

**Northeastern Clinton Central
Middle School**

STUDENT HANDBOOK 2008 - 2009

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Homeroom Teacher _____

This agenda belongs to:

Name: _____

Northeastern Clinton Central Middle School

ADMINISTRATION

Peter Turner	Superintendent	298-8242
Thomas Brandell,	Principal	298-8681
Matthew J. Slattery,	Assistant Principal	298-8638
Jamie LaBarre,	Guidance Counselor	298-8701
Carole Holmes,	School Psychologist	298-7982
Kimberly Hunt,	Dir. Special Ed.	298-4031
Jeanette Bortnick,	School Nurse/Teacher	298-8162
Kim Letourneau,	M.S. Nurse	298-8681

FACULTY and STAFF: *Please visit our Website for an up to date listing.*

Allen, Fay - Aide	Kokes, David - Special Ed.
Akey, Ashley - Special Ed	Kokes, Kathy - Music
Babbie, Vicki - Math	Landry, Sue - Aide
Belrose, Sue - Special Ed	Langlois, Anna - Math
Blower, Mark - Spanish	Lynch, Ann - P.E.
Boire, Sherry - AIS Reading	Martin, Greg - Health
Bousquet, Jeanne - Teaching Asst.	Mesick, Wendy - Grade 6
Bushey, Barbara - Aide	Orlando, Michelle - Home & Careers
Chambers, Karen - Teaching Asst.	Robertson, Aaron - Band
DeSorbo, Joseph - Science	Rowden, William - P.E. Swimming
Ducharme, Tina - Art	Ryan, Kathy - Special Ed.
Elliott, Elizabeth - Grade 6	Sample, Kathleen - French
Fewster, Elizabeth - M.S. Secretary	Searles, Mary - Aide
Gallucci, Gorette - Aide	Sullivan, Steve - Technology
Graves, Spencer - P.E. & Health	Surprenant, Tim - Grade 6
Greeno, Casey - P.E. Swimming	Tolosky, Peter - English
Hanfield, Sarah - English	Trombley, Melody - Social Studies
Harley, Tom - Social Studies	Wells, Stephanie - Math
Harrigan, Lori - Grade 6	Werner, Jackie - Guidance Secretary
Howard, Roy - Technology	Zucker, Joanne - Special Ed.
Johnson, Deanne - Library Media Specialist	

DAILY SCHEDULE

1 ST 8:20 - 9:05	Lunch 1 11:17 - 11:47	7 th 12:33 - 1:13
2 ND 9:08 - 9:48	5 th Per. 11:17 - 11:57	8 th 1:16 - 1:56
3 RD 9:51 - 10:31	Lunch 2 12:00 - 12:30	9 th 1:59 - 2:39
4 TH 10:34 - 11:14	6 th Per. 11:50 - 12:30	ASD 2:39 - 3:45 M - TH

ARRIVAL & DISMISSAL

Only students participating in supervised activity are allowed in the building before 7:30 a.m. or after 2:39 p.m. Other situations need approval from the principal. When arriving after school begins or departing before school ends, the parent/guardian must sign the student in/out at the main office. Please send a note with any person sent to pick up a student who is not listed on the student's emergency form.

SCHOOL CLOSING DUE TO WEATHER:

Listen to your local radio or TV station in the morning. If your school is closed, it will be announced. If school closes during the day, parents will be advised via radio.

A Message from the Principal

Welcome to Northeastern Clinton Central Middle School. There is a banner in the main corridor of our school that includes the words “A vital bridge in a student’s educational journey.” Middle School is just that, it is a school made up of students who are comfortably, or perhaps uncomfortably, in the middle between childhood and adulthood. Our job at Northeastern Clinton Central Middle School is to successfully guide you through this change.

This agenda book is provided to each student to help with organization and prioritization, and serves as an excellent source of information regarding Middle School policies. This book also has an explanation of rules as they apply to the Middle School.

Mission Statement

Enhance every student’s potential to succeed in our ever-changing society.

Vision Statement

Our vision is to have every student create a positive self-image through productive and responsible action.

Have every student build self-confidence and respect for others and for the environment.

Have every student develop high expectations.

Have every student communicate effectively in preparation for business and careers as well as social interaction.

Have every student contribute positively with diverse groups.

Definitions

- ASD: After School Detention
- AIS: Academic Intervention Services
- ISS: In School Suspension
- OSS: Out of School Suspension
- PINS: Person In Need of Supervision
- Activities Restriction: During the time specified, the student is unable to attend extra curricular activities including clubs, sports, dances, after school swimming, etc.
- Pass Restriction: During the time specified, the student is unable to

leave class for any reason other than an emergency. Hallway passports may be noted as “pass restricted”.

Disciplinary Consequences

The disciplinary consequences described in this book are used as guidelines, and may not apply in every circumstance. Before deciding what discipline is needed, consideration will be given to factors including the student’s age, grade and the potential to the safety, morals, health and welfare of others. For any single incident, a student may receive a consequence ranging from a verbal warning to Out of School Suspension for any length of time in accordance with the law.

