

# SARANAC MIDDLE SCHOOL

## STUDENT HANDBOOK



Saranac Middle School  
70 Picketts Corners Rd.  
Saranac, New York 12981  
(518) 565-5700

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

Principal: Mrs. Francisco

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## **INTRODUCTION**

Students:

This student handbook is prepared so that all the Middle School students of the Saranac Central School District may have a ready reference to information which is necessary for the understanding of the daily operation of our schools.

As a citizen of this school, you are expected to follow the rules that are established for the welfare of the entire student body. Following the rules will help all students to become better school citizens.

**Be proud of Your School.** Take good care of it and feel free to make suggestions for improving it. As a student of the school, you are expected to act like a good citizen and conduct yourself properly. You will learn necessary and useful skills for the future. You may find some things unfamiliar at first, but you will soon become accustomed to them.

Not all information you will need this year has been included in this brief handbook. If in need of additional information, please contact your principal, counselor, or teacher for help. Any additional rules and regulations will be presented to you by your principal during assemblies and/or over the public address system.

The record you make here is a permanent one which follows you through high school and into the world of work. Make your record one of which you will be proud. Your goal should be to strive for excellence.

**Remember that the school staff members are very willing to help you.**

# **Top 10 School Rules:**

**(created by Student Council)**

1. Dress Code: All clothing must be worn in such a way that undergarments and private body parts are completely covered at all times.
2. Electronic Devices: Cell phones, iPods, and other devices such as these must be in your locker during the school day.
3. Don'ts: Mark, scratch, carve or damage the seats in the auditorium.
4. Lost and Found: The school is not responsible for lost or stolen articles. Students must keep their possessions in their locker and lockers must be locked.
5. Be kind.
6. School Property and Vandalism: Students defacing or destroying school property will be required to pay for the damage. For willful destruction of the school property, students may be suspended from school, parents will be contacted and, if required, a hearing will be held according to the Education Law.
7. Expected Behaviors:
  - Use appropriate language and comments.
  - Be respectful of school and other's property.
  - Be respectful of all students and adults in the building.
8. Passes/Referrals: A student must have a pass to leave any room outside of their class schedule.
9. Cafeteria Behavior Expectations: All trays must be put away neatly and put away in an orderly manner. Do not throw food around in the cafeteria.
10. Bullying/harassment: There is no tolerated harassment of any kind. Students are allowed to be who they want to be and if any student is harassing you or someone else, please report to a teacher or staff member right away.

## **I. GENERAL INFORMATION**

### **HEALTH SAFETY INFORMATION**

#### *School Safety Policy*

It is the policy of the Saranac Central School District to ensure that all facilities within the district provide a safe and healthy environment for students, staff, visitors and the school community. In accordance with the Regulations of the Commissioner of Education, A Comprehensive School Safety Plan including District and Building Emergency Plans, Code of Conduct, Occupational Safety and Health Plans and a Program of Coordinated School Health must be on file. Information regarding any of these programs is available at all school buildings or through the District's Health, Safety and Risk Management Coordinator at 565-5620.

#### *Pesticide Notification*

In accordance with NYS Education Law, the Saranac Central School District provides written notification regarding potential use of pesticides within the district and maintains a list of persons in parental relation, faculty and staff who wish to be notified in advance of certain applications. The district follows a program of Integrated Pest Management to minimize or eliminate the use of pesticides in district facilities. Further information is available at all school buildings or through the District's Health, Safety and Risk Management Coordinator at 565-5620.

### **SCHOOL ACCIDENT PROCEDURES**

1. When an accident occurs, the instructor will take immediate first-aid precautions, if necessary, and then direct the injured student to the school nurse.
2. A student is to report ANY accident to the adult present, and if first-aid is necessary, obtain a pass to the school nurse.
3. An accident report will be completed by the person in charge for all accidents occurring on school property to insure coverage under our School Group Insurance.
4. The school must be informed by the student or parent immediately if the accident required medical treatment so that a claim can be completed and processed for payment.
5. Students returning after an injury may not participate in activities until approved by the attending physician.

### **MEDICATION**

Students are not allowed to bring any type of medication (including Tylenol and ibuprofen) to school. In the event medication must be taken during the school day, it is necessary to have the doctor's statement (prescription) on file and the medication is kept and administered by the school nurse. The parents/guardians are responsible for transporting the medication to and from school.

Any reports received of students possessing any type of medication will be thoroughly investigated. Students are cautioned to be careful to follow this policy since "a simple ibuprofen pill" can result in rumors that you have drugs in school.

### **SCHOOL TELEPHONE NUMBERS**

Middle School Principal's Office	565-5700
Middle School Counseling Office	565-5648
Middle School Health Office	565-5650
Athletic Director's Office	565-5649
District Superintendent's Office	565-5600
Bus Garage - Transportation Supervisor	565-5630
Cafeteria Manager	565-5705
Building & Grounds Supervisor	565-5621
Special Education Office	565-5646

### **TELEPHONE**

The telephone in the office is to be used only in cases of emergency with the permission of the principal or secretary. Students should arrange for bus notes in the morning with their parents and guardians before school, not during the school day.

### **SCHOOL CLOSING**

On days when regular school will not be in session due to inclement weather or other conditions, a broadcast of school closing will be made on WPTZ after 6:30 a.m. Notification will also go out through School Messenger to all households. If a parent brings a child to school on days when the buses are not running, it is his/her responsibility to take him/her home.

## **TEXTBOOKS**

A fee is charged for lost or mutilated books. When changing courses or when leaving school, the student needs to return textbooks to subject area teachers. Transfer papers, marks, and other records are not issued until texts are handed in to all teachers, or compensation made for textbook materials. Textbooks should be protected by book covers which are not furnished by the school. Home-made covers or student purchased covers are acceptable.

## **LOST AND FOUND**

1. The school is not responsible for lost or stolen articles. Students must keep their possessions in their locker and lockers must be locked.
2. Each student taking Physical Education in grades 6-7-8 will be assigned a locker. It is his/her responsibility to lock valuables in lockers during gym periods, or to turn them over for safe keeping to the Main Office. Students are urged not to bring valuables to school.
3. To safeguard personal property, bags and other valuable articles should not be left unattended.
4. Students should not carry large sums of money with them since the only expense they will have is their lunch. If it is necessary on occasions to bring money with you, it should be left at the Principal's Office until the close of the school day.
5. The loss of an article, and articles found, are to be reported promptly to the Principal's Office. Notice will be given from the office concerning articles involved.
6. All articles, except clothing, are kept until the end of the year and then, if they are not claimed, turned over to organizations ministering to the needy.

## **SCHOOL PROPERTY AND VANDALISM**

The taxpayers of the school district have gone to great expense to provide a school with the necessary equipment, books, desks, etc. in order for the student body to receive an education. Each and every one of us should take the best care of the property they have provided. Students defacing or destroying school property will be required to pay for the damage. For willful destruction of school property, students may be suspended from school, parents will be contacted and, if required, a hearing will be held according to the Education Law. Whenever the administration deems it necessary, the appropriate law enforcement officials will be called.

## **WORKING PAPERS**

Application forms for working papers are available in the Guidance Office. After the application form has been completed by the student, parent, and in some cases, the prospective employer, bring the completed application and your birth certificate to the school Guidance Office and working papers will then be issued. The school nurse verifies up-to-date physicals. You may request documentation if the physical is up to date but not on file.

## **CLUBS**

1. **NATIONAL JUNIOR HONOR SOCIETY**  
**Palisades Chapter Saranac Middle School**

### **HISTORY**

The National Honor Society was founded in 1912 by Edward Ryneerson, The society was designed to stimulate leadership and character in middle level education. More than 5000 NJHS charters exist across the country and in more than 75 countries overseas. The Palisades Chapter at Saranac Middle School was established in 2000 has inducted over 350 students thus far.

