

NORTH TONAWANDA  
MIDDLE SCHOOL  
[www.ntschoools.org](http://www.ntschoools.org)

Student/Parent  
Handbook  
2021 - 2022

Home of the Lumberjacks



Mr. Janese, Principal  
Mr. Mueller, Assistant Principal

# INFORMATION FOR PARENTS AND STUDENTS

## ACADEMIC SUPPORT

### GUIDANCE SERVICES

The guidance philosophy is to provide a developmental program that will facilitate and support the educational achievement of all students. Students may receive assistance from school counselors in a number of ways such as: personal education needs, program planning, scheduling, career planning, standard test interpretation, and personal development. Each student will be assigned a school counselor for the 2020-2021 school year.

There are Social Workers available to help all our students. Their focus is to help students and families resolve problems that interfere with school success.

Teachers, counselors and administrators are available to conference with parents/guardians regarding any aspect of a student's school or personal life. For parent/guardian convenience, days as well as evening conferences are scheduled throughout the school year. The Guidance Office can be contacted directly by calling 807-3700 Option 4.

### ACADEMIC TEAMS

Students are placed on one of four academic teams. There are two seventh grade teams (Aries, and Orion), and two eighth grade teams (Draco, and Phoenix).

### HOMEWORK

Homework is an important part of the instructional program because it reinforces the work that is done in class. Students are expected to be responsible for the completion of their assigned homework, which, on average, is about an hour per night. Some subjects such as math and foreign language will give brief nightly assignments, while others will give fewer but longer assignments. Teachers try to work together on team to balance the workload as much as they can.

**Students are expected to develop an organizational system to track their homework assignments.** They are expected to record assignments, complete them, and bring them to class in a timely manner. All classroom and homework assignments should be recorded in the homework binder and brought to each class. Each teacher has an area in the classroom where homework is posted. We suggest that students bring their homework binder and all work home each night, even if it was completed in school. This way, parents/guardians can see the completed work and know what is happening in school. So, when you ask, "What did you do in school today?" your child can't tell you "nothing".

If your child forgets to bring any necessary materials home from school, the school is open for activities most evenings. You may return to the school with your child to pick up the needed materials. You can try accessing the building near the main office.

#### ▪ Parent Portal:

To help parents maintain a strong school connection, the North Tonawanda City School District has implemented a web-based communication tool known as the Parent Portal. The Parent Portal provides parents with 24/7 access to their child's academic information. Once the application process has been completed, parents will have on-line access to attendance information, progress reports, report cards and current grades. Step by step directions for creating an account are available on the NTCSD web-site under the Parent Portal tab.

#### Parent Role: **Parents and families are crucial factors in the academic success of children.**

- Parents/guardians are asked to create a home environment that supports the development of positive learning, attitudes and habits.
- Seek and value the school's perspective on the student.
- When concerns arise, please seek information directly from the school, consulting with those best able to address the concerns.

- Remain informed by frequently visiting the parent portal, homework hotline and district website.
- Keep open lines of communication with teachers, counselors, etc. throughout the school year.
- Attend parent-teacher conferences.
- Support the school policies and procedures.
- The other important piece parents can offer assistance with is organizing student materials. Students have a set of colored binders for each class. Maintaining these binders can be difficult in middle school. On a night where there is little or no homework, students should be encouraged to bring home a binder or two to organize loose papers and transfer papers from the homework binder into the proper subject binders, etc. Each teacher maintains a model binder in the classroom, and notebook checks are common. Students can utilize the teacher's model binder during enrichment to stay organized.

## **REPORT CARDS**

Report cards will be online through the Parent Portal at the end of each ten-week marking period as well as being mailed home. The grades are a reflection of the student's progress in each class over the course of the school year. In addition to quarterly grades, progress reports are also available on the Parent Portal at the 5-week mark between report cards to indicate areas of proficiency and/or deficiency. Parents/guardians may access current grades at any time using the Parent Portal.

The grading system used by each teacher should help the students understand their strengths and achievements, and point out any areas of weakness. If a student does not understand a given grade, he/she should ask for an explanation.

Students in 7<sup>th</sup> grade who achieve Honor Roll status during the first three (3) marking periods are eligible to apply for induction into the National Junior Honor Society (NJHS).

<b><u>Grades 7 &amp; 8</u></b>	<b><u>Marking Period Average</u></b>
High Honor Roll	95-100
Honor Roll	90-94
Merit Roll	85-89

## **ATTENDANCE**

**Regular and punctual attendance is extremely important.** Students must be in school every day to fully benefit from the educational opportunities available to them. Nothing can replace the valuable class time that is lost due to absenteeism. The positive interaction between students and their teachers during class study and activity times within the school day is irreplaceable. It is the student's responsibility to be in school every day and in his/her assigned place at the specified times.

If your child is going to be absent from school, the parent/guardian **MUST** call the Attendance Office at **807-3716** as soon as possible. This number is available 24 hours a day. Global Connect calls will be made to all households who have not called school to report an absence.