Furthermore, many of the consequences are listed as levels. Levels range from 1 to 3. Using the preceding guidelines, school officials will determine the level for the appropriate incident.

Attendance

When a student is absent from school, it is the parent/guardian’s responsibility to contact the school at 298-8681 by 9:00 a.m. and inform the school of the reason for the absence. Homework can be requested at that time and will be available after 2:00 p.m.

Written excuses for ALL absences are required by state law. Upon returning to school, the student must have a written explanation giving the student’s name, date(s) of absence, grade, and reason, signed by the parent/guardian. A physician’s note is required upon return to school after more than five day’s of illness. The signature book in the office does not qualify as a note.

In general, students who are absent from school due to truancy or unexcused absences may not be allowed to make up work they have missed and this may affect their class grade. In the event of truancy, students may be assigned to After School Detention (ASD) up to 5 days.

Parent/Guardian contact will be made regularly if we have not been notified of an absence. Beyond 8 absences Parent/Guardian conference may be requested and/or authorities contacted.

Excused Absences:

- Medical/Dental Appt. - note from Dr.'s Office
- Sickness - Physician's note required
- Death in Family - Note from Parent/Guardian
- Religious Observance
- Quarantine - Note from Health Department
- Court Appearance or Law related - Copy of legal notice or note from attorney.
- School related field trips

Unexcused Absences:

Students will be allowed to make up missed class assignments for *Excused Absences* only. *Unexcused Absences* may result in a zero for any work missed: class work, examinations, assignments, final exams, midterms exams, etc. It is NOT the policy of NCCS to generate for students or their parents, schoolwork for absences, which are considered unexcused.

- Trips with parents, vacations, etc. are not approved educational trips and are considered unexcused by State Law.
- Release time for part-time work, babysitting, farm work etc.
- Any absence without a written note.

Take Your Child to Work Day is considered unexcused with a note. Although this is unexcused it will not affect perfect attendance, participation in sports, etc. if it is accompanied with a note from the employer.

School Dismissal

Dismissal for the day is at 2:39 p.m. Only students participating in a supervised activity or staying After School Detention will be allowed in the building after 2:39 p.m. Any student needing to stay after for any other reason must get prior approval from the principal.

When it is not possible to coordinate changes in a student's transportation at home ahead of time, notification should be made to the Middle School Office prior to 2:00 p.m. on the day in question to insure contact is made with the student. Some requests will need to be in writing.

School Closing Due to Weather

Listen to your local radio station in the morning. If school closes during the school day, parents will be advised via radio.

Backpacks and Bags

Backpacks and bags may be used to carry supplies to and from school. They, along with coats (outer garments) must be stored in lockers during the day.

Clothing, Jewelry & Sprays

When the principal deems attire to interfere with the learning process s/he shall deal with the student in accordance with the student conduct policy.

Clothing or other attire that serves as advertisement for drugs, alcohol or tobacco products are considered inappropriate.

- Full length shirts/blouses are required, no bare mid-riffs.
- Shorts and Skirts: Mid - thigh
- No Tank Tops, T-Straps, Spaghetti Straps or Halter tops
- Sleeveless tops are permitted providing the straps are of "lasagna noodle" width.
- No see-thru or revealing clothing
- No vulgar / offensive language
- No excessive rips or openings
- No visible display of undergarments
- No headwear, sunglasses, hats etc. may be worn in school and are subject to confiscation.
- No Dog collar-like chains, bike chains or spikes.
- Hairspray, deodorant, nail polish and cologne should not be applied in hallways or classrooms.

Body Piercing

Body piercing, which are determined by health personnel to be a health/safety hazard are not allowed.

Students are to remove all jewelry and any externally applied articles including piercing prior to physical education class. Any student who refuses to comply with this policy will not be allowed to participate in physical education or athletics and will face the

academic consequence for failure to participate.

Criminal Offenses

Appropriate charges will be filed with authorities by the school for all offenses deemed as criminal in nature.

Student Anti-Harassment Policy

Harassment consists of unwelcome conduct, whether verbal, physical or visual, that is based upon a person's protected status, such as sex, color, race, ancestry, religion, national origin, age, physical or mental disability, medical condition, marital status, veteran status, citizenship status or other characteristic protected by Title IX of the Educational Amendments of 1972, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, or other federal and state laws and regulations.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material and physical contact such as patting, pinching or brushing against another's body.

Any student who believes he/she has been subjected to, witnessed or has information regarding possible harassment, should notify the principal without delay.

Prohibited Student Conduct

Misconduct off-campus that endangers the health and safety of students or staff within the school or substantially disrupts the educational process is prohibited. Examples of such misconduct include, but are not limited to:

- Cyber-bullying of students or school personnel (inflicting willful and or repeated harm through the use of electronics/technology).
- Threatening or harassing students or school personnel over the phone
- Using message boards to convey threats, derogatory comments, pictures of students or school personnel.

Definition of Cyber-Bullying: Sending or posting cruel text or images using the Internet or other digital communication devices. Cyber-bullying can take many forms including posting or sending mean or embarrassing comments and or images in chat rooms, message boards, IM or text messages, websites, social networking sites, online gaming site, cell phones, instant messages, blogs, bashboards or e-mail.