### **THE FIVE PILLARS OF NJHS**

Scholarship means commitment to learning. A student is willing to spend hours in reading and study, knowing the lasting benefits of a cultural mind. We should continue to learn even when formal education has ended. Knowledge is one element in life which leads to the highest success.

Leadership should exert a wholesome influence on the school. By taking initiative in class and school activities, the true leader strives to train and aid others to attain the same objective. The price of leadership is sacrifice---the willingness to yield one's personal interests for the interest of others.

Service can be described in various ways. In routine of a day's work, many opportunities arise to help others. Willingness to work for the benefit of those in need, without monetary compensation or without recognition, is the quality we seek in our membership.

Citizenship is the obligation to live up to the democratic ideals given to us by the founders of our country. The responsibilities each of us has to our home community, our state, and our nation are many. As good citizens, we are bound to live up to the laws and guidelines which unite us as a civilized society.

Character is the force within each individual which distinguishes that person from others. It provides individuality. It is this force of character which guides one through life. It develops and grows steadily. Character is achieved not received.

### **ELIGIBILITY**

For induction, students must meet a number of requirements.

*FIRST:* Initial consideration requires students in grade 7 to obtain a GPA of at least 92.00% over 20 weeks. The 20 week period includes the first two quarters of grade 7. Students in grade 8 must obtain a GPA of 90.00% over 60 weeks. The 60 week period includes all four quarters of grade 7 and the first two quarters of grade 8. Students are denied consideration if they have more than one discipline referral during the school year of induction. Students who have received a single discipline referral may submit an explanation with their application.

*SECOND:* Eligible students are required to complete the Student Activity Information Form provided to them. This form must be completed by the student and submitted on or before an assigned due date.

*THIRD:* The Student Information Form is reviewed. The Faculty Council, which is comprised of faculty members within the Middle School, makes final decision on whether or not eligible students have met all established criteria for membership. These criteria include: Scholarship, Leadership, Service, Citizenship and Character.

*FOURTH:* Candidates receiving majority vote by the faculty council shall be inducted into the society chapter.

### **2. DRAMA CLUB**

Each year students have the opportunity to be involved in a middle school play. Students not only perform the show, they also run the stage crew, operate the lights and build the set as well. Therefore, you do not need to act to get involved. The Drama club will meet starting in September, and go through November. Events will culminate with two performances, and the rehearsal schedule will depend on the complexity of the show. Interested students should see Mrs. Duquette the first couple of weeks in September.

### **3. BUILDER'S CLUB**

The Builders Club offers its members an opportunity to be actively involved in an international student-led organization, encouraging community involvement and reaching out to others in need. Active meetings allow for planning and implementation of the club's goals:

Vision: To develop competent and capable leaders through service.

Core Values: Communicate with others through listening and maintaining a positive rapport with members and recipients of fellowship. Caring about others and being concerned enough to make a difference is essential in upholding the aspirations of the club.

### **4. STUDENT COUNCIL**

The mission of the Student Council is to allow students to become responsible leaders within the community and promote the values that represent good character in all students. Members accomplish this mission by doing the following:

- Share in the development, promotion, coordination, and management of school activities.
- Create a positive environment where we will show respect, kindness, and compassion towards others.
- Engage the community, friends, family, and students by creating and sharing in worthwhile projects that are effective, positive, and meaningful activities.
- Serve as a source of communication between the student body and the faculty and administration of the school.
- Help others in our community in order to bring awareness about those less fortunate.
- Leading by example and taking responsibility that will enable us to make a difference and impact our school, community and country.

## **II. ATTENDANCE**

The compulsory education law requires the school attendance of every pupil between the ages of seven and sixteen years each day that school is in session with the following exceptions: illness of pupil, illness or death in the immediate family, impassable roads, quarantine, religious holidays, required presence in court, music lessons, clinic and health treatment. Repeated tardiness and illegal absences are violations of the law. These violations may invoke court action.

Students who turn sixteen after July 1 must remain in school until the end of the next school year.

1. Attendance will be taken each morning by the 1<sup>st</sup> period teacher. Any absence for a school day or portion thereof shall be recorded as excused or unexcused.



2. Students reporting back after an absence must have a note from parent or guardian giving the dates of the absence and reason for the absence. If a parent cannot get a note to the school, the school requires the parent to call or email the office in the morning their child is absent. The attendance laws requires notification from home and we must insist that they be provided. Written excuses must be kept on file by the school for three years.
3. On reporting to school in the morning, students will pick up materials for their morning classes and then go immediately to their 1<sup>st</sup> period class. If your bus is late, sign in at the Main Office.
4. Attendance will be taken by teachers in each class during the day. The Main Office is notified immediately when a student is missing from class.
5. Regular attendance at school is one of the best safeguards a student has for academic success.
6. Since state aid to our school is based on student attendance, students that have doctor or dental appointments during the school day are encouraged to attend school for as long as possible on those days or sign in before or after the appointment.
7. In middle school, a school administrator will address chronic school absences, tardiness, or early departures and appropriate action will be taken. Chronic absences are defined as missing 10 percent or greater of the total number of days enrolled during the school year for any reason. Consequences of excess absences, tardiness, or early departures may include, but are not limited to parent notification, detention, and reports to the Hotline or Person in Need of Supervision (PINS). See the Saranac BOE policy 5100 located on the district website, [https://cdns11.sharpschool.com/UserFiles/Servers/Server\\_7899567/File/Policies/updated%20policies/5100%20ATTENDANCE%20POLICY.pdf](https://cdns11.sharpschool.com/UserFiles/Servers/Server_7899567/File/Policies/updated%20policies/5100%20ATTENDANCE%20POLICY.pdf)

### **ABSENCES**

**Parents are requested to call, email, or provide a note to the school when a student is absent.** When a student is absent from school or a class, it is the responsibility of the student to make up all work missed. Failure to do so may result in loss of credit. Parents are asked to contact the Counseling Office by mid-morning if a child is going to be absent for an extended period of time.

### **Home Bound Instruction**

In accordance with the State Education Department regulations the Saranac Central School District may provide home tutoring under certain circumstances. A doctor's note must be provided to the Building Principal to which the building principal will make the final determination.

Home tutoring may cease if the instructor deems that the environment is not conducive to teaching and learning or the parent or guardian is not present. Such situations will be immediately reported to the Building Principal who has scheduled this instruction.

### **TRUANCY**

A student absent without the consent of his/her parent/guardian is truant. Work must be made up, but credit may not be given.

Repeated truancy may be cause for disciplinary action, suspension, expulsion or legal action. You are truant if you:

- Leave school without signing out in the proper office.
- Leave a classroom/lunchroom/office/etc. without a pass.
- Are absent from school without prior permission from your parent.
- Are absent from class without permission (skipping) .
- Obtain a pass to go to a certain place and do not report there.
- Come to school but do not attend classes.

### **LEAVING SCHOOL EARLY**

In an emergency, for appointments, or on special occasions, it may become necessary for a student to leave the building before the general dismissal time. In such an instance, the student must be signed out by a parent, legal guardian, or individual listed as an emergency contact in the student's file. If the parent or legal guardian wishes for anyone else to pick up the child, a written note is required. Any student leaving school without permission will automatically be suspended until a conference is arranged between the parent and principal.

### **TARDINESS**

Students must be in 1<sup>st</sup> period when the attendance bell rings or they will be counted tardy. Students are given ample time to pass from class to class. There are occasions, however, when they will be late (extra questions after class, etc.). In this case, the student must secure a pass from the teacher whose class he/she is leaving. If a student has no excuse for tardiness or a pass, he/she is to be admitted to the classroom and action taken at the discretion of the teacher. The exact method of make up will be at the discretion of the teacher. The teacher will also have the right to treat tardiness as he/she sees fit in his/her own classroom: (1) as long as students are notified of the procedure in advance (2) the teacher is consistent (3) the principal approved the teacher's procedure. Students do not receive credit for the class if they miss ten minutes or more of the class. Students will receive a consequence for chronic or excessive tardiness. Students entering school on a late bus or otherwise after attendance has been taken in the morning are to report to the Main Office.

