

STUDENT HANDBOOK 2023 - 2024

Thomas Q. Brandell - Principal
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Homeroom Teacher _____

Northeastern Clinton Central Middle School

Please see our website for an up-to-date listing

ADMINISTRATION

Robb Garrand	Superintendent	518-298-8242 - Press 1
Thomas Brandell	Principal	518-298-8681 - Press 1
Jamie Maggy	Assistant Principal	518-298-8681 - Press 1
Tim Surprenant	Dean of Students	518-298-8681 - Press 1
Amber Beggs	School Counselor	518-298-8681 - Press 3
Rebecca Whitney	School Counselor	518-298-8681 - Press 3
Kim Letourneau	Middle School Nurse	518-298-8681 - Press 4

FACULTY and STAFF:

Babbie, Vicki	Math 8	Garrand, Laurette	Special Ed
Banker, Andrew	Technology	Gonya, Carl	Social Studies 7
Birtz-Sisson, Laura	Special Ed.	Gonyea, Kim	Aide
Blower, Mark	Spanish	Graves, Spencer	Physical Education
Bouvier, Karen	ELA 8/Home & Careers	Grovine, Alison	Music/Band
Brink, Tammy	Aide	Hardy, Diana	AIS Reading
Buker, Curtis	Science 8	Jubert, Kaitlyn	Art
Coulombe, Karen	Aide	Khater, Adam	Science 6
Connell, Luke	Special Ed.	Menard, Kelly	MS & Guidance Secretary
DeSorbo, Joe	Science 7	Michaud, Sherry	ELA 6
Dolan, Larry	Social 8	Patnode, Kristen	Physical Education
Drollette, Mark	Special Ed.	Phillips, James	Health
Drollette, Sarah	ELA 7	Rowe, Heidi	Aide
Dumas, Carrie	Math 6	Sample, Kathleen	French
Favreau, Nichole	Social Studies 6	Sullivan, Steve	Technology
Frederick, Debbie	Speech-Language Pathologist	TBD	Music/Chorus
Fredette, Matt	Library/Media Specialist	Vincelette, Danielle	Special Ed
		Wells, Stephanie	Math 7

DAILY BELL SCHEDULE

1 st	9:11 – 9:56	Lunch I	12:08 – 12:38	7 th	1:24 – 2:04
2 nd	9:59 – 10:39	5th Per. 12:08 – 12:48		8 th	2:07 – 2:47
3 rd	10:42 – 11:22	Lunch II	12:51 – 1:21	9 th	2:50 – 3:30
4 th	11:25 – 12:05	6th Per. 12:41 – 1:21			

ARRIVAL & DISMISSAL

Only students participating in a supervised activity are allowed in the building before or after school hours. 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 or DELAY:

The District will often use Parentsquare to notify families of weather-related closures, delays, or early dismissal of school. In addition, Parentsquare is used occasionally to notify parents and community of other non-emergency related information. As in the past, you may listen to your local radio or TV station in the morning. If your school is closed, it will be announced.

NCCS DRESS CODE

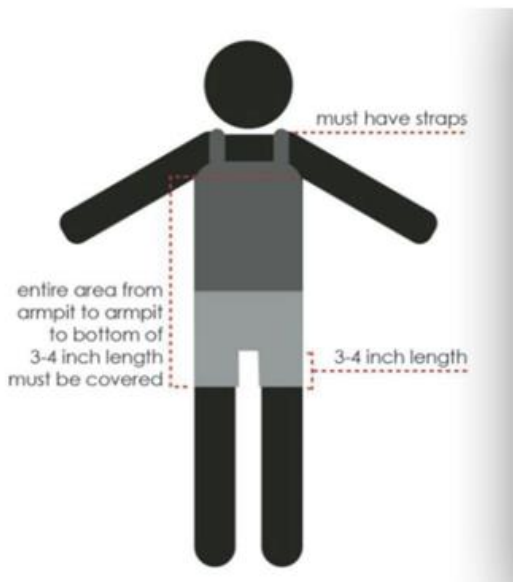
Effective 9/7/2022

The NCCS Board of Education requires students to attend school in the appropriate dress that meets health and safety standards and does not interfere with the learning process.