Physical Education Policy

All students must be prepared to participate in P.E. with proper clothing - shorts, sneakers, swimsuits and a towel. A physician's note to be excluded from P.E. must be renewed every 3 months.

Middle School Grading Policy

Students attending Middle School will earn quarterly (10 week) grades in each course they take. For semester courses, the final course grade is the average of the two quarterly grades. For a full year course, the final course grade is the average of the four quarterly grades. The passing grade for students in grade 6 - 8 is 70% in all subjects.

Honor Roll / High Honor Roll

Students achieving a cumulative average of 85% or better attain Honor Roll recognition. Those achieving 90% or better attain High Honor Roll recognition. These students are honored at the end of each quarter.

Perfect Attendance

Perfect Attendance Award certificates are presented to students with perfect attendance and will include excused absences. This award is cumulative.

Promotion / Retention Policy

Promotion is based on academic progress and grading in all academic disciplines. Any student failing two or more core content area courses (math, science, social, English) will be retained in the same grade next year.

Class Removal Policy

A student's behavior can affect a teacher's ability to teach and can make it difficult for other students in the classroom to learn.

As part of the SAVE school legislation, adopted by the New York State Legislature, the Northeastern Clinton Central School Board of Education has endorsed the following guidelines for teacher removal of students from class: There are two broad areas in which a teacher may wish to invoke authority to remove a disruptive student from the classroom. 1) students who continually disrupt the learning process, and 2) students who are dangerous to themselves or others.

Clearly, the removal of a student from the classroom setting is a serious matter. Therefore, substantial and detailed documentation must show that every effort has been made by the classroom teacher to curb a disruptive behavior before the student is removed from the class. The following are examples of student behaviors, which may cause a teacher to invoke authority to remove a student from class: Chronic tardiness to class, repeated insubordination, distracting behavior, repeatedly disrespectful to teacher(s) or student(s).

Acceptable Use Policy

The intent of the Acceptable Use Policy (AUP) of Northeastern Clinton Central School is to protect students when using the computer and/or Internet. The AUP states students are "expected to keep their username and password confidential." Students that choose to share this information may lose privileges. For more information, please refer to page 3 of the AUP, available in the Middle School Office.

Cafeteria Policy

- Students are to remain seated and are not to be wandering around the lunchroom area
- Students are expected to maintain a reasonable level of conversation without becoming disruptive
- Students may only leave the lunchroom with permission from a lunchroom monitor.

- Food and drinks are not permitted outside the cafeteria.

Guidance Office Services

- Counseling and consultation regarding educational, personal and behavioral issues
- Parent-Teacher conferences
- Peer Tutoring
- Homework check using the Agenda
- Progress Reports
- Course selection and scheduling
- Report Cards

Parent Conferences

Conferences may be requested by the teacher, principal and/or the parent. Requests that represent academic or scheduling concerns are made through the Guidance Office. Requests that represent behavior or discipline matters are made through the Principal's office.

Health Office

Students who feel ill are required to report to the Health Office for evaluation. Students are not permitted to call home on their own.

The School Nurse Teacher is responsible for the health concerns of the students. New York State Law mandates that certain health issues and activities are carried out in schools to safeguard students health.

The School Nurse Teacher is available to talk to parents/guardians whenever needed. If you have any questions or concerns that influence your child's health or progress in school please call 298-8162.

Please Inform the Health Office whenever your student has been hospitalized or seen by your family physician for any serious illness or injury.

- All students will have a vision and hearing screening. Parents will be notified of failing results only.
- Physical exams for all 7th graders, new students to the district and students falling under the umbrella of the Committee on Special Education.
- Students trying out for interscholastic sports.

- Scoliosis screening, curvature of the spine, all 8th grade students. Parents will be notified of failing results only.

These physicals are completed by a Family Nurse Practitioner under the direction of our school physician. If a parent prefers to have this exam performed privately, please contact the health office for the current form. These forms need to be completed and on file in the Health Office prior to October 31st of the school year.

Medications

All medications coming into school should be delivered directly to the Health Office in their original container by a parent or guardian during school hours.

Students needing to take medication during the school day must have the parents/guardian provide the Health Office with a written order from a physician. Medication will not be given without this directive from the physician (e.g. Advil, Tylenol and prescription medications).

If your child uses an *inhaler* the Health Office must be provided with a Doctor's order. If the child is to keep the inhaler on his/her person, this must be stated on the Doctor's order.

Emergency Epi-Pens must be accompanied by a Doctor's order. The parent/guardian is responsible to make the Epi-Pen available to the Health Office.

The Middle School - High School Library Media Center

The Library Media Center is ready to welcome staff and students. A variety of resources are available for 6th - 12th graders.

The library is used for reading, research and reference. Students may check out books for leisure reading. Our computer lab will enable entire classes to use the Internet for instruction and research. Students and staff may order resources from other locations using Inter-library Loan.

No food or drink is permitted in the library.