Whenever possible, medical and dental appointments should be scheduled outside of regular school hours. Students who are absent from school for a full day are not able to participate in school-sponsored activities on that same day (i.e. dances, after school clubs and sports activities). Students whose absences are deemed excessive and unexcused will receive attendance letters and may lose privileges or be referred to PINS or CPS.

**All students who are returning to school after an absence MUST present a written explanation, signed by his/her parent/guardian, which states the child's full name with the dates and reason for the absence. This should be done within three days of his/her return from an absence. In the absence of an excuse, student absences will be recorded as unexcused without an excused note.**

Trips or vacations are **NOT** considered excusable absences per North Tonawanda City School District policy. It is not the responsibility of the school to give advance assignments related to any such absences.

No student may leave school for any reason, from the time the student arrives in the morning until the end of the last period, unless he/she has received permission from an administrator, the school nurse, or has an approved early dismissal. If a student needs to leave early for an appointment, they should bring a note, signed by his/her parent/guardian, which states the child's full name with the date, time and reason for the requested early release. All requests for early dismissal should be submitted to the homeroom teacher. The homeroom teacher will issue a pass for early dismissal.

### **ARRIVAL / DISMISSAL**

Students will be permitted to enter the building starting at **7:10 a.m.** for breakfast. They must report to the cafeteria where they will remain until **7:20 a.m.** The school day officially begins with 1<sup>st</sup> Period/Homeroom at **7:30 a.m.** Students who need to enter the school before the official opening time must have faculty approval and supervision. The school day officially ends when classes are dismissed at **2:30 p.m.** No students will be allowed to remain after school for any activities unless they have faculty permission and supervision. Excessive tardiness and truancy will result in disciplinary consequences.

### **THE LATE BUS**

**ONLY** students who have participated in an extra-curricular activity or after school detention may ride the late bus. Students will be given a pass for this bus. Students without a pass will need to call his/her parents for transportation home.

### **EMERGENCY SCHOOL CLOSINGS**

When conditions or situations warrant emergency closing of schools, a public announcement will be made on the local TV and radio stations, and the Global Connect system. If no announcement is made, school will be in session. When school is cancelled for the day, all activities planned for that day are also cancelled. Please do not try to call the school. We need to keep our phone lines open for emergency instructions.

## **EXPECTATIONS AND CONSEQUENCES FOR STUDENT ATTENDANCE AND BEHAVIOR**

### ***NORTH TONAWANDA CITY SCHOOL DISTRICT CODE OF CONDUCT***

#### **PHILOSOPHY AND INTRODUCTION**

The North Tonawanda Board of Education's commitment to provide a safe and orderly school environment in which students receive and district personnel deliver quality educational services without disruption or interference requires responsible behavior by students, district personnel, parents, and visitors in achieving its goal. The district's expectations for conduct on school property and at school functions are based upon the principles of civility, mutual respect, citizenship, character, tolerance, and integrity.

The Board recognizes the need to define these expectations for acceptable conduct on school property (including school busses) and/or at school sponsored events, identify possible consequences of unacceptable conduct, and ensure that discipline when it is warranted is administered promptly and fairly. To this end, the Board adopts this Code of Conduct, which unless otherwise indicated, applies to all students, district personnel, parents, and visitors when on school property and/or attending school functions.

#### **DEFINITIONS**

In accordance with the **Dignity for All Students Act**, School District policy and practice must ensure that no student is subject to discrimination or harassment, based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity or sex by school employees or students on school property, on a school bus, or at a school function.

**School Property** means in or within any building, structure, athletic playing field, playground, parking lot, or land contained within the real property boundary line of a public elementary or secondary school; or in or on a school bus (Education Law Section 11[1]).

**School Bus** means every motor vehicle owned and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities, or, privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities (Education Law Section 11[1] and Vehicle and Traffic Law Section 142).

**School Function** means a school sponsored extracurricular event or activity (Education Law Section 11[2]).

**Disability** means (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques or (b) a record of such an impairment or (c) a condition regarded by others as such an impairment, provided, however, that in all provisions of this article dealing with employment, the term must be limited to disabilities which, upon the provision of reasonable accommodations, do not prevent the complainant from performing in a reasonable manner the activities involved in the job or occupation sought or held (Education Law Section 11[4] and Executive Law Section 292[21]).

**Employee** means any person receiving compensation from a school district or employee of a contracted service provider or worker placed within the school under a public assistance employment program, pursuant to title nine B of article five of the Social Services Law, and consistent with the provisions of such title for the provision of services to such district, its students or employees, directly or through contract, whereby such services performed by such person involve direct student contact (Education Law Section s 11[4] and 1125[3]).

**Sexual Orientation** means actual or perceived heterosexuality, homosexuality, or bisexuality (Education Law Section 11[5]).

**Gender** means actual or perceived sex and includes a person's gender identity or expression (Education Law Section 11[6]).

**Harassment** means 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 wellbeing; 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; such conduct, verbal threats, intimidation or abuse includes but is not limited to conduct, verbal threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex (Education Law Section 11[7]).