Student attire should reflect an atmosphere of mutual respect and be conducive to the learning environment. Clothing can contribute to a sense of pride and professionalism and reinforces the message that school is important business. Dress code expectations are intended to promote an emotionally safe environment for all students. When the administration deems attire to interfere with the learning process, they shall deal with the student following the student code of conduct.

Middle and High School Dress Code

- All clothing should be clean and in good repair.
- Clothing and accessories bearing images or messages should be appropriate for school. The display of images or slogans with questionable, offensive, disturbing, or double meanings, and those that strain community relationships, are prohibited.
 - Clothing may not depict, advertise, or advocate the use of alcohol, tobacco, marijuana, or other controlled substances.
 - Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected groups.
- All hats and hoods must be removed inside of buildings. Headgear is not allowed unless permitted for religious, medical, or other reason by school administration.
- Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thigh (see image below).
- Tops must have shoulder straps. Rips or tears in clothing should be lower than the 3 to 4 inches in length.
- All undergarments must be completely covered with outer clothing.
- See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.
- Shoes must be worn at all times and need to be safe for the school environment (pajamas and slippers shall not be worn, except for school activities approved by administration).
- Student faces must be always fully visible. Extreme makeup and masks are not allowed.
- Non-apparel items (blankets, flags, stuffed animals, capes, chains, dog collar-like chains, bike chains, wallet chains, spikes, bandanas, etc.) are not allowed.



Students who do not comply with the dress code are required to modify their appearance by covering or removing the offending item. Failure to do so will result in disciplinary consequences, following the district code of conduct.

Accountability:

1. Parents/Guardians are to ensure that their student understands and abides by the dress code.
2. Teachers are to take corrective measures for students who are not in compliance with the dress code during attendance.
3. Administrators will ensure that this policy is available to parents, students, and teachers, and take appropriate disciplinary measures for repeat offenders.

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

Learn, grow, succeed, be the best that **WE** can be!

Vision Statement

Our vision is to have every student

- create a positive self-image through productive and responsible action.
- build self-confidence and respect for others and for the environment.
- develop high expectations.
- communicate effectively in preparation for business and careers as well as social interaction.
- contribute positively with diverse groups.

Definitions

- **DET:** Detention-(Before School)
- **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". Also may be used for disciplinary circumstances or when failing core subjects - library restriction, 2 or more - general pass restriction, 3 or more.

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 appropriate level for the incident.

Attendance

When a student is absent from school, it is the parent/guardian's responsibility to contact the school at 298-8681 Ext. 1, 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 full 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 days 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 detention up to 5 days.

Parent/Guardian contact may be made if we have not been notified in writing of an absence. For excessive unexcused absences, a 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, midterm exams, etc. It is NOT the policy of NCCS to generate for students, or their parents, schoolwork for absences which are considered unexcused such, such as the following:

- 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. Although this is unexcused it will not affect perfect attendance, participation in sports, etc. if it is accompanied with a note from the employer.

Start of School Day

Students entering the building in the morning are to report to the cafeteria. Students will be expected to be in their homerooms in the beginning of the period at 9:11 a.m. Students desiring breakfast may do so, prior to that. Loitering in the halls is not permitted.

School Dismissal

Dismissal for the day is at 3:30 p.m. Only students participating in a supervised activity will be allowed in the building after 3:30 p.m. Any student needing to stay after for any other reason must get prior approval from the principal.

Any changes in a student's bus schedule you **MUST** use a District Transportation Form. The forms are found on the NCCS website under the Transportation Dept. or in the Middle School Office.

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. Large tote bags are not for daily use.

Physical Education Policy

All students must be prepared to participate in P.E. with proper clothing, identified as shorts, T-shirts, sneakers, swimsuit and towel. No jewelry. All missed classes must be made up, including those missed with medical excuses. A Physician's note to be excluded from P.E. must be renewed every 3 months.