Rules of Transportation

The following guidelines have been established by state and school officials to insure rider safety:

- Students requesting to ride a bus other than their assigned bus must have written permission from their parent/guardian. This should include the date, name of the student, the bus number, destination, parent/guardian signature and a phone number where they can be reached. These requests must be turned in to the office in the morning to await approval. Approval usually depends on bus capacity.
- Potentially dangerous items may not be carried on a school bus. This includes items such as skis, ski poles, fire arms, ammunition, flammable liquids, animals, large sized packages/boxes, items of glass-regardless of size, and pressurized containers
- Large sized musical instruments such as drums, tubas, and bass fiddles may not be carried on a school bus.
- Cell phones, CD Players, MP3 Players etc., or any device with headphones, earbuds etc. may not be used when boarding or departing from the bus.
- Other items are at the discretion of the bus driver.

Alternate Means of Transportation

Bus transportation is provided by the school district for all students and is the recommended method of transportation.

Students riding to and from school in private vehicles with older siblings must have a permission slip on file during the current year. Students are discouraged from arriving to school prior to 7:30 a.m. unless attending an authorized school function or if previous arrangements have been made with the principal.

Bicycle transportation to school is permitted, but not encouraged. Proper safety equipment must be worn as required by New York State law. Bikes are to be parked in the racks provided and should be locked during school hours.

Snowmobiles or any other motorized vehicles, skateboards, roller blades etc. are not permitted on school property at any time.
School Bus Regulations

Students must recognize the importance of cooperation and safety in school transportation and understand that he/she is accountable for his/her conduct. The Middle School Code of Conduct applies on the bus as it does in the building.

When it is not possible to coordinate changes in a student's transportation at home ahead of time, notification should be made to the Middle School Office prior to 2:00 p.m. on the day in question to insure contact is made with the student. Some requests will need to be in writing.

NCCS Interscholastic Code

Students at the JV and Varsity levels will receive a copy of the NCCS Interscholastic Code with a Parental Permission / Student Athlete Contract which must be signed and returned to the school.

Selective Classification

When a student is offered an opportunity to move up a level in sports they must go through an approval process. The process involves the following: a parental consent form, developmental screening involving viewing of the private parts by the School Physician or a representative (this screening may be done by the student's primary health care provider) and the student must pass a physical fitness test administered by the Athletic Director.

Academic Eligibility

Academic checks will be completed once in the fall sports season, twice in the winter sports season and once in the spring sports season. Students who are failing two or more subjects will be given one week to bring their grades up to a passing status. If they are not passing each subject after one week, they will receive another week of probation. After two weeks, the student will be removed from the team for the remainder of the season. Prior to removal, the Athletic Director will consult with the teachers involved to establish whether the athlete has had an ample amount of work to bring the

grade up to passing status. If not, there may be an extension of time for the athlete. Athletes may not ride the bus to away games/matches during this period.

Dances

Middle School dances are reserved for students in grades 6, 7 and 8 unless otherwise stated, and are held periodically through out the school year. Students in grade 6 may not attend dances sponsored by the High School that are intended for grades 7 - 12 only.

Students will be prohibited from attending the dance if they are:

- Absent from school on the day of the dance
- On Activities Restriction

General Rules for Dances

- All school policies regarding alcohol and drug use are in effect
- Students should not wander from the designated dance area
- Students may not reenter the building at any time once they leave the dance
- Appropriate clothing/attire is required as outlined in the school clothing policy
- Students may be asked to leave for inappropriate behavior or attire at the discretion of the chaperone(s).

Electronic Devices

Cameras, CD Players, MP3 Players, iPods, etc. are not to be used or in a student's possession during school hours (8:00a.m. - 2:39p.m). These items are to be turned off and in the students' hall locker.

Limited use of music devices - not to include phones or cameras, may be allowed during lunch at the discretion of the lunch monitors.

Cell Phones

Phones are permitted in school, but must remain turned off and in the student's hall locker during school hours.

All electronic devices are subject to confiscation and possible parental notification if they are found in use.

Repeated violations may result in further disciplinary action.

- 1st Offense: Confiscation

- 2nd Offense: Parents must pick up the device.

Books and Agenda Books

Students are responsible for the care and condition of their books, supplies and Agenda books. Replacement is expected at the student's expense. Other disciplinary measures may be imposed by the Principal or District Administrator.

Hallway Passport

Each student will find several pages of passes in the back of the student Agenda book to be used throughout the course of the year. Passes are not to be removed from the book or shared with other students.

Supplies

Each teacher will specify the needs of the class during the first week of class.

Land Physical Education classes will require shorts or sweatpants, t-shirts or sweatshirts, sneakers and socks. Each student is assigned swimming one quarter per year. This will require a bathing suit and towel. A combination lock for the gym locker is also required.

Telephone

Upon approval, students are allowed to use the office phone in an emergency. Long distance calls must be made collect.

During the school day, the High School payphone is not to be used by Middle School Students.

Lost and Found

The Lost and Found box is located in the Middle School Office. All articles found should be turned into the office promptly. Please check the box frequently if items have been lost.

