

- The Building Principal must be contacted by the person or group wishing to visit, and prior approval obtained.
- All visitors must report to the receptionist in the high school lobby, sign-in with photo ID, and be issued a visitor's pass, which **MUST** be displayed at all times. At the conclusion of the visit, the pass must be returned to the receptionist and the visitor **MUST** also sign out.
- Visits with teachers, counselors, administrators, and psychologists should be **BY APPOINTMENT**.
- Student Visitors – Prior approval by the Principal only.

### **Accidents**

Every accident in the school building, on the school grounds, on a school bus, at a practice session or at any other school sponsored activity should be reported immediately to the person in charge, to the main office, and/or to the health office.

## **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.

## **BOARD OF EDUCATION POLICIES**

**Smoke Free Policy** (See Brunswick C.S.D. Policy)

This policy can be accessed at: [https://boardpolicyonline.com/?b=brunswick\\_brittonkill&s=35423](https://boardpolicyonline.com/?b=brunswick_brittonkill&s=35423)

**Tobacco, Drug and Alcohol Abuse Policy** (See Brunswick C.S.D. Policy)

This policy can be accessed at: [https://boardpolicyonline.com/?b=brunswick\\_brittonkill&s=35423](https://boardpolicyonline.com/?b=brunswick_brittonkill&s=35423)

**Harassment Policy** (See Brunswick C.S.D. Policy)

This policy can be accessed at: [https://boardpolicyonline.com/?b=brunswick\\_brittonkill&s=35423](https://boardpolicyonline.com/?b=brunswick_brittonkill&s=35423)

**Dangerous Weapons in School** (See Brunswick C.S.D. Policy)

This policy can be accessed at: [https://boardpolicyonline.com/?b=brunswick\\_brittonkill&s=35423](https://boardpolicyonline.com/?b=brunswick_brittonkill&s=35423)

**Parent Complaint Procedure** (see Brunswick C.S.D. Policy)

This policy can be accessed at :

[https://core-docs.s3.amazonaws.com/documents/asset/uploaded\\_file/1389/BCSD/2817307/Parent\\_Complaint\\_Procedures\\_Title\\_1.pdf](https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1389/BCSD/2817307/Parent_Complaint_Procedures_Title_1.pdf)

## **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**

***What is a 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.

- Any student, who receives a threat or hears or observes one being made, shall immediately notify a member of the staff, faculty, or administration.
- 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.
- 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 a threat.
- 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.
- The building administrator will call the parents or guardians of all the students involved in the incident.
- 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.
- 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.

**MS/HS Incident Reports** are available in both the High School and Middle School offices, as well as the counseling center. Students are encouraged to complete this form and leave it with one of the building secretaries to report any issues they are having, and request a meeting with their counselor or an administrator.

**CHORD Policy – Student Discipline**  
*Committee to Help Organize and Revise Discipline*

**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.

**TAMARAC SECONDARY SCHOOL DISCIPLINE CODE**

**LEVEL 1 Infractions**

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

*Penalties with \* are in addition to (not instead of) consequences given by the administrator.*

- Affectionate behavior, which is inappropriate in a public place (appropriate behavior could be defined as holding hands, brief hugs, or kisses on cheek).
- Class tardiness without a pass.
- From one to three illegal tardies to school per year.
- 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.
- Littering  
\*Clean up mess that was made
- Leaving supervised areas during any extra-curricular event held within the school building.  
\*Cannot return to event
- Use of foul or offensive language, pictures or gestures: being disrespectful.  
\*Apologize
- 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).
- No use of portable speakers/cellphones to play music of any kind in the hallway.
- Violations of the School Dress Code (*see page 18 for detailed Dress Code*)
- Leaving class without permission, undesignated area, misuse of hall or bus pass
- Violation of District Computer Network Rules and Code of Conduct  
(*See page 16 for details and penalties*)
- Use of cell phones during school hours as per Board of Education policy.  
\*Device is confiscated and returned only to the parents of the student after the second offense.
- No food or drink allowed in hallways or classrooms without prior permission.
- Attending extracurricular events when academically ineligible.
- Horseplay, putting hands on others.