**Race** means a group of persons related by a common descent or heredity. For purposes of enumeration the U.S. Census Bureau uses terms such as: "White/Caucasian", "Black/African American/African-descent", "Asian", "Bi-racial", "Hispanics/Latinos" etc. to describe and classify the inhabitants of the United States.

**Color** means the term refers to the apparent pigmentation of the skin, especially as an indication or possible indication of race.

**Weight** means aside from the obvious meaning in the physical sciences, the word is used in reference to a person's "size".

**National Origin** means a person's country of birth or ancestor's country of birth.

**Ethnic Group** means a group of people who identify with each other through a common heritage including language, culture, and often a shared or common religion and or ideology that stresses ancestry.

**Religion** means specific fundamental beliefs and practices generally agreed to by large numbers of the group or a body of persons adhering to a particular set of beliefs and practices.

**Religious Practice** means a term including practices and observances such as attending worship services, wearing religious garb or symbols, praying at prescribed times, displaying religious objects, adhering to certain dietary rules, refraining from certain activities, proselytizing, etc.

**Sex** means the biological and physiological characteristics that define men and women. (MALE and FEMALE denote "sex").

**Gender** means the socially constructed roles, behaviors, activities, and attributes that a given society considers appropriate for men and women. (MASCULINE and FEMININE denote "gender").

**Sexual orientation** means the sex to which a person is sexually attracted. Someone attracted primarily or exclusively to members of the opposite sex is characterized as straight or heterosexual. Someone attracted primarily or exclusively to members of the same sex is characterized as homosexual. A person with a strong or viable attraction to both genders is characterized as bisexual or pansexual.

**Disability** means any restriction or lack (due to any impairment) of ability to perform an activity in the manner or within the range considered typical.

### **PROVISIONS REGARDING CONDUCT IN SCHOOL OR ON SCHOOL PROPERTY**

No person on school district property will engage in or take part in any activities, which violate laws, threaten, result, or are likely to result in:

- 1) Physical injury to self or another person
- 2) Damage to school property, the property of students, employees or visitors
- 3) Disruption of orderly conduct in classes, hallway, cafeteria, lavatory, locker room, on school bus, or at any other school program or activity
- 4) Harassment of or interference with the rights of others
- 5) Sexual harassment
- 6) Disobedience of a direct request made by a teacher or staff member
- 7) Loitering on school property
- 8) Bullying and intimidation

### **DRESS CODE**

Children and adults will be dressed in clothes that are appropriate for school.

- 1) Clothes will not present a safety hazard.
- 2) Clothing will not be distracting to the learning environment.
- 3) Hats/hoods will not be worn in school.
- 4) Jewelry and accessories will not present a safety hazard and will not be distracting to the learning environment.

### **STUDENT BILL OF RIGHTS AND RESPONSIBILITIES**

**With every right comes a responsibility.**

<i>It is the student's right:</i>	<i>It is the student's responsibility:</i>
1) To attend school in the district in which one's parent or legal guardian resides.	1) To attend school daily, regularly and on time, perform assignments, and strive to do the highest quality work possible and be granted the opportunity to receive a good education.
2) To expect that school will be a safe, orderly and purposeful place for all students to gain an education and to be treated fairly.	2) To be aware of all rules and expectations regulating students' behavior and conduct oneself in accordance with these guidelines.

3) To be respected as an individual.	3) To respect one another, and to treat others in the manner that one would want to be treated.
4) To express one's opinions verbally or in writing.	4) To express opinions and ideas in a respectful manner so as not to offend, slander, or restrict the rights and privileges of others
5) To dress in such a way to express one's personality.	5) To dress appropriately in accordance with the dress code, so as not endanger physical health, safety, limit participation in school activities or be unduly distracting.
6) To be afforded equal and appropriate educational opportunities.	6) To be aware of available educational programs in order to use and develop one's capabilities to their maximum.
7) To take part in all school activities on an equal basis regardless of race, color, creed, religion, religious practice, sex, sexual orientation, gender, national origin, ethnic group, political affiliation, age, marital status, or disability.	7) To work to the best of one's ability in all academic and extracurricular activities, as well as being fair and supportive of others.
8) To have access to relevant and objective information concerning drug and alcohol abuse, as well as access to individuals or agencies capable of providing direct assistance to students with serious personal problems.	8) To be aware of the information and services available and to seek assistance in dealing with personal problems, when appropriate.
9) To be protected from intimidation, harassment, or discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion, or religious practice, sex, gender/gender identity, sexual orientation, or disability, by employees or students on school property or at a school sponsored event, function or activity.	9) To respect one another and treat others fairly in accordance with the District Code of Conduct and the provisions of the Dignity Act. To conduct themselves in a manner that fosters an environment that is free from intimidation, harassment, or discrimination. To report and encourage others, to report any incidents of intimidation, harassment or discrimination.