Visitors

All visitors must report to the Main Office.

Students must receive prior approval from the principal before bringing a guest to school for any part of the day.

Lockers

Students are assigned a hall locker and a gym locker for daily use in school and gym. A personal lock should be used to store your street clothes in the gym locker during gym class.

Use only the locker assigned to you and keep it locked at all times. All personal items and books, when not in use, are to be kept in lockers. Do not tamper with your locker, and do not give your combination to another person. A maintenance fee of \$15.00 may be charged to students whose lockers have been "rigged" (not to lock) or damaged needing repair. The school is not responsible for lost or stolen items. Lockers remain the exclusive property of the school; therefore, students should have no expectations of privacy with respect to lockers or their contents. The school reserves the right to inspect and search lockers at any time without prior notification by school authorities.

Food and drinks, are not permitted to be stored in the lockers.

Emergency Drills

Fire drills and lock down drills will be conducted periodically.

DISCIPLINARY CONSEQUENCES

The disciplinary consequences described below are used as guidelines and may not apply in every circumstance. Before deciding what discipline is needed, consideration will be given to factors including the student's age and grade, and the potential harm to the safety, morals, health and welfare of others.

For any single incident a student may receive a consequence ranging from a verbal warning to Out of School Suspension for any length of time in accordance with the law.

Furthermore, many consequences are listed as levels. Levels range from 1 to 3. Using the preceding guidelines, school officials will determine the level for the appropriate incident

Illegal Offense or Behavior

These actions may require the school to contact the police.

Use or possession of tobacco products or paraphernalia

All school grounds are designated as Tobacco Free Zones and include all buildings, school parking lots, athletic fields for all school buildings or under school supervision.

- *1st Offense:* Possession or use - Parent/Guardian contacted, 3 nights ASD, 5 weeks Pass and Activities Restriction.
- *2nd Offense:* Parent/Guardian contacted, 1 day OSS, 10 weeks Pass and Activities Restriction.
- *3rd Offense:* Parent/Guardian conference, 2 days OSS, 10 weeks Pass and Activities Restriction, counseling referral.

Use of - being under the influence of, possessing, providing alcohol on school property or under school supervision

- *Level 1:* Parent/Guardian contacted, 1 day OSS, 10 weeks Pass and Activity Restriction
- *Level 2:* Parent/Guardian conference, 2 days OSS, 10 weeks Pass and Activity Restriction, counseling referral.
- *Level 3:* 5 or more days OSS pending Superintendent's Hearing, 20 weeks Pass and Activities Restriction.

Controlled Substances

Use, possession or being under the influence of any controlled substance or substance deemed to cause bodily harm or injury.

- *Level 1:* Parent/Guardian and police contacted, 5 days OSS, 10 weeks Pass and Activities Restriction, counseling referral.
- *Level 2:* 5 days or more of OSS pending Superintendent's Hearing, 20 weeks Pass and Activities Restriction, counseling referral, PINS referral.

Physical Altercation

Any altercation short of a violent, physical exchange, as in pushing, shoving, verbal/physical threats made to any member of the school.

- *Level 1:* Warning and/or 1 night ASD.
- *Level 2:* Parent/Guardian contacted, 2-5 nights ASD
- *Level 3:* Up to 2 days OSS, 5 weeks Pass and Activities Restriction, counseling referral

Assault

Fighting or inflicting physical harm on another person on school property.

- *Level 1:* 1-5 nights ASD and ISS for the remainder of the day, parent/guardian contacted.
- *Level 2:* 2-3 days OSS, 20 weeks Pass and Activity Restriction, parent/guardian conference.
- *Level 3:* 5 or more days OSS - Pending Superintendent's Hearing, 20 weeks Pass and Activities Restriction, counseling referral.

Assault of a Staff Member or Student

- *1st Offense:* More than 5 days OSS, Pending Superintendent's Hearing, 20 weeks Pass and Activities Restriction, parent/guardian contact.
- *2nd Offense:* Expulsion recommended.

Harassment

Harassment of any nature, including sexual harassment, of any student or school staff member. The District Policy for sexual harassment will be adhered to.

- *Level 1:* Warning and/or 1 night ASD, parent/guardian contacted.
- *Level 2:* 1-3 nights ASD, Possible OSS and parent/guardian conference
- *Level 3:* 1-3 days ISS or OSS, 10 weeks Pass and Activities Restriction, Superintendent's Conference.

Dangerous Objects

Possession of any object(s) deemed dangerous.

- *Level 1:* Confiscation, warning and/or 1 night ASD, parent/guardian notified.
- *Level 2:* Confiscation, 1-3 nights ASD, Possible OSS, parent/guardian conference.
- *Level 3:* Confiscation, OSS, parent/guardian conference and law enforcement contacted.

Possession of Weapons

Police and parent/guardian to be contacted, OSS and/or review by Superintendent pursuant to Education Law Section 3214 which requires automatic expulsion for not less than one year.

Vandalism

Malicious damage/defacement of school property or any property of others while participating in school sponsored activities. Police may be contacted.