**Parental Notification** is a routine part of the discipline process at levels II, III, and IV



## **Level II Infractions**

*PENALTY: From One to Five Days After School Detention(s) (2:11-3:20pm)*

- Lying in conjunction with another offense.
- More than 3 unexcused tardies to school per year. (One after school detention is assigned for each additional 3 tardies.)
- Truancy, cutting classes (if student leaves the building unauthorized, this becomes a Level III infraction)
- Extortion (threatening demand for goods or services.)
- Remaining on or returning to school grounds after out-of-school suspension without proper authorization.
- Cutting/skipping detention
  - \*One Additional Detention. After two skips, this becomes an in-school suspension
- Misrepresentation of a signature (forgery).
- Vandalism
  - \*Restitution and/or Repair
- Hazardous horseplay or creating a general disruption in class.
  - \*Mandatory meeting with teacher before re-entry to class.

## **LEVEL III Infractions**

*PENALTY: From Two Afternoon Detentions (2:11-3:20pm) to Two Days In-School Suspension (7:26 – 2:11)*

- Unauthorized leaving of school grounds.
- Academic Cheating.
  - \*A Zero on the Assignment
- Plagiarism (using another's work and claiming it as one's own) and Self Plagiarism (the use of one's own work in another context without disclosing it was previously used).
  - \*A Zero on the Assignment for student(s) if applicable.
- Putting hands on another student, throwing objects on school grounds (includes classrooms, hallway, cafeteria, etc.) or on school property (buses, etc.)
- Harassment, intimidation, bullying, hazing, verbal, cyber, sexual, physical or otherwise.
  - \*MAY BE MOVED TO LEVEL 4 IF IT NECESSARY.
- Causing damage, which cannot be repaired for less than \$50.00.
  - \*Responsible for replacement
- 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
- \*Use of slurs based on ethnicity, religion, physical characteristics, disability, sexual orientation, and/or socio-economic status directed at an individual or group of individuals.
  - \*Mandatory meeting with administration/faculty members before re-entry to school environment.
- 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
- Insubordination: Deliberate and/or defiant refusal to follow a reasonable order or directive
- Destruction of another's personal property.
  - Restitution
- Three or more violations of the previous Level.
- Activating an AED or interfering with school cameras.

## **LEVEL IV Infractions**

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

- Use of foul or offensive language or gestures directed at a faculty/staff member.  
\*Mandatory meeting with administration/faculty members before re-entry to school environment.
- Initiating a physical confrontation by putting hands on another person.
- Recording publishing and/or distributing physical confrontations or altercations.
- Stealing, possession of stolen property.  
\*Restitution
- Threatening violent behavior\*\*  
\*Apologize, Counseling to a point of resolution with administration/faculty members.
- Use or possession of any tobacco/nicotine product (including but not limited to electronic cigarettes, vapes, juuls and their accessories), drug paraphernalia, matches/lighter on school grounds.  
\*Education, Counseling, Seize and Forfeit.
- Using, selling or being under the influence or possession of legal/ illegal non-prescribed drugs, inhalants, alcohol or other intoxicants, including marijuana and synthetic marijuana  
\*Education, Counseling, Referral to police.
- Initiating a bomb scare, false fire alarm or calling 911 without legitimate purpose  
\*Referral to police
- Use or possession of weapons or dangerous instruments.  
\*Seize and Forfeit. Referral to police.
- Use or possession of fireworks or explosives.  
\*Seize and Forfeit. Referral to police.
- Alteration of official documents, including transcripts, diplomas, attendance records, computer files and the like.\*\*\*
- Willful or reckless setting of a fire (arson).  
\*Restitution, Referral to police.
- Assault and battery  
\*Referral to police.
- Three or more violations of the previous level.
- Conduct so serious that it requires more than Level III consequences.
- Three repetitions of failure to satisfy consequences of CHORD policy, especially with regard to cutting administrative detentions.
- Fighting\*\*.  
\*Apologize, Counseling, mandatory meeting with Administration before re-entry to school setting
- 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.**

## **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 in a hearing before an appeals board. Witnesses may be called and evidence present. 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.

The Hearing Panel consists of two Tamarac High School staff members (one faculty member/one support staff member) and two (2) Tamarac High School students (one from the class of the accused and one from a different class.)

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.**

Rules Governing the Hearing:

- The senior faculty member will act as chairperson.
- The Secondary Principal will act as facilitator. The principal will see that a room is available and all parties are present.

Present for the Hearing will be:

- The panel
- The student appealing the penalty
- The staff member who made the referral
- The Secondary School Principal
- Any witnesses the student or staff member may ask to be present
- By the end of the process, any additional persons the panel may want to call

Hearing Process:

- The Secondary Principal will read the referral
- 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.
- The student will offer his/her defense. Witnesses or evidence may be offered. The panel again may ask any questions.
- The staff member may respond to any point; the student may respond to any point.
- The participants, excluding the panel members, will leave the room.
- 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.