## **ESSENTIAL PARTNERS**

### **Expectations for Parents**

- 1) Recognize that the education of their children is a joint responsibility of the parents or guardians and school community.
- 2) Send their children to school ready to participate and learn as required by New York State Education Law and in accordance with the District's Comprehensive Student Attendance Policy (#7110). Ensure that children attend school regularly and on time. Ensure absences are excused.
- 3) Insist their children be dressed and groomed in a manner consistent with the student dress code.
- 4) Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
- 5) Know school rules and help their children understand them to maintain a safe, orderly environment in accordance with the District *Code of Conduct*.
- 6) Convey to their children a supportive attitude towards education and the District.
- 7) Build good relationships with teachers, other parents and their children's friends.
- 8) Work with our schools to maintain open and respectful communication.
- 9) Help their children deal effectively with peer pressure.
- 10) Inform school officials of changes in the home situation that may affect student conduct or performance.
- 11) Provide a place for study and ensure homework assignments are completed
- 12) Teach their children respect and dignity for themselves, and other students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, which will strengthen the child's confidence and promote learning in accordance with the Dignity for All Students Act.

### **Expectations for Visitors**

- 1) Pre-schedule an appointment before being admitted into the MS Building.
- 2) Report to the office with photo ID and sign in using the Raptor System.
- 3) Wear a visitor's badge during regular school hours.

### **Expectations for Teachers**

- 1) Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender, identity, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
- 2) Be prepared to teach.
- 3) Demonstrate interest in teaching and concern for student achievement.
- 4) Know school policies and rules and enforce them in a fair and consistent manner.
- 5) Communicate to students and parents:
  - a. Course objectives and requirements.
  - b. Marking/grading procedures.
  - c. Assignment deadlines.
  - d. Expectations for students.
  - e. Classroom discipline plan.
- 6) Communicate regularly with students, parents and other teachers concerning growth and achievement.
- 7) Confront issues of discrimination and harassment in any situation that threatens the emotional or physical health or safety of any students, school employee or any person who is lawfully on school property or at a school function.
- 8) Address personal biases that may prevent equal treatment of all students in the school or classroom setting.
- 9) Report incidents of discrimination and harassment that are witnessed or otherwise brought to a teacher's attention to the building administrator and/or Dignity Act Coordinator (DAC) in a timely manner.

### **Expectations for School Counselors**

- 1) Assist students in coping with peer pressure and emerging personal, social and emotional problems.
- 2) Initiate and appropriately document teacher/student/counselor conferences and parent/teacher/student/counselor conferences, as necessary, as a way to resolve problems.
- 3) Regularly review with the students their educational progress, career plans and graduation requirements.
- 4) Provide information to assist students with career planning.
- 5) Encourage students to benefit from the curriculum and extracurricular programs.
- 6) Coordinate Intervention Support Services, as needed, with student, parent, Building Principal and teachers.
- 7) Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
- 8) Report incidents of discrimination and harassment that are witnessed or otherwise brought to the counselor's attention to the building administrator and/or Dignity Act Coordinator (DAC) in a timely manner.

### **Expectations for Student Support Service Personnel**

- 1) Support educational and academic goals.
- 2) Know school rules, abide by them and enforce them in a fair and consistent manner.
- 3) Assist students in coping with peer pressure and emerging personal, social and emotional problems.
- 4) Set a good example for students and colleagues by demonstrating dependability, integrity and other standards of ethical conduct.
- 5) Maintain confidentiality about all personal information and educational records concerning students and their families.
- 6) Initiate teacher/student/counselor conferences and parent/teacher/student/counselor conferences, as necessary or requested, as a way to resolve problems and communicate as necessary in any other manner with parents and other staff regarding student progress and needs.
- 7) Regularly review with students their educational progress and career plan.
- 8) Provide information to assist students with career planning.
- 9) Encourage students to benefit from the curriculum and extra-curricular programs.
- 10) Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
- 11) Report incidents of discrimination and harassment that are witnessed or otherwise brought to the staff member's attention to the building administrator and/or Dignity Act Coordinator (DAC) in a timely manner.

### **Expectations for Other School Staff**

- 1) Follow the Code of Conduct; know, abide by and enforce school rules in a fair and consistent manner.
- 2) Set a good example for students and other staff by demonstrating dependability, integrity and other standards of ethical conduct.
- 3) Assist in promoting a safe, orderly and stimulating school environment.
- 4) Maintain confidentiality about all personal information and educational records concerning students and their families.
- 5) Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
- 6) Report incidents of discrimination and harassment that are witnessed or otherwise brought to a staff member's attention to the building administrator and/or Dignity Act Coordinator (DAC) in a timely manner.

## **Expectations for Principals**

- 1) Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
- 2) Ensure that students and staff have the opportunity to communicate regularly with the Principal and approach the Principal for redress of grievances.
- 3) Evaluate on a regular basis the effective safety, behavioral and school management issues related to all instructional programs.
- 4) Support the development of student participation in appropriate extracurricular activities.
- 5) Be responsible for enforcing the Code of Conduct, ensuring that all cases are resolved promptly and fairly and, when necessary, appropriately documenting actions.
- 6) Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
- 7) Arrange for the continuing educational programming for the student removed from class.
- 8) Follow up on any incidents of discrimination and harassment that are witnessed or otherwise brought to the Principal's attention in a timely manner in collaboration with the Dignity Act Coordinator (DAC).