- *Level 1:* 1-5 nights ASD, restitution required, parent/guardian contacted.
- *Level 2:* 1-3 days OSS, 10 weeks Pass and Activities Restriction, parent/guardian conference required.
- *Level 3:* 5 or more days OSS, pending Superintendent's hearing, 20 weeks Pass and Activities Restriction.

Theft

Stealing money, school property or another person's property may result in police being contacted.

- *Level 1:* 1-5 nights ASD, restitution required, parent/guardian contacted.
- *Level 2:* 1-3 days OSS, restitution required, 10 weeks Pass and Activities Restriction, parent/guardian conference required.
- *Level 3:* 5 days or more of OSS, pending Superintendent's Hearing, restitution required, 20 weeks Pass and Activities Restriction.

Forgery

School papers, documents, notes from parent/guardian etc.

- *1st Offense:* 1 night ASD, parent/guardian contacted.
- *2nd Offense:* 2 -5 nights ASD, parent/guardian contacted.
- *3rd Offense* 1-3 days ISS or OSS, 10 weeks Pass and Activities Restriction, parent/guardian contacted.

Use of Prohibited Devices

Use of prohibited devices during the academic school day.

- *1st Offense:* Confiscation for 1 day.
- *2nd Offense:* Confiscation and parent/guardian must pick up item(s).
- *3rd Offense:* Item held for remainder of the school year.

Running in the Halls/ Unsafe Behavior

Running in the corridors or displaying dangerous behavior in school or on school property.

- *1st Offense:* Warning and/or 1 night ASD.
- *2nd Offense:* 2 nights ASD.
- *3rd Offense:* 3 nights ASD, parent/guardian contacted.

Skipping Class

Unexcused absence from class.

- *1st Offense:* 1 night ASD, 5 weeks Pass and Activities Restriction.
- *2nd Offense:* 2 nights ASD, 10 weeks Pass and Activities Restrictions, parent/guardian notified.
- *3rd Offense:* ISS/OSS, 20 weeks Pass and Activities Restriction, parent/guardian conference.

Leaving Class Without Permission

- *1st Offense:* 1 night ASD.
- *2nd Offense:* 2 nights ASD.
- *3rd Offense:* 3 nights ASD and parent/guardian conference.

Leaving the Building Without Permission

- *1st Offense*: 2 nights ASD, 5 weeks Pass and Activities Restriction, parent/guardian notified.
- *2nd Offense*: 5 nights ASD, 10 weeks Pass and Activities Restriction, parent/guardian notified
- *3rd Offense*: Parent/guardian conference, PINS referral.

Skipping After School Detention

Typically, After School Detention is served the day after detention is awarded. The person issuing detention will attempt to contact the home and the student is provided a copy of the detention form to bring home. ASD is held every Monday through Thursday from 2:39 to 3:45 unless there is an early dismissal or other unforeseen circumstances. Bussing home is provided. If the student is unable to stay for detention on the assigned date(s) the parent should contact the office.

- *1st Offense*: Pass and Activities Restriction until ASD has been served, possibly restricted seating at lunch.
- *2nd Offense*: Pass and Activities Restriction until ASD has been served, possible restricted seating at lunch, additional night of ASD, parent/guardian contacted.
- *3rd Offense*: Pass and Activities Restriction until ASD has been served, possible restricted seating at lunch, parent/guardian conference.

Disruption of Class or School Activities

- *Level 1*: 1 night ASD.
- *Level 2*: 2 nights ASD.
- *Level 3*: 3 nights ASD, parent/guardian conference.

Insubordination / Disrespect

Insubordination, disrespect or dishonesty toward any staff member.

- *Level 1*: 1 night ASD.
- *Level 2*: 1 night ASD, possible OSS.
- *Level 3*: 3 nights ASD, possible OSS, parent/guardian conference.

Offense/Vulgar Language - Obscene Gestures

- *Level 1*: 1 night ASD.
- *Level 2*: 2 nights ASD.
- *Level 3*: 3 nights ASD, parent/guardian conference.

Homework Not Completed 3 Times

- *1st Offense*: 1 night ASD
- *2nd Offense*: 2 nights ASD
- *3rd Offense*: Parent/guardian conference.

Refusal to Follow Classroom Procedures

- *1st Offense*: 1 night ASD
- *2nd Offense*: 2 nights ASD
- *3rd Offense*: Parent/guardian conference.

Misconduct During Assemblies

- *Level 1*: Removal from assembly.
- *Level 2*: 5 weeks Pass and Activities Restriction, including assemblies.
- *Level 3*: 10 weeks Pass and Activities Restriction including assemblies, parent/guardian contacted.

Loitering

Prohibited in the Middle School and Defined as waiting or lingering in an area without a purpose.

- *Level 1*: 1 night ASD
- *Level 2*: 2-5 nights ASD, 5 weeks Pass & Activities Restricting
- *Level 3*: 1-3 days OSS or ISS

Littering on School Property

- *1st Offense*: Study Hall/Lunch clean up
- *2nd Offense*: 2 days Study Hall/Lunch clean up.
- *3rd Offense*: 3 days Study Hall/Lunch clean up, 1 night ASD.