## **WITHDRAWALS**

Every student who withdraws from the Saranac Middle School must obtain the proper documents from the Counseling Office. Usually a student knows several days ahead of time that he/she is leaving. In such cases a student reports to the Counseling Office before the day that he/she plans to leave to obtain instruction on withdrawal procedures. No transfer records are issued until all items listed on the withdrawal sheet are correctly completed.

## **III. PROCEDURES**

### **GENERAL RULES**

1. The Middle School is locked until 7:45 a.m. Please do not drop off your child before that time as there is no supervision.
2. Students who walk or ride to school in private cars are asked not to arrive at the school before 7:45 a.m. Students arriving between 7:45-8:20 must report to the cafeteria. When the 8:20 bell rings, students should go to their lockers to get morning class books, then report immediately to 1<sup>st</sup> period class by 8:25. Students may grab breakfast during this time.
3. Students must remove their earbuds when entering the Middle School.
4. Caffeinated drinks are prohibited in the Middle School. This includes but is not limited to coffee, soda, and energy drinks.
5. If it is necessary to go to the gym, music room, library or cafeteria, report to first period class and obtain a pass from the 1<sup>st</sup> period teacher.
6. All students must be in their homeroom or 1<sup>st</sup> period class for attendance by bell. See bell schedule.
7. Students are not to loiter at lockers. To make the student day more efficient, students should carry books for the morning classes without returning to the lockers. Books for afternoon classes should be picked up before or after the lunch period.
8. In order to ensure rapid movement, students are to walk on the right side of the corridors, not more than two abreast and in a quiet manner. Running, pushing, shoving, and shouting are prohibited.
9. Students will refrain from public displays of affection on school property. This includes holding hands, hugging, walking arm in arm, kissing, and other similar behavior. The no contact rule applies to all students.
10. Courtesy and respect are essential and shall be practiced by all.
11. Address adults correctly as Mr., Ms., Miss or Mrs. NOT by the staff member's last name only.
12. Remain seated in class until the teacher dismisses everyone.
13. Students must stay on the school grounds from the time they arrive, even if the first period has not yet started, until dismissal or until they are picked up by the bus or authorized person(s).
14. Students must take a bus home after school, stay after with a teacher or coach, or have a written permission to walk to/from school.
15. NYS law prohibits smoking in our school and on school property at all times. This includes vaping.
16. Middle School students may not use High School restrooms during school hours.
17. Restrooms should be used between classes and at lunchtime, and limited during class.
18. Lockers must be kept shut and locked. Do not share your locker combination with anyone. Unlocked lockers and items left in the open in locker rooms lead to theft. Report any lockers in need of repair to the Counseling Office secretary.
19. Backpacks and large bags may not be carried throughout the day. They must be kept in the student's locker.
20. The use of social media as a platform to discuss people or policy in a negative way is highly discouraged.

### **CONDUCT IN ASSEMBLIES**

#### **DO'S**

1. Enter the auditorium in a respectful manner with your class and teacher.
2. Give your entire attention to the program whether you are interested or not.
3. Applaud at proper times if you enjoy the program.
4. Help keep the auditorium as attractive as possible.
5. Hats off.

### **CAFETERIA BEHAVIOR EXPECTATIONS**

1. Students participating in the school breakfast program must grab their breakfast upon entrance of the building.
2. Students should wait in line single file. Students participating in intramurals that day need to sign up.
3. Students are not permitted to take food or drinks out of the cafeteria, unless supervised by a teacher or staff member.
4. All trays must be returned to the tray cart by the student before leaving the cafeteria.
5. **Students are expected to conduct themselves safely, respectfully and responsibly while eating. Improper conduct may result in a suspension from cafeteria privileges for a time to be determined by the principal. See "cafeteria rules" posted within cafeteria.**

### **STUDY HALL REGULATIONS**

The following rules will be enforced in all study halls:

1. All students are to come to study hall prepared with the necessary materials and begin work immediately.
2. There is to be no student conversation in study halls except by teacher's permission.
3. Electronic devices *are not* permitted during study hall except student laptops.

## **INSTRUMENTAL MUSIC INSTRUCTION**

1. Students will be excused from regular classes on a rotation basis for individual instrumental instruction.
2. No student failing a particular subject need be excused from the class period during which that subject is taught.
3. No student is to be in the music room or auditorium unless supervised by a teacher.

## **FIRE DRILLS**

Every student should realize the importance of responding quickly and quietly during a fire drill. Perfect order is necessary during a fire drill. A copy of the fire drill procedures will be posted in each room and detailed information and instruction will be given by the teacher. A student should remember to stay in line, keep quiet and keep moving. Class groups should stay together in designated areas away from the building to enable teachers to check rosters. A signal will indicate when students are to return to class.

## **PASSES**

A student must have a pass to leave any room outside of his/her class schedule. Passes are issued by the teacher requesting a student's presence and by the teacher whose room he/she is leaving. A student to whom a pass has been issued must have the pass countersigned and he/she should return with the pass to his/her assigned room before the end of the period. Pass restriction may be issued if passes are abused. Students should only go to the location their pass is for.

## **APPEARANCE AND DRESS**

### **Board Policy:**

The responsibility for student dress and general appearance shall rest with individual students and parents. However, the Board of Education requires students to attend school in appropriate dress that meets health and safety standards and does not interfere with their education or the learning process.

The Board requires that students wear appropriate protective gear and that any jewelry or accessory which endangers the health and safety of students be removed in certain classes (e.g. home and careers, technology, science labs and physical education). In addition, the Board of Education prohibits clothing, attire, accessories and/or footwear which has or bears an expression (phrase, word or words) or an insignia (picture, symbol, patch, pin and/or jewelry) which is lewd, obscene, indecent or libelous (that is, which contains objectionable language, including insults, whether directed at themselves or others), advocates racial or religious prejudice, or interferes with the learning process. The Board, in keeping with community standards of decorum and deportment, prohibits students from wearing hats in the classroom. Also, the Board prohibits clothing and/or an accessory that promotes, or advocates the possession, use, or distribution of illegal drugs/alcohol or drug/alcohol paraphernalia, which clothing and/or accessory causes a substantial disruption or interference with the learning process or discipline of the school.

The Board of Education delegates to the Superintendent of Schools and other administrative personnel designated by the Superintendent, the authority to require a student to return home and change his/her attire prior to returning to class should it be deemed inappropriate according to the above guidelines. The student's parent or guardian will be called prior to a student being allowed to return to his/her home and the student will be responsible for any work missed in a class as a result of leaving and returning to school.

In addition to the standards set by the school board, and in order to avoid distractions or disruptions in the educational environment, Saranac Middle School students are responsible for dressing themselves in a respectful manner according to the following standards:

- All clothing must be worn in such a way that undergarments and private body parts are completely covered at all times.
- Hats and hoods are not permitted in any classroom (including PE) or study hall except for medical or religious purposes.
- Shirts cannot be mesh or see-through and no midriffs or strapless tops may be worn.
- Clothing or accessories will not exhibit any references to vulgar language or expressions, violence, drugs, alcohol or other paraphernalia.

### **Please Note:**

- Pajamas and slippers are not allowed.
- Sunglasses should not be worn in the building.
- Belts should be worn for loose-fitting pants.
- No full face paint is allowed. A small amount may be placed under the eye on school events warranting this.
- Cologne or mists may not be sprayed in the hallways and bathrooms and should be limited to the locker room.
- The dress code applies when students are participating in extra-curricular activities as well.
- If any accessory or clothing item becomes a distraction to the educational process, the building principal will make the final determination if the item will be permitted.