## **Expectations for the Superintendent**

- 1) Promote a safe, orderly, respectful and stimulating school environment, free from intimidation, discrimination and harassment, supporting active teaching and learning.
- 2) Review with District administrators the policies of the Board of Education and state and federal laws relating to school operations and management.
- 3) Inform the School Board about educational trends, including student discipline.
- 4) Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.
- 5) Work with District administrators in enforcing the Code of Conduct and ensuring that all cases are resolved promptly and fairly.
- 6) Address all areas of school-related safety concerns.

## **Board of Education**

- 1) Collaborate with students, teachers, administrators and parent organizations, school safety personnel and other school personnel to develop a Code of Conduct that clearly defines expectations for the conduct of students, District personnel and visitors on school property and at school functions.
- 2) Approve and review at least annually the District's Code of Conduct to evaluate the code's effectiveness and the fairness and consistency of its implementation.
- 3) Appoint a Dignity Act Coordinator in each school building. The Dignity Act Coordinator will be thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, and sex. The Dignity Act Coordinator will be accessible to students and other staff members for consultation and advice as needed on the Dignity Act.
- 4) Lead by example by conducting Board meetings in a professional, respectful and courteous manner.

## **Student Use of Electronic Communication Devices**

Students are prohibited from using or having on or in an operational mode any cellular telephone, laser pointer or pen or any other type of telecommunications or imaging device during instructional time, **except as expressly permitted in connection with authorized use in classrooms. While students are permitted to possess such devices during the school day, they are prohibited from using them in any manner which invades the privacy of students, employees, volunteers or visitors. Students are not permitted to use any form of information technology, including their own personal electronic devices, to intimidate, harass or threaten others.** This type of harassment is generally referred to as cyber bullying. If a student violates this prohibition, then he/she is subject to discipline under this provision and/or any other provision in the District *Code of Conduct* that may be applicable to the circumstances

involved. Any electronic device that is permitted on school property is encouraged to be kept in a concealed manner.

Teachers and all other Board personnel should exemplify and reinforce acceptable student dress and behavior (including possession/use of electronic devices) and help students develop an understanding of appropriate appearance and conduct in the school setting.

## **PROHIBITED STUDENT CONDUCT**

The District Board expects all students to conduct themselves in an appropriate and civil manner per the District Code of Conduct, with proper regard for the rights and welfare of other students, personnel and other members of the school community, and for the care of facilities and equipment. These expectations also apply to internships and student work experience.

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 develop self-discipline.

The Board recognizes the need to be clear and specific in expressing its expectations for student conduct while on District property or engaged in a District function. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others.

Students who will not accept responsibility for their own behavior or who violate these school rules will be required to accept the consequences for their conduct. Students may be subject to disciplinary action, up to and including suspension from school or removal from a program, when they engage in conduct that is disorderly, insubordinate, disruptive, and violent, endangers the safety, morals, health or welfare of others, engage in misconduct on the school bus, or engage in academic misconduct including work/internship sites.

### **A. Engage in Conduct That is Disorderly**

Examples of disorderly conduct include, but are not limited to:

- 1) Engaging in any act which disrupts the normal operation of the school community, running in hallways, making unreasonable noise, and using language or gestures that are profane, lewd, vulgar, abusive, intimidating, or that incite others.
- 2) Obstructing vehicular or pedestrian traffic.
- 3) Trespassing. Students are not permitted in any area of the school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
- 4) Misusing computer/electronic communications devices, including any unauthorized or inappropriate use of computers, software, or Internet/intranet account; accessing inappropriate websites; evading the District's content filter; using an outside wireless network; or any other violation of the District Acceptable Use Policy.
- 5) Unauthorized use of personal electronic devices/equipment (i.e., cell phones, MP3 devices, cameras, and other personal electronic devices deemed inappropriate by the administration).
- 6) Unauthorized use of personal computer, laptop, tablet or e-reader and/or other computerized information resources through the District computer system is prohibited.

### **B. Engage in Conduct That is Insubordinate**

Examples of insubordinate conduct include, but are not limited to:

- 1) Failing to comply with the reasonable directions of teachers, school administrators or other District employees or otherwise demonstrating disrespect.
- 2) Refusing to wear a Face Mask during school hours.
- 3) Missing or leaving school or class without permission.

### **C. Engage in Conduct That is Disruptive**

Examples of disruptive conduct include, but are not limited to:

- 1) Failing to comply with the reasonable directions of teachers, District administrators or other District employees or otherwise demonstrating disrespect.
- 2) Endangering the health and safety of other students or staff or interfering with classes or District activities by means of inappropriate appearance or behavior.