Body Piercing

Body piercings, 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 (inflicting willful and or repeated harm through the use of electronics/technology) of students or school personnel.
- 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, dashboards or e-mail.

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

A student is eligible for perfect attendance if he/she has been present for every class period, every day. Students may be absent for up to two periods at the beginning of the day or two periods at the end of the day; if it is an excused absence in which proper documentation must be submitted to the office. An excused absence:

- Medical/Dental Appointment-Note from Doctor's office required
- Death in immediate Family

- Religious Observation
- Quarantine - Note from Health Department
- Court Appointment or law related-copy of note from court or attorney

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) may be retained in the same grade next year. It is essential each child experience both challenge and success from school activities. We will make every effort to place students in the most appropriate learning level for a successful educational experience. District curriculum guides indicate goals for achievement by the “average” student at each grade level. However, academic growth does not take place at the same pace or time for all individuals. Early identification and intervention, promotion and retention are methods of meeting the needs of such children. A decision to retain a student shall be arrived at by consensus involving teachers, building principal, counselor and parent/guardian. Consideration is given to teacher recommendation; classroom achievement and attitude; standardized test scores; social and emotional development; results of the family conference and possibly the Committee on Special Education. If a consensus cannot be reached, the final decision will be that of the building principal.

Classroom 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

- All students are expected to report to the cafeteria and arrive on time.
- Students are to remain seated and are not to be wandering around the lunchroom area
- Students are expected to maintain a reasonable noise 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.

Counseling Office Services

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

Parent/Guardian Conferences

Conferences may be requested by the teacher, principal and/or the parent/guardian. 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 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 student’s health.

The School Nurse 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 298-8681 option #4.

Please inform the Health Office whenever your student has been hospitalized or seen by your family physician for any serious illness or injury. Also, if your child has ongoing health issue(s) causing excessive absences, the Health Office may require a health plan from your child’s pediatrician or medical specialist.

- Physical exams & vision and hearing screening 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 will need a physical exam within one year of the start date of that sport.

- Scoliosis screening, curvature of the spine, all 6th & 8th grade students. Parents will be notified of failing results only.

These physicals are completed by a Family Nurse Practitioner. 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.

Medications

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

Students needing to take medication during the school day must have the parent/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.

Health Office Fax #: (518) 957-4153

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 use the District Transportation Form. This form should include date, full name of student, contact information of parent/guardian, bus number, day, am or pm, address where they will be going, contact information for that address and parents signature. These requests must be turned in to the office in the morning to await approval. Approval usually depends on bus capacity. Transportation forms are on the NCCS website under the transportation dept. or in the MS Office.
- 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, ear buds 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 students or siblings must have a permission slip on file during the current year. Students are discouraged from arriving to school prior to 8:50 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

Each student 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.

Once again, 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. Parents/Guardians are to use the **NCCS Transportation Form** found on the school website or in the MS Office.

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 s/he 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.

Interscholastic Code, 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 failing either two or three subjects may continue to attend and participate in practice, but will be ineligible to participate in any interscholastic contests on a week-to-week basis for a period of five weeks. A student may not ride the bus to away games/matches while academically ineligible. *Any student failing four or more subjects will be removed from the team for the remainder of the season.

Dances

Middle School dances are reserved for students in grades 6, 7 and 8 unless otherwise stated, and are held periodically throughout the school year. Students in Middle School may not attend dances sponsored by the High School that are intended for grades 9 - 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 re-enter 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

Cell phones, I-Pads, I-Pods, Cameras, CD Players, MP3 Players, etc. are not to be used or in a student's possession during school hours. These items are to be turned off and in the students' hall locker.