## **ELECTRONIC DEVICES GUIDELINES**

\*All students must adhere to the acceptable use policy.

\*The following guidelines apply to cell phones, smart watches, iPods, PSPs and all hand-held electronic devices:

Electronic devices, when used inappropriately, can be highly disruptive to the educational process. In an effort to support a learning environment that provides for the least amount of disruption, the following rules and procedures with regard to electronic devices must be followed. The procedures relate to any electronic devices that students may be bringing from home, including, but not limited to: cell phones, smart watches, tablets, personal music devices, ear buds, head phones, electronic head wear, hand-held video games, laptop computers, cameras, etc.

1. Cell phones should be left home to avoid distractions. If a child absolutely needs to have a phone with them, cell phones should be off, locked and in a student's locker from the time the child enters the building until the child leaves the building unless a teacher has requested the use of it for educational purposes.
2. School issued laptops may be used in lunch. Cell phones may not.
3. **Students must refrain from unauthorized photographs or recordings of any student, faculty or staff member, and/or the transmission of such photographs or recordings on school property. In addition, students must refrain from the use/transmission of inappropriate, offensive, and/or threatening language. During the school day, social media sites must not be accessed.**
4. Electronic devices may be stolen or damaged while at school. *Therefore. Saranac Middle School is not responsible for any lost or stolen electronic devices.* They are the sole responsibility of the student.
5. School issued laptops are to be used for educational purposes and are allowed in all areas of the school.
6. Consequences for violations of these Guidelines:
  - **First Offense:** Students will bring the electronic device to the office, where the name of the student and the date of the violation will be recorded. The device will be held in the office until the end of the day. This will be considered a warning, or caution, for the student.
  - **Second Offense:** Students will bring the device to the office, will receive a Disciplinary Referral, parents will be called, and the device will be held in the office until parents come in to pick up the device.
  - **Third Offense:** Students will bring the device to the office, will receive a Disciplinary Referral, parents will be notified, and the students will receive a consequence.
  - Repeated inappropriate electronic device use will result in temporary or permanent restriction of such device from school grounds.

This policy was adopted by the SDM committee. The building principal will work with student council to decide on a possible allowed use of cell phone for special occasions.

## **BACKPACK GUIDELINES**

Backpack and large tote bags are not allowed in classrooms or the cafeteria. They are to be left in lockers during the day unless there is a medical need deemed appropriate by the nurse/building principal.

## **IV. GENERAL ACADEMIC INFORMATION**

### **REPORT CARDS**

Report cards are issued four times a year - at the end of the each 10 week marking periods. The first quarter report cards will be received during parent/teacher conferences. For the second and third quarters, report cards will be live on Schooltool. The final report card will be mailed home after school is out in June.

### **SCHOOLTOOL**

Parents can access student grades anytime by using SchoolTool. Parents must supply the school with an email address for parent portal access. A notification is sent home over the summer. Please call the Main Office should you have any questions.

### **SCHOOLGY**

Schoolgy is an educational space used for educational purposes. Through this learning management system students and parents can have access to some learning materials used within the classroom. Through this program, depending on the grade level and course, learning materials and/or assignments may be digitally available. Schoolgy is accessible online and through any mobile device with internet capabilities.

### **PROMOTION POLICY**

1. Promotion from grade 6, 7, and 8 will require a student have a 65% average and be failing no more than two or more credits.
2. Transfer - A student will be moved from one grade level to the next when, despite averages under 65%, in the opinion of the principal and with the input of teachers and counselors, the student would benefit more in the higher grade. Consideration will be given to age, attitude, ability, etc.
3. Summer School (if applicable)- Any student failing two or more credits, will likely be required to attend summer school in order to be promoted or transferred. Any student failing to make up a single failed course should see the School Counselor (if interested).

### **ACCELERATION and FOREIGN LANGUAGE**

Students currently meeting certain academic criteria as well as receiving teacher recommendations are allowed to take classes in accelerated math, science, and advanced ELA beginning in 7<sup>th</sup> grade if chosen. Successful completion of these classes in the eighth grade can earn students up to 2 high school credits. Also, successful completion of 7<sup>th</sup> and 8<sup>th</sup> grade foreign language will earn them another high school credit.

### **ELECTIVE COURSES**

Students may drop an elective course during the first two weeks of the start of the course. If there are extenuating circumstances beyond this, this would be considered on a case by case basis by the building principal.

### **ACADEMIC AWARDS**

Honor roll lists are posted every ten-week period. Presidential Academic Fitness Awards are presented at the end of grade 8. At the end of the year, award assemblies are held to present awards to students who excel in academics or other related areas.

### **STUDENT SCHEDULES**

All Middle School students are required to take the following courses:

Math 6,7,8	Social Studies 6,7,8
Science 6,7,8	Physical Education 6,7,8
French or Spanish 7,8	English 6,7,8

The following special area classes will vary in your child's schedule: Technology, Band/Chorus, Home and Career Skills, Music, Health, and Art.

### **ELIGIBILITY**

Student will be placed on the ineligible list if they are not maintaining an average of 65. Grades are pulled weekly on Monday morning. The ineligible list is Board Policy 5205, Student Eligibility Policy. See Ineligible Policy and guidelines on the Middle School Website and District Website.

## **V. POLICY ON SCHOOL CONDUCT AND DISCIPLINE**

### **PROHIBITED STUDENT CONDUCT (5300.30)**

The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

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

Students may be subject to disciplinary action, up to and including suspension from school, when they:

- A. Engage in conduct that endangers the safety, morals, health, or welfare of others. Examples of such conduct include, but are not limited to:
  1. Selling, using or possessing alcohol, drugs, or other controlled substances or drug paraphernalia;

2. Selling, carrying, concealing, using or possessing lethal weapons, explosives, fireworks, or other dangerous instruments or contrabands;
  3. Selling, using, or possessing obscene material;
  4. Engaging in fighting or violent behavior;
  5. Using profane, vulgar, or abusive language (including ethnic slurs);
  6. Inciting anyone to commit an act, which is illegal, or failing to separate from or leave a group who is going to commit an illegal act, or giving untruthful statements;
  7. Engaging in obscene, indecent, grossly inconsiderate behavior exposing anyone to highly offensive conditions and disregard for the privacy of anyone;
  8. Turning in a false bomb threat, setting off fire alarms, or tampering with safety equipment;
  9. Driving a vehicle on school property in an unsafe manner;
  10. Obstructing vehicular or pedestrian traffic;
  11. Creating a hazardous or physically offensive condition by any act which serves no legitimate purpose;
  12. Using or possessing any tobacco product or lighting device.
- B. Engage in disorderly conduct that intentionally causes public inconvenience, annoyance, or alarm. Examples of such conduct include, but are not limited to:
1. Harassing, intimidating, name-calling or otherwise verbally abusing any other person;
  2. Showing disrespect towards staff members or others in authority;
  3. Making unnecessary noise;
  4. Gambling;
  5. Showing excessive affection;
  6. Loitering or entering school property before or after normal school hours without permission;
  7. Leaving the school grounds without permission while school is in session;
  8. Being without a pass unless otherwise excused;
  9. Driving to school without permission;
  10. Parking a vehicle in a prohibited area;
  11. Driving on school roads meant only for school vehicles;
  12. Failing to comply with the directions of a teacher, school administrator, school employee, or chaperone;
  13. Displaying unacceptable manners in the cafeteria;
  14. Eating or drinking in other than designated places;
  15. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the district's information technology policy.
- C. Engage in conduct that disrespects the property of anyone. Examples of such conduct include, but are not limited to:
1. Breaking into school buildings and grounds;
  2. Theft or unauthorized use of someone else's property;
  3. Destroying or defacing school, staff, or student property;
  4. Harboring or concealing stolen goods.
- D. Engage in conduct that endangers a student's academic standing. Examples of such conduct include, but are not limited to:
1. Excessive tardiness;
  2. Illegal absences;
  3. Failing to report to class or study hall without permission;
  4. Cheating;
  5. Plagiarizing.
- E. Engage in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on district buses, to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for bus behavior. Excessive noise, pushing, shoving and fighting will not be tolerated.
- F. Engage in off-campus misconduct that endangers the health and safety of students or staff within the school or adversely affects the educational process. Examples of such misconduct include:
1. Cyberbullying;
  2. Threatening, hazing, harassing students or school personnel over the phone or the internet;
  3. Using message boards to convey threats, derogatory comments or post pornographic pictures of students or school personnel.