### **D. Engage in Conduct That is Violent**

Examples of violent conduct include, but are not limited to:

- 1) Committing, threatening or attempting an act of violence (such as hitting, kicking, punching, or scratching) upon a teacher, administrator or other District employee.
- 2) Committing, threatening or attempting an act of violence (such as hitting, kicking, punching, or scratching) upon another student or any other person lawfully on school property.
- 4) Engaging in harassing 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 well-being.
- 4) Possessing a weapon (see definition). Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on District property or at a District function.
- 5) Displaying what appears to be a weapon.
- 6) Threatening to use any weapon(s).
- 7) Using weapon(s).
- 8) Intentionally damaging or destroying District property, the personal property of a student, teacher, volunteer, contractor, vendor, administrator, other District employee or any person lawfully on District property, or at a District function including but not limited to graffiti or arson.
- 9) Communication by any means, including oral, written or electronic (such as through the Internet, email or texting) off school property, where the content of such communication (a) can reasonably be interpreted as a threat to commit an act of violence on school property; or, (b) results in material or substantial disruption to the educational environment.

### **E. Engage in Any Conduct That Endangers the Safety, Morals, Health or Welfare of Others**

Examples of such conduct include, but are not limited to:

- 1) Lying, deceiving or giving false information to school personnel.
- 2) Stealing District property or the property of other students, school personnel or any other person lawfully on school property or while attending a school function.
- 3) Defamation, which includes making false-or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them. This can include posting or publishing video, audio recordings or pictures (written material, cell phones, Internet, YouTube, etc.).
- 4) Discrimination, based on a person's actual or perceived race, age, sexual orientation, use of a recognized guide dog, hearing dog or service dog, color, creed, national origin, ethnic group, religion, religious practice, sex, sexual orientation, gender or gender identity, marital or veteran status, use of a recognized guide dog, hearing dog or service dog, or disability as a basis for treating another in a negative manner on school property or at a school function.
- 5) Harassment, 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 wellbeing based on a person's actual or perceived race, color, weight, national origin, political affiliation, ethnic group, religion, religious practice, marital or veteran status, use of a recognized guide dog, hearing dog or service dog, disability, sexual orientation, gender or sex.

- 6) Bullying and intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm and/or emotional discomfort; for example, "play" fighting, extortion of money, overt teasing, etc.
- 7) "Internet bullying" (also referred to as "cyber bullying") including the use of instant messaging, email, websites, chat rooms, text messaging, or by any other electronic means, when such use interferes with the operation of the school; or infringes upon the general health, safety and welfare of students or employees.
- 8) Sexual harassment, which includes unwelcome sexual advances, requests for sexual favors, taking, sending or receiving sexually explicit videos, pictures or auditory recordings and other verbal or physical conduct or communication of a sexual nature.
- 9) Displaying signs of gang affiliation or engaging in gang-related behaviors that are observed to increase the level of conflict or violent behavior.
- 10) Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation or maintaining membership in any District or school sponsored activity, organization,
- 11) Selling, using, possessing or distributing obscene material.
- 12) Possessing, consuming, selling, attempting to sell, distributing or exchanging alcoholic beverages, tobacco, tobacco products (vaping devices) or illegal and/or controlled substances, counterfeit and designer drugs, or paraphernalia for use of such drugs or be under the influence of any such substances on school property or at a school function. "Illegal substances" include, but are not limited to, inhalants, marijuana, synthetic cannabinoids, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, drug paraphernalia and any substances commonly referred to as "designer drugs."
- 13) Inappropriately using, sharing, selling, attempting to sell, distributing or exchanging prescription and over-the-counter drugs.
- 14) Possessing, consuming, selling, attempting to sell, distributing, or exchanging "look-alike drugs"; or, possessing or consuming (without authorization), selling, attempting to sell, distributing or exchanging other substances such as dietary supplements, weight loss pills, etc.
- 15) Gambling and gaming.
- 16) Inappropriate touching and/or indecent exposure.
- 17) Initiating or reporting warning of fire or other catastrophe without valid cause, misusing 911, or inappropriately discharging a fire extinguisher.
- 18) Violating gender privacy when using school restroom facilities.

#### **F. 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 classroom behavior. Excessive noise, pushing, shoving, fighting, harassment, and discrimination will not be tolerated.

#### **G. Engage in Any Form of Academic Misconduct**

Examples of academic misconduct include, but are not limited to:

- 1) Plagiarism.
- 2) Cheating.
- 3) Altering records.
- 4) Accessing other users email accounts or network storage accounts and/or attempting to read, delete, copy, modify, and interferes with the transferring and receiving of electronic communications.
- 5) Violation of the District Acceptable Use Policy for technology.
- 6) Assisting another student in any of the above actions.

### **RANGE OF CONSEQUENCES FOR VIOLATIONS OF THIS CODE**

Options include but are not limited to the following:

- 1) Warning, verbal or written reprimand which stays in the students file a (referral copy)
- 2) Time Out
- 3) Change of seat, Change of placement

- 4) Loss of privileges
- 5) Parent notification by teacher and/or administrator (call or note)
- 6) Assignment of detention
- 7) Suspension from school transportation
- 8) Suspension from class, and Suspension from school (all classes) includes In-school suspension
- 9) Referral to SST (Student Support Services)
- 10) Referral to CSE (Committee on Special Education), Referral to the Police or Law enforcement, Referral to social service agencies such as Child Protective Services, Referral to Family Court, PINS petition
- 11) Removal from school property

**DISCIPLINARY MEASURES and MINIMUM SUSPENSION PERIOD** for incidents involving the possession or use of illegal substances or weapons, the use of physical force, vandalism, violation of another student's civil rights and/or threats of violence.