The use of cameras, including cell phone cameras, to take pictures or videos of students, faculty, visitors, and staff without their expressed consent is strictly prohibited. Furthermore, the unauthorized taking of photographs or videos will be deemed harassment of others and will result in disciplinary action. (See Harassment in handbook)

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

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: Confiscation and parent must pick up the device.
- 3rd Offense: Confiscation and parent must pick up the device, and ISS
- 4th Offense: Confiscation, parent must pick up device, ISS and/or OSS and device no longer allowed on school property for the remainder of the school year.
- **THESE ITEMS MAYBE STOLEN OR DAMAGED WHILE AT SCHOOL, THEREFORE, NCCS IS NOT RESPONSIBLE FOR ANY LOST OR STOLEN ELECTRONIC DEVICES.**

Books and Chromebooks.

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

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 with permission.

Lost and Found

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

Visitors

All visitors to the building must use the buzzer system located inside the entrance for admittance to the school during school hours.

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

Hallway / Lockers

Students are assigned a hall locker by the office and a gym locker by their PE teacher for daily use in school and gym.

Students should report any malfunction of their locker immediately to the office or P.E. teacher. The school will not be responsible for items left unattended or unlocked or if the combination has been given to another student.

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 give your combination to another person and do not tamper with

your locker, this includes bending the locking mechanism tab. A maintenance fee of \$15.00 may be charged to students whose lockers have been “rigged” (to not lock) or damaged needing repair.

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.

Open food and drinks are not permitted to be stored in the lockers.

Hairspray, deodorant, nail polish and cologne should not be applied in hallways or near classrooms.

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.

Once again, 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 appropriate 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, E Cigs 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 DETs, 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 or 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 of, being under the influence of, possessing or providing, 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 DET.
- *Level 2:* Parent/Guardian contacted, 2-5 DETs.
- *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 DETs 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 dangerous comments, 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 DET parent/guardian contacted.
- *Level 2:* 1-3 DETs, 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 DET, parent/guardian notified.
- *Level 2:* Confiscation, 1-3 DETs, 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 to/defacement of school property or any property of others while participating in school sponsored activities. Police may be contacted.

- *Level 1:* 1-5 DETs, 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 DETs, 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 DET, parent/guardian contacted.
- *2nd Offense:* 2 -5 DETs, 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
- *2nd Offense:* Confiscation and parent must pick up the device.
- *3rd Offense:* Confiscation and parent must pick up the device, and ISS
- *4th Offense:* Confiscation, parent must pick up device, ISS and/or OSS and device no longer

allowed on school property for the remainder of the school year.

Running in the Halls/ Unsafe Behavior

No running, yelling or making unreasonable noise in corridors or displaying dangerous behavior in school or on school property.

- *1st Offense:* Warning and/or 1 DET.
- *2nd Offense:* 2 DETs.
- *3rd Offense:* 3 DETs, parent/guardian contacted.

Skipping Class/Late to Class/Pass Abuse

Unexcused absence from class.

- *Level 1:* 1 Warning /Administration Discretion
- *Level 2:* 2 Lunch Detention
- *Level 3:* 3 DET.

Leaving Class Without Permission

- *1st Offense:* 1 DET.
- *2nd Offense:* 2 DETs.
- *3rd Offense:* 3 DETs and parent/guardian conference.

Leaving the Building Without Permission

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

Food/Beverages

All food and beverages are to be consumed in the cafeteria. **No soda, coffee, or energy drinks will be allowed in school.** Only water in clear bottles will be allowed outside the cafeteria. No food or beverages are allowed in the gymnasium at lunch.

Detention

DETENTION WILL BE SERVED BEFORE SCHOOL FROM 8:15 A.M. UNTIL 9:00 A.M. IN THE MIDDLE SCHOOL OFFICE.

Bussing will be provided from home.

Detentions are served on Tuesdays or

Thursdays. Home will be contacted when a detention is issued.

Skipping Detention:

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

Disruption of Class or School Activities

- *Level 1:* 1 DET.

- *Level 2:* 2 DETs.
- *Level 3:* 3 DETs, parent/guardian conference.

Insubordination / Disrespect

Insubordination, disrespect or dishonesty toward any staff member.

- *Level 1:* 1 DET.
- *Level 2:* 1 DET, possible OSS.
- *Level 3:* 3 DETs, possible OSS, parent/guardian conference.