#### **BILL OF STUDENT RIGHTS AND RESPONSIBILITIES (5300.15)**

##### **A. Student Rights**

The district is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly, and civil school environment, all district students have the right to:

1. Receive a free public education.

2. Freedom of responsible speech.
3. Present their version of the facts and circumstances leading to the imposition of disciplinary sanctions to the professional staff imposing such sanction.
4. Take part in all district activities on an equal basis regardless of race, sex, or national origin.
5. Take part in student government activities unless properly suspended from participation pursuant to this district's discipline policy.
6. Address the Board of Education on the same terms as any other citizen.

#### PUBLIC CONDUCT ON SCHOOL PROPERTY (5300.70)

The district is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of this section of the code, "public" shall mean all persons when on school property or attending a school function including students, teachers and district personnel.

The restrictions on public conduct on school property and at school functions contained in this code are not intended to limit freedom of speech or peaceful assembly. The district recognizes that free inquiry and free expression are indispensable to the objectives of the district. The purpose of this code is to maintain public order and prevent abuse of the rights of others.

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property.

##### A. Prohibited Conduct

No person, either alone or with others, shall:

1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or destroy school district property or the personal property of a teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
3. Disrupt the orderly conduct of classes, school programs or other school activities.
4. Fail to conform to school fire drill procedures or tamper with any safety measures such as fire extinguishers, alarm systems, fire regulations posters, and closed fire-smoke doors.
5. Prop open an external or corridor door, or in other ways, facilitate unauthorized access to a locked building on school district property.
6. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
7. Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability.
8. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
9. Obstruct the free movement of persons or vehicles in any place to which this code applies.
10. Violate the traffic laws, parking regulations or other restrictions on vehicles.
11. Knowingly take or appropriate another's property without his/her implied or expressed permission;
12. Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
13. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the school district.
14. Loiter on or about school property.
15. Gamble on school property or at school functions.
16. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
17. Willfully incite others to commit any of the acts prohibited by this code.
18. Violate any federal or state statute, local ordinance or Board policy while on school property or while at a school function.

#### TOBACCO VIOLATION

Smoking is widely considered to be the chief preventable cause of premature disease and death in the United States. "Second-hand" smoke exposes nonsmokers to several health risks including asthma and allergic reactions. Saranac Central School has a responsibility to help prevent tobacco use for the sake of the students' and staff members' health.

No student is permitted to possess or use any form of tobacco (cigarettes, ecigarettes, cigars, pipe tobacco, snuff, vapes, juuls, chewing tobacco, etc.) or any lighting device (matches, lighter, etc.) at any time:

- a) in any school building;

- b) at any Saranac Central School-sponsored activity/function – including athletic events at other schools, field trips, concerts, etc.;
- c) on any school grounds, athletic field or parking lot;
- d) in any vehicle while the vehicle is on school grounds or in a school parking lot;
- e) on any school bus.

**Any student who is found to be in violation of this policy:**

**First Offense**

- a) three days of in-school suspension, pass restriction for two weeks and must use the Nurse's Office restroom during this time, and will be found in violation of the Athletic Contract (if applicable). The student will be referred to our drug prevention counselor for a minimum of 3 sessions.

**Second Offense**

- a) five days of in-school suspension, pass restriction for four weeks and must use the Nurse's Office restroom during this time, and will be found in violation of the Athletic Contract (if applicable).

**Third Offense**

- a) five days of out-of-school suspension, pass restriction for eight weeks and must use the Nurse's Office restroom during this time, and will be found in violation of the Athletic Contract (if applicable).

**Fourth Offense**

- a) **May be required to attend a superintendent's hearing, pursuant to Section 3214 of the Education Law.**

**\*Individuals who are not Saranac Central School students who are in violation of this policy will be asked to leave school property. Any tobacco or nicotine product or lighting device found to be in the possession of a student will be confiscated and discarded.**

**STUDENT SEARCH REGULATIONS**

1. Pursuant to the Board of Education Policy, students may be subject to personal searches (pockets and outer coats) and searches of their possessions where reasonable suspicion exists to conduct such a search.
2. A "personal search" is defined as the search of a student's pockets, outer coat or jacket, pants cuffs, hats and gloves.
3. A search of a student's "possessions" is defined as a search of a student's bag, handbag, or other type of property not located within a locker, desk, or other designated school property. Student possessions within a locker may be searched without the consent of the student upon reasonable suspicion that the locker contains illegal matter. A student's automobile parked on the school premises (including the trunk) is included in the definition of "possessions".
4. "Reasonable suspicion" to conduct a search requires articulable facts that provide reasonable grounds to believe that a student possesses illegal matter or that a search would lead to evidence that the student had violated the law. Reasonable suspicion shall be based on such factors as the student's age; the student's history and record in school, the prevalence and seriousness of the problem to which the search is directed, as well as the urgency necessitating an immediate search; and the probative value and reliability of the information used as justification for the search.
5. "Illegal matter" is defined as drugs other than drugs prescribed by a physician, drug paraphernalia, cigarettes, alcoholic beverages, stolen goods (such as lunch money), deadly weapons or any other object that a school official reasonably believes seriously threatens the health or safety of the students and school employees within the school. With respect to the student's possession of cigarettes or alcoholic beverages, see District Policies entitled "Policies on Drug and Alcohol Abuse" and "School Conduct and Discipline".
6. The term "drugs" refers to the use or possession of all illegal substances including, but not limited to, tobacco, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin and steroids, but does not include those substances prescribed by a physician. See "District Procedures" on dispensing medication by school nurses.
7. A search may be conducted only by the Superintendent of Schools, a Building Principal, Assistant Building Principal, or the Director of Pupil Personnel and a second staff member of the same gender as the student must be present during the search. If the Superintendent of Schools, Building Principal, Assistant Principal or the Director of Pupil Personnel are unavailable, then the Superintendent of Schools' designee may authorize individuals to conduct a search pursuant to the Student Search Policy and the guidelines set forth in these regulations.
8. If a school employee has reasonable suspicion that a student possesses illegal matter, the Superintendent of Schools, Building Principal, Assistant Building Principal or the Director of Pupil Personnel, or upon their unavailability, an individual authorized by the Superintendent of Schools, shall be immediately notified and, if possible, the student shall be isolated from the student body and escorted to the administrative offices before any search is conducted. The student should be present when any search is made of his/her possessions.
9. Before any search of the student or of his/her possessions is undertaken, the Superintendent of Schools, Building Principal, Assistant Building Principal, or the Director of Pupil Personnel, or upon the unavailability, an individual authorized by the Superintendent of Schools, with a second school staff member present, shall question the student concerning the possession of illegal matter and shall attempt to obtain a voluntary admission of the possession of illegal matter or voluntary consent from the student to conduct a search limited to the student's pockets, outer coat or jacket, handbag, book bag, or other possession. If possible, the student's parent or legal guardian should be notified before proceeding with the search and permission obtained over the phone for the search from the



student's parent or legal guardian shall be sufficient to conduct the search. In all cases, within two school days from the date of the search, the student's parents or guardian shall be notified in writing that a search was conducted.