**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:

- I will refrain from coaching my child or other players during games and practices.
- I will respect the officials and their authority during games.
- 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 (24 hour rule).
- I will remember that student athletes participate to have fun and that the game is for youth, not adults.
- 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.
- I will require my child to treat other players, coaches, officials, and spectators with respect regardless of race, creed, color, sex or ability.
- 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.
- I will not encourage any behaviors or practices that would endanger the health and well being of the student athletes.
- 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.
- 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.
- 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):**

- Verbal warning issued and documented by a game official, chaperone and/or school official.
- If behavior continues suspension or immediate ejection from the sports event will be issued by a game official, chaperone and/or school official.
- 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:
  - 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.
  - 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.
  - Season suspension or multiple season suspension issued with approval from the Board of Education.

## **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 hotspot.
- Permitted use of electronic devices is at the discretion of the instructor.

In emergency situations, exceptions to the prohibition of 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.

## **Brunswick Central School District Student Code of Conduct for Digital/Virtual Learning**

### **Expectations**

- During remote instruction, students of the Brunswick Central School District will be expected to participate actively in online learning when they are not in school.
- Student contact will be scheduled and coordinated by the teachers so as to minimize overlap.
- If the student is unable to attend class they need to reach out to the specific teacher about any missed work.
- All data that is composed, transmitted, or received via the Brunswick CSD communication network is considered to be part of district official records and, as such, is subject to disclosure to parents, guardians, administration and/or law enforcement.
- When students are in front of the camera on a device, they must be in appropriate dress, as outlined in the Brunswick Central School District student handbook.
- Students need to be aware Google Meets have the ability to be recorded for the purposes of educational instruction
- Respect each student's right to learn & demonstrate respect towards faculty.
- When students are attending a live session, they must mute their microphone so no one student's background noise interferes with instruction or a question directed at another student.
- Written or verbal dialogue within the classroom will be appropriate grade level language.
- Any form of profanity/vulgarity is strictly prohibited. "Text language" is also unacceptable.
- Communication between student and teacher should be course related
- Inappropriate behavior will result in the student being muted, parent contact and may result in removal per the standards established under the CHORD Brunswick Central School District policy.
- Do not cut, copy, or plagiarize online content or the work of your classmates. Doing so or knowingly allowing others to copy from you, and/or misusing Internet content will result in disciplinary action. Teachers will be utilizing various technologies to check for authenticity.

### **Instructional Expectations**

- Teachers will post instructional materials for students to view and learn in Google Classroom or via another district-approved platform.
- Students will be invited and are expected to join all classes assigned to them. They are expected to stay for the scheduled time. Students should access only classes to which they are assigned.
- Access will be provided if technology is not available in the home.
- Attendance will be kept for all classes, both remote and in-person.
- Students should contact their teachers through the district email server or through google classroom directly for assistance or with questions about instruction.
- Students will submit assignments for grading and evaluation purposes.
- Parent/Guardian questions regarding student success should be directed to the teacher using the district email server.

#### *Disclaimer*

*Failing to comply with any District and/or any local, state or federal laws or the expectations of teachers, principals or other school personnel regarding the health and safety of students, including, but not limited to expectations and requirements of the District, SED, or the DOH during any health emergency situation may result in disciplinary action.*

## PARENT PORTAL INSTRUCTIONS

To help ensure student information is secure, each parent must be approved before access is given to the Parent Portal in eSchool Data, the district's student management system.