Offensive/Vulgar Language - Obscene Gestures

- *Level 1:* 1 DET.
- *Level 2:* 2 DETs.
- *Level 3:* 3 DETs, parent/guardian conference.

Homework Not Completed 3 Times

- *1st Offense:* Lunch Detention
- *2nd Offense:* Detention
- *3rd Offense:* Parent/guardian conference.

Refusal to Follow Classroom Procedures

- *1st Offense:* 1 DET
- *2nd Offense:* 2 DETs
- *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.

Cell Phone or Electronic Device Possession

- *1st Offense:* Confiscation
- *2nd Offense:* Confiscation and parent must pick up the device.
- *3rd Offense:* Confiscation and parent must pick up the device, and ISS
- *4th Offense:* Confiscation, parent must pick up device, ISS and/or OSS and device no longer allowed on school property.

Loitering

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

- *Level 1:* 1 DET
- *Level 2:* 2-5 DETS, 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 DET.

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 1DET.
- *2nd Offense:* 1-3 DETs parent/guardian contacted.
- *3rd Offense:* 3-5 DETs, 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 DET, loss of seating privileges for 5 consecutive days.

Failure to cooperate with lunchroom personnel:

- *1st Offense:* Warning.
- *2nd Offense:* DET.
- *3rd Offense:* 2 DETs.

Misuse/Throwing food, spitting or grabbing:

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

Leaving lunch area littered.

- *1st Offense:* Immediate cleanup of area.
- *2nd Offense:* Cleanup of area for 2 days.
- *3rd Offense:* Cleanup of cafeteria for 5 consecutive days.

Bringing soda and/or glass containers into the lunch room

- *1st Offense:* Confiscation
- *2nd Offense:* 1 DET
- *3rd Offense:* 2 DETs

Cheating and Plagiarism

All material submitted as part of any class exercise, in or out of class, should be the actual work of the student whose name appears on the material.

Cheat: (v.) is the use of fraudulent means to complete an academic assignment or test. (The American Heritage Dictionary, 2001).

Plagiarize: (v.) to steal, or use without credit, the ideas or words of another, to pass off another's words or ideas as one's own. (Webster's Ninth New College Dictionary, 1984).

Level 1 1st Offense: 1 DET, Loss of points and/or credit, Parent/Guardian contacted, Redo/Revise assignment.

Level 2 2nd Offense: 2-5 DETs, Loss of points and/or credit, Parent/Guardian contacted, Redo/Revise assignment, 5 weeks Pass/Activities Restriction.

Level 3 3rd Offense: In-school suspension, loss of points and/or credit, Parent/Guardian contacted, Redo/Revise assignment, 5 weeks Pass/Activities Restriction, Teacher/student/parent conference

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:
Daniel Marangiello
(518) 298-4031 - Press 2

Title IX:
Thomas Brandell
(518) 298-8681- Press 1

Dignity for All Student Act

The School Board of Northeastern Clinton Central School District committed to protecting its students from bullying, harassment or discrimination for any reason and of any type. The School Board believes that all students are entitled to a safe, equitable, and harassment-free school experience. Bullying, harassment, hazing and/or discrimination will not be tolerated and shall be just cause for disciplinary action.

Definitions- “A person is bullied when he or she is exposed repeatedly and over time, to negative actions on the part of one or more other persons.” ***Olweus Bullying Prevention Program***

“Bullying” means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as: unwanted purposeful written, verbal, nonverbal, or physical behavior, including but not limited to any threatening, insulting, or dehumanizing gesture, by an adult or student, that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage; cause discomfort or humiliation; or unreasonably interfere with the individual’s school performance or participation, is carried out repeatedly and is often characterized by an imbalance of power. Bullying may involve, but is not limited to: unwanted teasing, threatening, intimidating, stalking, cyber-stalking, physical violence, theft, sexual, religious, or racial harassment, public humiliation, destruction of school or personal property, social exclusion, including incitement and/or coercion, rumor or spreading of falsehoods.