10. A search of a student without the student's voluntary consent or the consent or presence of the student's parent or legal guardian shall be limited to searching the student's pockets, outer coat/jacket, patting down the outer clothing, book bag, handbag, automobile or other possession. Under no circumstances is a student to be requested to remove any clothing other than an outer coat or jacket. If illegal matter is found, the Superintendent of Schools and the student's parent or legal guardian shall be notified and the police department shall then be notified that the student has engaged in criminal activity.
11. No search which requires a student to remove any and/or all clothing with the exception of an outer coat or jacket may be conducted by a school official. The Building Principal, Assistant Principal, or the Director of Pupil Personnel, or upon their unavailability, an individual authorized by the Superintendent of Schools, shall notify the Superintendent of Schools and the student's parent or legal guardian of the school official's suspicion concerning the student's possession of illegal matter and shall request that the parent or legal guardian be present at the school with the student. The police department shall then be notified and the police shall question the student and determine if probable cause exists to search the student. Under no circumstances shall a police officer be allowed to perform any student search unless authorized by a search warrant or unless probable cause that the commission of an illegal act is occurring on the school premises is demonstrated. If the student's parent or guardian cannot be reached, then written notice of the search shall be sent to the parent or guardian the same school day.  
EXCEPTIONS: An exception applies to the above guidelines under circumstances in which a District employee has reasonable suspicion to believe that students or District employees are in imminent danger from the student's possession of a deadly weapon (i.e. a gun, knife, or other weapon), in which case a search can be made by District employee without waiting for the presence of the student's parent or legal guardian or the police. The student's parents or legal guardian and the police department shall be notified as soon as reasonable after the search has been concluded pursuant to this exception.
12. The Building Principal, Assistant Building Principal or the Director of Pupil Personnel, or upon their unavailability, an individual authorized by the superintendent of Schools, shall be responsible for the prompt recording in writing of each student search. The writing should include the date, time and place of the search, the places or items searched, the scope or extent of the search, the reasons for the search, information received that established the need for the search, and, if applicable, the name of the informant(s) from whom the information was received (informants other than the school district employees will be considered reliable if they have previously supplied information which was accurate and verified, if they make an admission against their own penal interest, or if the same information is received independently from several informants). The written record of the student's search shall also contain the names of those persons who were present when the search was conducted, any substance or objects discovered, and the disposition of such matter. If illegal matter is found, the written report shall be sent to the Superintendent and written notice shall also be sent to the student's parent or guardian.
13. The Building Principal, Assistant Building Principal or the Director of Pupil Personnel, or upon their unavailability, an individual authorized by the Superintendent of Schools, shall be responsible for the custody, control and disposition of any illegal or dangerous matter taken from a student. He or she shall remain in control of such substance or objects unless the same are delivered to the police authorities. It shall be the responsibility of the Building Principal, Assistant Building Principal or the Director of Pupil Personnel, or upon their unavailability, an individual authorized by the Superintendent of Schools, to personally deliver such matter to police authorities.
14. Under state and federal law, students have no reasonable expectation of privacy rights in school lockers, desks, or other storage places. Students shall be notified in the Student Handbook and by the Building Principal, Assistant Building Principal or the Director of Pupil Personnel that lockers, desks, and other school storage places may be subject to inspection at any time upon reasonable suspicion by a school official that the locker contains illegal matter. In addition, students shall be notified in the Student Handbook and by the Building Principal, Assistant Building Principal or the Director of pupil Personnel that student-owned automobiles parked on the school premises shall be subject to inspection at any time upon reasonable suspicion by a school official that the automobile (including the trunk) contains illegal matter.
15. No police officer shall be allowed to perform a student search unless authorized by a search warrant or upon demonstrating probable cause that the commission of an illegal act is occurring on District premises. In the case of a police officer presenting a search warrant, the Building Principal, Assistant Building Principal or the Director of Pupil Personnel shall first attempt to inform the parent or guardian of the police demand to search in order to afford the parent or guardian an opportunity to be present at the search. In the event that the parent or guardian cannot be contacted prior to a police search, the parent or guardian shall be informed of the search in writing by the Building Principal, Assistant Building Principal or the Director of Pupil Personnel the same school day.

#### EQUAL OPPORTUNITY (0100)

The Board of Education, its officers and employees, shall not discriminate against any student, employee or applicant on the basis of race, color, national origin, creed, religion, marital status, sex, gender, age, sexual orientation, disability, military status or predisposing genetic condition.

This policy of nondiscrimination includes access by students to educational programs, counseling services for students, course offerings, and student activities, as well as recruitment and appointment of employees and employment pay, benefits, advancement and/or terminations.

The Board authorizes the Superintendent of Schools to establish such rules, regulations and procedures necessary to implement and maintain this policy.

Adoption date: August 16, 2010

#### **ANTI-HARASSMENT POLICY (0110)**

The Board of Education is committed to providing an educational and working environment that promotes respect, dignity and equality and that is free of discrimination. In keeping with this commitment, the Board condemns and strictly prohibits all forms of harassment on school grounds, school buses and at all school-sponsored activities, programs and events including those that take place at locations outside the district.

Because harassment can occur staff to student, staff to staff, student to student, male to female, female to male, male to male or female to female, it shall be a violation of this policy for any student, employee or third party (school visitor, vendor, etc.) to harass any student or employee.

Harassment consists of unwelcome communication (verbal, written or graphic) and/or physical conduct based on a person's protected status such as race, color, creed, ancestry, religion, national origin, sex, gender, sexual orientation, age, marital status, veteran status, citizenship status, or disability.

Sexual harassment deserves special mention. Unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other physical, verbal, visual conduct or communication of a sexual nature constitute sexual harassment when:

1. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of an employee's employment or a student's education (including any aspect of the student's participation in school sponsored activities, or any other aspect of the student's education); or
2. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting an employee's employment or a student's education; or
3. the conduct or communication has the purpose or effect of substantially or unreasonably interfering with an employee's work performance or a student's academic performance or participation in school-sponsored activities, or creating an intimidating, hostile or offensive working or educational environment.

All district employees and students are responsible to help assure that harassment is avoided. If you feel that you have experienced, witnessed or have information regarding possible harassment, you should notify the district's designated Title IX Compliance Officer or another district official immediately.

The Board prohibits retaliation against anyone, who, in good faith, reports possible harassment, makes a harassment complaint, cooperates in a harassment complaint investigation or any related proceeding.

The district shall investigate all harassment complaints promptly and thoroughly. Regulations have been developed implementing specific procedures for reporting, investigating and acting upon allegations of discrimination and harassment. To the extent possible, all complaints will be treated in a confidential manner. Limited disclosure may be necessary to complete a thorough investigation.

If, after appropriate investigation, the district finds that a student, an employee or a third party has violated this policy, prompt corrective action will be taken in accordance with the applicable collective bargaining agreement, district policy and state law.

A copy of this policy shall be distributed to all supervisory and nonsupervisory personnel, employees and students and posted in appropriate places.

A summary of this policy shall also be included in appropriate school publications such as student and parent handbooks.

The Title IX Compliance Officer for the district is the Business Administrator, Saranac Central School District, P.O. Box 8, Saranac, NY 12981, (518) 492-7451.

#### **HARASSMENT, HAZING & BULLYING POLICY (0115)**

The Board strives to provide a safe, positive learning climate that promotes respect, dignity and equality. Therefore, it shall be the policy of the school district to maintain an educational environment in which bullying and cyber bullying in any form are not tolerated.

All forms of bullying and cyber bullying by school district students are hereby prohibited. Anyone who engages in bullying or cyber bullying on school grounds that has the effect of interfering with one's ability to attend school and/or to be educated in a safe, non-hostile environment may be subject to disciplinary consequences. Further, bullying and/or cyber bullying that occurs off campus that has the effect of interfering with one's ability to attend school and/or to be educated in a safe, non-hostile environment is prohibited and may result in a school and/or criminal consequence.