Public Display of Affection

Hand-holding, kissing and any other signs of affection.

- *1st Offense*: Warning.
- *2nd Offense*: 5 weeks Pass and Activities Restriction for both parties and parent/guardian contacted.
- *3rd Offense*: 5 weeks Pass and Activities Restriction for both parties, parent/guardian conference.

Gambling on School Property

Card playing will only be allowed in an organized extracurricular activity.

- *1st Offense*: Warning and/or 1 night ASD.
- *2nd Offense*: 1-3 nights ASD, parent/guardian contacted.
- *3rd Offense*: 3-5 nights ASD, 5 weeks Pass and Activities Restriction and parent/guardian conference.

Cafeteria Policy

Students are to remain seated and are not to be wandering around the lunchroom area.

Failure to be orderly or polite to fellow students:

- *1st Offense*: Warning
- *2nd Offense*: Loss of seating privileges for 2 days.
- *3rd Offense*: 1 night ASD, loss of seating privileges for 5 consecutive days.

Failure to cooperate with lunchroom personnel:

- *1st Offense*: Warning.
- *2nd Offense*: 1 night ASD.
- *3rd Offense*: 2 nights ASD.

Misuse/Throwing food, spitting or grabbing:

- *1st Offense*: 2 nights ASD.
- *2nd Offense*: 2 nights ASD, 2 days lunch detention.
- *3rd Offense*: 3 nights ASD, 4 days lunch detention, parent/guardian contacted.

Leaving lunch area littered.

- *1st Offense*: Immediate clean up of area.
- *2nd Offense*: Clean up of area for 2 days.
- *3rd Offense*: Clean up of cafeteria for 5 consecutive days.

Bringing soda and/or glass containers into the lunchroom.

- *1st Offense*: Confiscation
- *2nd Offense*: 1 night ASD
- *3rd Offense*: 2 nights ASD

Northeastern Clinton Central Middle School does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.

The following persons have been designated to handle inquiries regarding the nondiscrimination policies:

Section 504:
Kimberly Hunt
(518) 298-8639

Title IX:
Jamie LaBarre
(518) 298-8701

DISCIPLINARY CONSEQUENCES

The disciplinary consequences described below are used as guidelines and may not apply in every circumstance. Before deciding what discipline is needed, consideration will be given to factors including the student's age and grade, and the potential harm to the safety, morals, health and welfare of others.

For any single incident a student may receive a consequence ranging from a verbal warning to Out of School Suspension for any length of time in accordance with the law.

Illegal Offense or Behavior

These actions may require the school to contact the police.

Use or possession of tobacco products or paraphernalia

All school grounds are designated as Tobacco Free Zones and include all buildings, school parking lots, athletic fields for all school buildings or under school supervision.

- *1st Offense:* Possession or use - Parent/Guardian contacted, 3 nights ASD, 5 weeks Pass and Activities Restriction.
- *2nd Offense:* Parent/Guardian contacted, 1 day OSS, 10 weeks Pass and Activities Restriction.
- *3rd Offense:* Parent/Guardian conference, 2 days OSS, 10 weeks Pass and Activities Restriction, counseling referral.

Use of - being under the influence of, possessing, providing alcohol on school property or under school supervision

- *1st Offense:* Parent/Guardian contacted, 1 day OSS, 10 weeks Pass and Activity Restriction
- *2nd Offense:* Parent/Guardian conference, 2 days OSS, 10 weeks Pass and Activity Restriction, counseling referral.
- *3rd Offense:* 5 or more days OSS pending Superintendent's Hearing, 20 weeks Pass and Activities Restriction.

Controlled Substances

Use, possession or being under the influence of any controlled substance or substance deemed to cause bodily harm or injury.

- *1st Offense:* Parent/Guardian and police contacted, 3 days OSS, 10 weeks Pass and Activities Restriction, counseling referral.
- *2nd Offense:* 5 days or more of OSS pending Superintendent's Hearing, 20 weeks Pass and Activities Restriction, counseling referral, PINS referral.

Simple Assault

Any altercation short of a violent, physical exchange, as in pushing, shoving, verbal/physical threats made to any member of the school.

- *1st Offense:* Warning and/or 1 night ASD.
- *2nd Offense:* Parent/Guardian contacted, 2-5 nights ASD
- *3rd Offense:* Up to 2 days OSS, 5 weeks Pass and Activities Restriction, counseling referral

Assault

Fighting or inflicting physical harm on another person on school property.

- *1ST Offense:* 1-5 nights ASD and ISS for the remainder of the day, parent/guardian contacted.
- *2nd Offense:* 2-3 days OSS, 20 weeks Pass and Activity Restriction, parent/guardian conference.
- *3rd Offense:* 5 or more days OSS - Pending Superintendent's Hearing, 20 weeks Pass and Activities Restriction, counseling referral.

Assault of a Staff Member or Student

- *1st Offense:* More than 5 days OSS, Pending Superintendent's Hearing, 20 weeks Pass and Activities Restriction, parent/guardian contact.
- *2nd Offense:* Expulsion recommended.