Acts such as the threat of serious physical injury, assault causing bodily harm, sexual assault, hate-motivated violence, robbery, extortion, possession and/or use of weapons, and extensive vandalism will result in suspension (minimum of five days) and possibly one or more of the following: Contact with police, alternative learning placement, and recommendation for expulsion.

*NOTE: The federal Gun-Free School Act of 1994 (20 USC 8921) requires all states that receive funds under the Elementary and Secondary Education Act of 1965 to have a law that requires school districts to suspend students who bring weapons to school for a minimum of one calendar year. Section 3214 (3) (d) of the Education Law has been amended to comply with the federal law.*

**PROVISIONS FOR STUDENT DETENTION, SUSPENSION AND/OR REMOVAL FROM THE CLASSROOM**

(consistent with Education Law 3214 and other applicable federal, state, and local laws).

- 1) Detention after school or before school may be assigned by teachers and administrators. Detention on Saturdays may be assigned by administrators. (24 hours' notice is recommended).
- 2) Suspension may range from 1-5 days with prior notification to the parents. The preferred type of suspension is In School. However, a severe disciplinary situation may require Out of School Suspension. Only the building principal may suspend students.
- 3) Teacher Removal of a Student from the Classroom.
- 4) The classroom teacher must contact the building administrator's office to have a student removed. The teacher must decide whether the student needs to be escorted to the office and then inform the administrator concerning the situation.
- 5) The administrator will determine the length of removal after consulting with the teacher.
- 6) The classroom teacher must show the administrator evidence in writing, before the end of the day with the reason for removal. If not the first incident, the teacher must indicate communications with the home and interventions already used for this student. Teachers should be able to establish that they have sought assistance in any of the following ways:
  - a. Attempted communication with parents before the removal was requested. This will demonstrate that the parents were apprised of the situation and had ample opportunity to intervene at home. A written record of these communications must be kept.
  - b. Tried interventions (with specific dates) prior to removal- including, but not limited to, presentation of this student before the building SST (Student Support Team). A written record of these interventions must be kept.
  - c. Asked the SST to review the case.
  - d. Documented that this student is a known "Disruptive" and/or "Violent" student, with an FBA (FBA Functional Behavior Assessment) as well as a BIP already in place (Behavior Intervention Plan).
- 7) The Classroom Teacher must meet with the removed student within 24 hours to explain the reason for removal. At that time, the student must provide a completed Responsibility Plan for review before the student returns to the classroom.
- 8) For short-term REMOVAL, alternative placements and interventions will be considered by the administration.

- 9) The classroom teacher will continue to plan, using short-term curricular goals for this student and correct all work submitted by the ISS tutor (necessary for short-term removal).

*NOTE: Students with special needs may be referred back to the CSE (Committee on Special Education) for a placement review.*

**PROCEDURES BY WHICH VIOLATIONS OF THE CODE OF CONDUCT ARE REPORTED, DETERMINED, DISCIPLINARY MEASURES IMPOSED AND MEASURES CARRIED OUT INCLUDING PROCEDURES BY WHICH LOCAL LAW ENFORCEMENT AGENCIES SHALL BE NOTIFIED OF CODE VIOLATIONS**

All violations of the CODE OF CONDUCT must be referred to a building administrator in writing within a reasonable time frame (appropriate to the event). There will be an investigation into the alleged misconduct. All written teacher made referrals will be returned in writing. All student and parent referrals will be handled most expediently either by phone, in person, or in writing. The CODE OF CONDUCT and the appropriate School Handbook will be consulted to assign consequences for violations of the code. ALL HANDBOOKS WILL INCLUDE THE "CODE OF CONDUCT" AND ARE TO BE APPROVED ANUALLY BY THE BOARD OF EDUCATION.

All students are expected to promptly report violations of the CODE OF CONDUCT to a teacher, school counselor/social worker, the building principal or his/her designee. Any student observing another student possessing a weapon, alcohol, or illegal substance on school property or at a school function shall report this information immediately to a teacher, the principal's designee, or the superintendent.

All district staff that is authorized to impose disciplinary sanctions is expected to do so in a prompt, fair and lawful manner. District staff that are not authorized to impose disciplinary sanctions are expected to promptly report violations of the CODE OF CONDUCT to their supervisor. This supervisor shall in turn impose the appropriate disciplinary sanction, if so authorized, or refer the matter to a staff member who is authorized to impose an appropriate sanction.

The building principal or designee must notify the appropriate local law enforcement agency of those violations that constitute a crime and substantially affect the order and security of the school (as soon as practical, but in no event later the close of business the day the principal or designee learns of the violation). The notification may be made by telephone, followed by a letter mailed the same day as the telephone call is made. The notification must identify the student and explain the conduct that violated the CODE OF CONDUCT and constituted a crime.