Complaints of bullying or cyber bullying shall be investigated promptly, and corrective action shall be taken when a complaint is verified. Neither reprisals nor retaliation shall occur as a result of the submission of a complaint.

For the purpose of this policy and its implementation, "bullying" shall mean unwelcome verbal, written or physical conduct directed at a student by another student that has the effect of:

1. Physically, emotionally or mentally harming a student;
2. Damaging, extorting or taking a student's personal property;
3. Placing a student in reasonable fear of physical, emotional or mental harm;
4. Placing a student in reasonable fear of damage to or loss of personal property; or
5. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

For the purposes of this policy and its implementation, "cyber bullying" includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, or website postings (including blogs) which has the effect of:

1. Physically, emotionally or mentally harming a student;
2. Placing a student in reasonable fear of physical, emotional or mental harm;
3. Placing a student in reasonable fear of damage or loss of personal property; or
4. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

In order for the Board to effectively enforce this policy and to take prompt corrective measures, it is essential that all victims and persons with knowledge of bullying and/or cyber bullying report such behavior immediately to the Principal, Assistant Principal, School Counselor or teacher. The district will promptly investigate all complaints, formal or informal, verbal or written. To the extent possible, all complaints will be treated in a confidential manner, although limited disclosure may be necessary to complete a thorough investigation.

#### **Investigation and Resolution Procedure**

Whenever a complaint of bullying and/or cyber bullying is received whether verbal or written, it will be subject to a preliminary review and investigation. Except in the case of severe or criminal conduct, the Principal or Assistant Principal should make all reasonable efforts to resolve complaints informally at the school level. The goal of informal procedures is to end bullying and/or cyber bullying, and obtain a prompt and equitable resolution to a complaint. Where appropriate, informal methods may be used to resolve the complaint, including but not limited to:

1. discussion with the accused, informing him or her of the district's policies and indicating that the behavior must stop;
2. suggesting counseling and/or sensitivity training;
3. conducting training for the department or school in which the behavior occurred, calling attention to the consequences of engaging in such behavior;
4. mediation;
5. requesting a letter of apology to the victim;
6. writing letters of caution or reprimand; and/or
7. separating the parties,
8. suspension from school and/or school activities.

Appropriate disciplinary action shall be recommended and imposed in accordance with district policy, the applicable collective bargaining agreement or state law.

All forms of bullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the school district, offenders shall be subject to appropriate staff intervention, which may result in administrative discipline.

#### **EXPECTED BEHAVIORS**

1. Follow the established rules and expectations for all settings including classrooms, hallways, cafeteria, gymnasium, and offices.
2. Come on time and prepared for class.
3. Follow directions.
4. Walk on the right in the hallway.
5. Be in control of your behavior.
6. Use appropriate language and comments.
7. Avoid unsafe behavior.
8. Appropriately use and take action to avoid damaging school materials.

9. Avoid all inappropriate physical and verbal contact with others.
10. Be respectful of school and others' property.
11. Be respectful of all students and adults in the building.
12. Do not possess any weapons or chemical substances.

Failure to meet these expectations will result in a range of consequences deemed appropriate by the principal or designee.

#### **ACTIVITIES RESTRICTION POLICY**

1. Each period of activities restriction will last not more than nor fewer than 7 consecutive days (including weekends).
2. Activities restriction will be in effect on the day immediately following assignment of student to said restriction.
3. The student is responsible for maintaining the conditions of the restriction. Failure to comply with the restrictions will result in other disciplinary measures deemed appropriate by the Principal.
4. The name of the student or students on activities restriction will appear regularly in the Daily Bulletin along with the dates of restriction.
5. Activities restriction means:
  - Student is not to attend any after school activity, either as a direct participant or spectator. Such events include, but are not limited to, home sporting events and practices, club meetings, dances, parties, and concerts.
  - Student must be off the school grounds at dismissal (3:08 p.m.) each school day, unless they have written permission from a teacher who wishes them to attend remediation. Practices and meetings are not considered remediation. Students may not be on school grounds on weekends.
  - The student may not attend any school assemblies or field trips, nor will the student be allowed to attend any club meetings that may occur during the school day.

#### **DETENTION**

A student may remain after school for detention at the request of a teacher. Detention buses are scheduled on Tuesday/Thursday and normally leave the school at 4:15 P.M. When a student is placed on detention, he/she will be expected to stay on the afternoon assigned. Students failing to stay, without being excused by the teacher, could have the detention doubled or make up the time in "in-school" suspension.

#### **CLASS SUSPENSION/STUDENT REMOVAL FROM CLASSROOM**

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. 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. In all class suspensions, it is mandatory that the teachers contact the parent or guardian and attempt to resolve the situation. In addition, it is the responsibility for the student to make up all work missed. Students suspended from class are not allowed privileges during the class period from which they are suspended.

#### **SUSPENSION**

Continuous and willful refusal to accomplish school tasks even though able to do so, insubordination, disorderly, vicious, illegal or immoral conduct, and persistent violation of school regulations are causes for suspension from school.

Suspension may be either "In-School" or "Out-of-School." During "In-School" suspension, the student attends school as usual but is not allowed to attend classes. The student must remain in the assigned area and do school work all day. Any student who does not cooperate and work in ISS may be given OSS.

Length of suspension will be determined by the Principal or Designee. Parents or guardian will be notified in writing of the action taken and will have complete custody and jurisdiction of their child during any out-of-school suspension. A suspended student may not loiter or appear on school property or at any school-sponsored activity at or away from school. He/she will be required to make up all work and tests missed. It is his/her responsibility to make arrangements with individual teachers to do so. A student will be readmitted to school after a satisfactory solution to his/her conduct is agreed upon by parents and administration. A student athlete may not attend practices or games on the day(s) of suspension.

### **VIII. BUS TRANSPORTATION**

The Saranac Central School Board of Education provides school bus transportation for the residents of the school district. This is an important service to the students, and a student must keep in mind that good conduct on school buses and cooperation with the bus driver is a matter of safety as well as courtesy. The student must remain seated while the bus is in motion, be reasonably quiet, and not push or rush, in entering or leaving the buses. Pupils are not to question reasonable requests or commands of the bus drivers. A

pupil is to remain off the parking area until all buses are in position and have come to a complete stop ready for loading. Your bus driver may assign a seat to any or all students on the bus—at any time.

### **BUS REGULATIONS**

If a child comes to school on a bus, he must return home on the assigned bus unless the parent sends a written request to have the child change buses, or his parent picks him up at school. A request for a student to ride other than his usual assigned bus or to get off at a point other than his home, must be approved by the principal, who will issue a blue permission slip that must be presented to the bus driver.

Violations of bus safety and conduct require that the bus driver issue a report to the principal's office. Repeated offenses will require that the parent and student meet with the principal and the transportation supervisor. Until this conference is held and a solution is agreed upon by the student, parents, and the school, the parents are responsible for the transportation of the pupil to and from school.

### **LATE BUSES**

As a general rule, late buses normally leave the school grounds at 4:15 p.m. This bus includes but is not limited to sports, detention, co-curricular activities, etc. Students are not allowed to remain after school unless under the supervision of a teacher or coach. Bus passes are required and must have student's name and address on them. Bus passes must be signed by an administrator (if possible).