Harassment

Harassment of any nature, including sexual harassment, of any student or school staff member. The District Policy for sexual harassment will be adhered to.

- *1st Offense*: Warning and/or 1 night ASD, parent/guardian contacted.
- *2nd Offense*: 1-3 nights ASD, Possible OSS and parent/guardian conference
- *3rd Offense*: 1-3 days ISS or OSS, 10 weeks Pass and Activities Restriction, Superintendent's Conference.

Dangerous Objects

Possession of any object(s) deemed dangerous.

- *1st Offense*: Confiscation, warning and/or 1 night ASD, parent/guardian notified.
- *2nd Offense*: Confiscation, 1-3 nights ASD, Possible OSS, parent/guardian conference.
- *3rd Offense*: Confiscation, OSS, parent/guardian conference and law enforcement contacted.

Possession of Weapons

Police and parent/guardian to be contacted, OSS and/or review by Superintendent pursuant to Education Law Section 3214 which requires automatic expulsion for not less than one year.

Vandalism

Malicious damage/defacement of school property or any property of others while participating in school sponsored activities.

Police may be contacted.

- *1st Offense*: 1-5 nights ASD, restitution required, parent/guardian contacted.
- *2nd Offense*: 1-3 days OSS, 10 weeks Pass and Activities Restriction, parent/guardian conference required.
- *3rd Offense*: 5 or more days OSS, pending Superintendent's hearing, 20 weeks Pass and Activities Restriction.

Theft

Stealing money, school property or another person's property may result in police being contacted.

- *1st Offense*: 1-5 nights ASD, restitution required, parent/guardian contacted.
- *2nd Offense*: 1-3 days OSS, restitution required, 10 weeks Pass and Activities Restriction, parent/guardian conference required.
- *3rd Offense*: 5 days or more of OSS, pending Superintendent's Hearing, restitution required, 20 weeks Pass and Activities Restriction.

Forgery

School papers, documents, notes from parent/guardian etc.

- *1st Offense*: 1 night ASD, parent/guardian contacted.
- *2nd Offense*: 2 -5 nights ASD, parent/guardian contacted.
- *3rd Offense* 1-3 days ISS or OSS, 10 weeks Pass and Activities Restriction, parent/guardian contacted.

Use of Prohibited Devices

Use of prohibited devices during the academic school day.

- *1st Offense*: Confiscation for 1 day.
- *2nd Offense*: Confiscation and parent/guardian must pick up item(s).
- *3rd Offense*: Item held for remainder of the school year.

Running in the Halls/ Unsafe Behavior

Running in the corridors or displaying dangerous behavior in school or on school property.

- *1st Offense*: Warning and/or 1 night ASD.
- *2nd Offense*: 2 nights ASD.
- *3rd Offense*: 3 nights ASD, parent/guardian contacted.

Skipping Class

Unexcused absence from class.

- *1st Offense*: 1 night ASD, 5 weeks Pass and Activities Restriction.
- *2nd Offense*: 2 nights ASD, 10 weeks Pass and Activities Restrictions, parent/guardian notified.

- *3rd Offense*: ISS/OSS, 20 weeks Pass and Activities Restriction, parent/guardian conference.

Leaving Class Without Permission

- *1st Offense*: 1 night ASD.
- *2nd Offense*: 2 nights ASD.
- *3rd Offense*: 3 nights ASD and parent/guardian conference.

Leaving the Building Without Permission

- *1st Offense*: 2 nights ASD, 5 weeks Pass and Activities Restriction, parent/guardian notified.
- *2nd Offense*: 5 nights ASD, 10 weeks Pass and Activities Restriction, parent/guardian notified
- *3rd Offense*: Parent/guardian conference, PINS referral.

Skipping After School Detention

Typically, After School Detention is served the day after detention is awarded. The person issuing detention will attempt to contact the home and the student is provided a copy of the detention form to bring home. ASD is held every Monday through Thursday from 2:39 to 3:45 unless there is an early dismissal or other unforeseen circumstances. Bussing home is provided. If the student is unable to stay for detention on the assigned date(s) the parent should contact the office.

- *1st Offense*: Pass and Activities Restriction until ASD has been served, possibly restricted seating at lunch.
- *2nd Offense*: Pass and Activities Restriction until ASD has been served, possible restricted seating at lunch, additional night of ASD, parent/guardian contacted.
- *3rd Offense*: Pass and Activities Restriction until ASD has been served, possible restricted seating at lunch, parent/guardian conference.

Disruption of Class or School Activities

- *1st Offense*: 1 night ASD.
- *2nd Offense*: 2 nights ASD.
- *3rd Offense*: 3 nights ASD, parent/guardian conference.

Insubordination / Disrespect

Insubordination, disrespect or dishonesty toward any staff member.

- *1st Offense*: 1 night ASD.
- *2nd Offense*: 1 night ASD, possible OSS.
- *3rd Offense*: 3 nights ASD, possible OSS, parent/guardian conference.

Offense/Vulgar Language - Obscene Gestures

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Homework Not Completed 3 Times

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