“Harassment” Harassment has been defined in various ways in federal and state law and regulation. The Board recognizes that these definitions are important standards, but the Board’s goal is to prevent misbehavior from escalating in order to promote a positive school environment and to limit liability. The Dignity for All Students Act (§§10-18 of Education Law) defines harassment as the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety. The harassing behavior may be based on any characteristic, including but not limited to a person’s actual or perceived: race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (including gender identity and expression).

“Cyberbullying” is defined as the willful and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to: email, blogs, texting, social websites (e.g., MySpace, Facebook, Twitter, etc.), chat rooms, “sexting”, instant messaging, or video voyeurism. *Note: Per N.Y. Penal Law § 240.30, voyeurism, which may be utilized in cyberbullying, in and of itself, is a criminal offense.

What are the procedures for reporting an incident?
Employees are required to report incidents. Students, parents and visitors, however, are strongly encouraged to report suspected incidents to their principal/designee and/or appropriate area/district administrator either verbally or in writing.

How do investigations occur?
The principal/designee or the appropriate area/district administrator will take specific steps to investigate all complaints of harassment and/or bullying. The principal/designee or the appropriate area/district administrator will initiate an investigation of all reports of harassment and/or bullying within two (2) school days and every investigation will be completed within ten (10) school days after its initiation.

What are the consequences?
Consequences for confirmed harassment and/or bullying may include referrals to outside agencies, interventions, and/or disciplinary action as outlined by the Student Code of Conduct, school board policies and any collective bargaining agreements.

What if I don’t agree with the administrator’s decision?
You have a right to appeal. If the resolution is not satisfactory to you, the parent/guardian, student, or employee, you have the right to appeal within five (5) days of the completion of investigation (see Student Code of Conduct, other board policies and collective bargaining agreements for the exact appeals process).

Need to know more? See the Code of Student Conduct, Employee Handbook or our website, www.nccscougar.org

Middle School Behavior Expectations:



Need to be **Responsible**

Considerate

Cooperative

Safe



COUGAR PRIDE! 	EXPECTATIONS: 
<u>HALLWAYS</u>	<ul style="list-style-type: none"> ▪ <u>Walk calmly and quietly</u> ▪ Stay to the right side of the hallway ▪ <u>Keep hands and feet to self</u> ▪ <u>Use appropriate language, tone, and voice volume</u> ▪ <u>Respect others' space</u> ▪ <u>Listen to adults</u> ▪ Do not open outside doors for anyone ▪ Keep your school clean – pick up litter
<u>CAFETERIA</u>	<ul style="list-style-type: none"> ▪ Wait patiently until your turn in line ▪ Exhibit good table manners ▪ Keep food on trays ▪ Place food and trash in the garbage when you are finished ▪ Clean up crumbs, etc. from your eating area
<u>BATHROOM/LOCKER ROOMS</u>	<ul style="list-style-type: none"> ▪ No loitering ▪ Use proper hygiene ▪ Always wash your hands with soap ▪ Respect the privacy of others ▪ Avoid touching other peoples' belongings
<u>BUS</u>	<ul style="list-style-type: none"> ▪ Go directly to your seat ▪ Keep the aisle clear (of body parts, book bags, instruments, etc.) ▪ Stay seated and keep your feet on the floor ▪ Face forward ▪ Follow the drivers directions ▪ Report vandalism and bullying ▪ Be ready for bus arrival/departure ▪ Share seats ▪ Respect school property
<u>ASSEMBLIES/FIELD TRIPS</u>	<ul style="list-style-type: none"> ▪ Sit quietly with feet on the floor ▪ Follow directions and listen ▪ Participate when asked ▪ Clap appropriately ▪ Line up quietly ▪ Stay with your group
<p><u>NCCS STUDENTS ARE:</u> RESPONSIBLE CONSIDERATE COOPERATIVE SAFE</p>	<ul style="list-style-type: none"> ▪ Walk calmly and quietly ▪ Keep hands and feet to themselves ▪ Use appropriate language, tone, and voice volume ▪ Respect other's space and school property ▪ Listen to adults