### **GENERAL OPERATING GUIDELINES**

- Any student who receives a white card (see exceptions for K-6 students) will be suspended from riding any bus starting on the day following the issuance and continuing until the card has been signed by the parent or guardian and returned to the bus driver.
- For trips which require a ferry transport, students are not permitted to leave the bus during the ferry transport. However, bathroom breaks are permitted on an individual basis.
- All students will start each school year with a "clean slate" unless an infraction is committed for which there was not sufficient time remaining in the prior school year to serve the consequence. In this case, the student will serve the consequence at the beginning of the next school year after which the student will be granted a "clean slate".
- If multiple infractions are committed by the same student over the course of the school year, consequences will increase by the number of infractions in that category.
- When infractions appear in the same category, consequences will be assigned in increasing levels of severity as detailed in the policy for that category.
- When infractions appear in categories which the student has not yet visited, the consequences will start at the beginning of the list indicated for that category.
- Any items brought on a bus which are not allowed or which are causing problems will be confiscated by the driver and placed in the Transportation Supervisor's office to be picked up by the parent (these items will not be discarded).
- Students (or their parents) will be responsible for the full cost of any damages caused to buses by their vandalistic behavior.
- Any suspension of bus riding privileges will be served concurrently with out of school suspension, if assigned (i.e.: five days out of school due to school suspension would satisfy a five day suspension of bus riding privileges should they begin on the same day).
- Any category 4 infraction which occurs during a PM loading or shortly after a PM departure from school will result in refusal of a ride or a return to the school, and referral to the building administrator.

### **GUIDELINES REGARDING SPORTS TRANSPORTS:**

- Coaches are to follow the "First On Last Off" policy for all transports, practices excluded. In the cases where there are not students requiring transport back to school after the event, the coach will be permitted to follow the bus in their car. They must, however, begin their trip from the first point where members of their team are boarding for departure.
- Sports transports will be governed by the same discipline guidelines and expectations as regular school runs. White cards will be issued and individuals will lose their riding privileges for misbehavior as indicated in the policy detail.

### **BUS DISCIPLINE PROCEDURES**

Saranac Central School is committed to providing transportation to the students of the District. In order to accomplish this mission, parental and student cooperation are imperative. The following Bus Disciplinary Procedures have been established as a means of ensuring a safe and orderly environment for all students being transported by the Saranac Central School District.

### **SUMMARY AND RANKING OF INFRACTIONS**

#### **CATEGORY 1:**

- A. Littering on the bus.
- B. Student trying to take care of problems instead of letting driver take control.
- C. Feet and/or hands in the aisles.

- D. Any generally inappropriate action or behavior.

**CATEGORY 2:**

- A. Loud disruptive behavior.
- B. Arguing loudly with other students.
- C. Unauthorized contact with other students (i.e.: touching/hitting/pushing/shoving/pulling hair, kissing/touching/etc...).
- D. Spitting on the bus.
- E. Improper/obscene gestures or language directed inside or outside of the bus.
- F. Unauthorized standing /walking while the bus is in motion.
- G. Throwing things out of the windows.
- H. Bringing things on the bus that are not allowed (i.e.: skateboards, boomboxes, glass containers, aerosol cans, etc...).
- I. Any action or behavior which generally undermines the existence of an orderly environment.

**CATEGORY 3:**

- B. Hands/arms out of the windows.
- C. Disrespectful/discourteous remarks to or arguing with the driver.
- D. Arguing with the Bus Driver.
- E. Stealing.
- F. Threats to do harm to people or property.
- G. Use of Aerosol sprays, perfumes, deodorizers.
- H. Riding or attempting to ride another bus while riding privileges are suspended.
- I. Forging a signature on a white card.
- J. Getting off of the bus at an unauthorized location.
- K. Any action or behavior which represents unsafe or disorderly conduct.

**CATEGORY 4:**

- A. Any fighting or physical assault on another student (i.e.: choking, striking, beating, kicking, etc.).
- B. Damaging the bus or another student's property.
- C. Smoking and/or vaping.
- D. Sexual harassment.
- E. Indecent Exposure.
- F. Possession or use on the bus of illegal items and/or items which are not allowed in school (i.e.: weapon, knives, tobacco, lighters, drugs, alcohol, etc...).
- G. Any action which endangers the health, safety, or welfare of self or others.

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**Saranac Middle/High School  
Student Eligibility Policy**

**Purpose:**

For the purpose of this policy, extracurricular activities are defined as any non-credit bearing activities that take place outside the school day, which include but are not limited to athletics, clubs, and activities, to which the student belongs.

**Policy:**

1. After the first four weeks of the 1<sup>st</sup> quarter, grade pulls will begin. Grade reporting dates for determining eligibility will be defined by the building principal and shared on the website.
2. After each grade pull, an ineligibility list will be compiled:
  - a. High school: students failing **one or more courses**
  - b. Middle school: students failing **two or more courses**

*\*Failing is defined as a course average below 65.*
3. Any student who appears on the ineligibility list will have the following stipulations:
  - a. Students failing two or more courses are expected to continue attending practice, games, rehearsals, meetings, etc. but **will not** be permitted to participate in games, productions, events, etc.
  - b. Students failing only one course **will be** permitted to participate in games, productions, events, etc.
  - c. **All** students on the ineligibility list are unable to dismiss early for extracurricular activities if leaving early affects any of the classes the student is failing and/or a study hall/academic supports
  - d. Pass restriction

- e. Loss of senior privileges
- 4. Students will remain on the ineligibility list until the next grade pull unless an academic contract is initiated by the student and accepted by the teacher. The following stipulations apply to the contract:
  - a. Student must initiate the contract within two school days of the list being released.
  - b. Contract acceptance is at the discretion of the teacher and the building principal.
  - c. Once the contract is accepted and the student achieves a passing grade of 65 or better, the student will be removed from the ineligibility list and privileges will be restored.
- 5. Any student with a disability, receiving services under IDEA or section 504 of the Rehabilitation Act, may be placed on the ineligibility list pursuant to the policy herein. Prior to being placed on the list, it must be determined through the assigned special educator that:
  - a. The student's accommodations through their IEP are being implemented
  - b. The student's failing grades are not related to his/her disability

\*If the criteria above has been confirmed, the policy will be enforced and the final decision will be left with the administrator.

**Definitions:**

- 1. Grade pull – Grades of all students are reviewed on a specific day of the week and gathered into a report for various stakeholders to utilize in respect to this policy.
- 2. Academic contract – A contract that a student initiates by bringing to one or more teachers to set up an individualized plan to improve their grades.
- 3. IEP – Individualized Education Plan
- 4. IDEA – Individuals with Disabilities Act

## **X. INTERSCHOLASTIC ATHLETICS**

Our current Athletic Director is Mr. Brent Denis. He can be reached at 565-5649 or bdenis@saranac.org

### **STATEMENT OF PURPOSE:**

Athletic participation at Saranac Central is a privilege. This is why we, as a school district, are looking for athletes who are willing to make a commitment to the athletic program. We want our athletes to be able to follow the rules regarding alcohol, drugs and tobacco. We also want our athletes to conduct themselves, at all times, in an honorable and respectful manner.

### **MODIFIED ATHLETICS PROGRAMS:**

Modified athletics is a program for Middle School students in 7<sup>th</sup> and 8<sup>th</sup> grade, with some sports including 9<sup>th</sup> graders. The main emphasis at this level is participation. Instruction on basic skills and fundamentals is also a priority. Competition and winning are secondary at this level.

Student participation and games will be as equal as possible. However, a few factors that may impact participation are:

- 1) Academics
- 2) Attendance
- 3) Attitude
- 4) Physical Fitness

### **SPORTS REVIEW AND NCR FORM:**

All students must have a Sports Review and NCR form completed before any athletic participation will be allowed. Sports reviews are conducted in the health office before each sport season by the school nurse. Students will be notified during the school year as to when they are to sign up and when they will be given. An NCR (Sports Questionnaire) Form must also be completed and signed by the student and parent/guardian at the time of the sports review.

### **CONTRACT**

Each athlete will sign a contract through the athletic director that requires the athlete to adhere to the rules stated for his/her entire Middle School athletic career. One Athletic contract will be signed, unless revisions have been made to the contract, for an athlete at the beginning of his/her first sport season. All violations will be cumulative within the time frame of the athlete being enrolled in Saranac Middle School. Each additional time an athlete participates in a sport; he/she will sign a declaration affirming that he/she still understands the contract commitment.