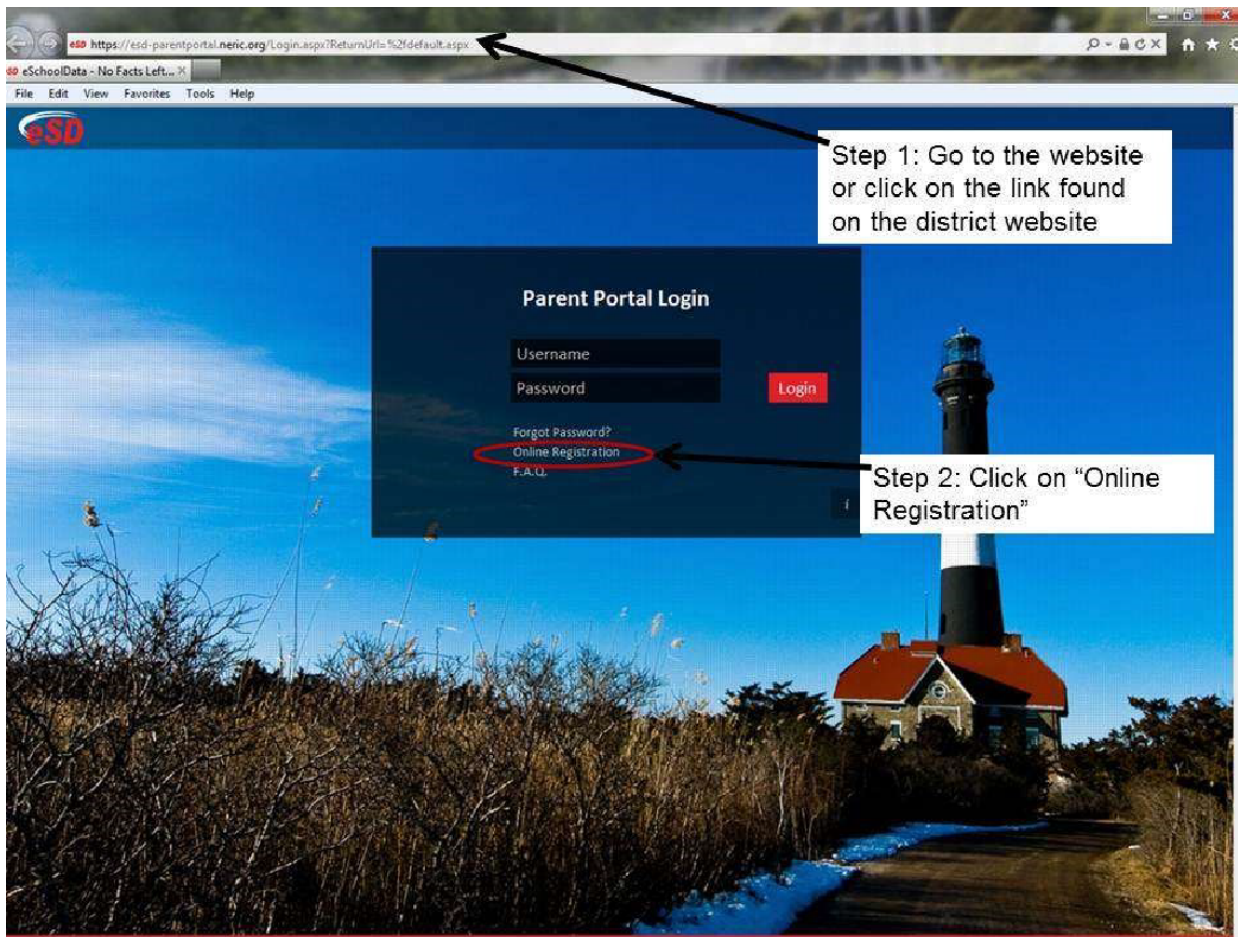
In order to complete the registration process, parents must know their student's ID number. Student ID numbers can be found on progress reports or report cards that are sent home.

**Step 1:** Go to the the school website [www.brunswickcsd.org](http://www.brunswickcsd.org)

Click "Explore"

Click "Parent Portal"

**Step 2:** New users must create an account by clicking on "Online Registration".



**Step 3:** Complete all required fields and click “Finish Registration”. An email will be sent to the parent or guardian acknowledging the account request.

The screenshot shows a web browser window displaying the Parent Portal registration page. The page title is "Parent Portal" and the logo "eSchoolData" is visible in the top right. The registration form is titled "Registration" and has three tabs: "Account Information", "Personal Information", and "Student Information". The "Account Information" tab is active, showing a "Welcome to Parent Portal Registration!" message and "STEP 1: Please enter your parent portal logon information below." The form fields include: "School District" (with a dropdown menu and an annotation "School District = Brunswick"), "Username" (with a dropdown menu and an annotation "Username – Create a username and write it down for future reference"), "Email Address", "Confirm Email Address", "Password" (with a note: "(Should be a minimum of 6 characters with at least 1 number)"), "Confirm Password", "Authentication Question" (with a dropdown menu), and "Authentication Answer". A "Create Account Information >>" button is located at the bottom right of the form. The footer of the page reads: "eSD® is a registered trademark of eSchoolData, LLC - Copyright © 2001-2013 eSchoolData, LLC - Parent Portal 1".

The system administrator, Andrea Lammerts, will review each request to verify the request is legitimate and conforms to the district’s policy for providing access to the Parent Portal. Once the request is approved or denied, an e-mail will be sent notifying the parent or guardian. If the request is approved, the e-mail notification will contain instructions for activating and accessing the Parent Portal.

If you have any questions, please contact Ms. Lammerts at 279-4600 ext. 2205