**UPDATES - PROVISION ENSURING THAT SUCH CODE AND THE ENFORCEMENT THEREOF ARE IN COMPLIANCE WITH STATE AND FEDERAL LAWS RELATING TO STUDENTS WITH DISABILITIES**

Every effort will be made to keep the CODE OF CONDUCT in compliance with prevailing laws. In addition, the school attorney will review and advise the District when any changes are proposed in either law or in the CODE OF CONDUCT.

**PARENT NOTIFICATION - PROVISIONS SETTING FORTH THE CIRCUMSTANCES UNDER AND PROCEDURES BY WHICH PERSONS IN PARENTAL RELATION TO THE STUDENT SHALL BE NOTIFIED OF CODE VIOLATIONS.**

Parents or person in parental relation to students shall be contacted by school personnel when their child is going to be suspended.

**REFERRALS - CIRCUMSTANCES UNDER AND PROCEDURES BY WHICH A COMPLAINT IN CRIMINAL COURT, A JUVENILE DELINQUENCY PETITION OR PERSON IN NEED OF SUPERVISION PETITION SHALL BE FILED OR WHEN A REFERRAL TO APPROPRIATE HUMAN SERVICE AGENCY SHALL BE MADE**

- 1) Counseling - The school counseling office (school counselor or a social worker) shall handle all referrals of students to counseling.
- 2) PINS Petitions - The district may file a PINS (person in need of supervision) petition in Family Court on any student under the age of 18 who demonstrates that he or she requires supervision and treatment by:

- a. Being habitually truant and not attending school as required by part one of Article 65 of the Education Law.
  - b. Engaging in ongoing or continual course of conduct which make the student ungovernable or habitually disobedient and beyond the lawful control of the school.
  - c. Knowingly or unlawfully possessing marijuana or any other illegal drug in violation of Penal Law §221.05. A single violation of this law will be sufficient basis for filing a PINS petition.
- 3) Juvenile Delinquents and Juvenile Offenders - The superintendent is required to refer the following students to the County Attorney for a juvenile delinquency proceeding before the Family Court:
- a. Any student under the age of 16 who is found to have brought a weapon to school, or
  - b. Any student 14 or 15 years old who qualifies for juvenile offender status under the Criminal Procedure Law 1.20 (42).

*NOTE: The superintendent is required to refer students age 16 and older or any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities. (A 14 or 15-year-old student who possesses a firearm on school grounds qualifies as juvenile offender under Criminal Procedures Law. See Penal Law 265 for weapon/fire-arm and Penal Law 220.000 (14) regarding juvenile offender status.*

## **FAMILY RIGHTS AND PRIVACY (FERPA)**

### **Notice Regarding Family Rights and Privacy**

The District's procedures for the confidentiality of student records are consistent with federal statutes, including the Family Educational Rights and Privacy Act (FERPA) The parents, those acting in a parental relationship, of eligible students of the North Tonawanda City School District are hereby notified that you have the following rights in relation to student records under the Family Educational Rights and Privacy Act (FERPA) and Board of Education Policy #7240:

- 1) The right to inspect and review student's education records, unless otherwise limited by court order or other legally binding instrument, within 45 days of receipt of request.
- 2) The right to request the amendment of the student's education record that the parent or eligible student believes are inaccurate,
  - a. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School Principal (or appropriate school official); clearly identify the part of the record they want changed; and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
  - a. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:
  - Family Policy Compliance Office,
  - U.S. Department of Education
  - 400 Maryland Ave., SW
  - Washington, DC 20202-460
- 5) If either a student's parent, those acting in a parental relationship, or the eligible student desire to obtain copies of the policy pertaining to student records, notification should be

presented in writing to the Administration Building, 176 Walck Road, North Tonawanda, NY 14120.

*NOTE: All rights and protections given to parents under FERPA and this policy transfer to the student when he or she reaches age 18 and petitions for self-determination, or attends a post-secondary school, or has been designated an "emancipated minor." The student then becomes an "eligible student"*

### **Designated Directory Information**

The school district designates the following personally identifiable information contained in a student's education record as "directory information" and shall release the information without prior written consent unless it is for commercial purposes.

1. Student's name
2. Name(s) of the student's parent(s) or legal guardians
3. Student's grade designation (i.e. first grade, tenth grade, etc.)
4. Student's extracurricular school activities and offices (e.g. member of the Math Club; Secretary of Student Council)
5. Student's school achievement, awards and honors (e.g. member of National Honor Society; selected for MVP award in Soccer)
6. Relevant statistics and personal data if a member of an athletic team or other school sponsored course, organization or activity
7. Present and previous school(s) attended by the student

Any other information will require parental consent through an "opt-out" process to release to any agency including military recruiters, institutions of higher education, and potential employers. You must advise the school district *in writing* of any and all items which you refuse to permit the District to designate as directory information about the student.

### **DISSEMINATION AND REVIEW**

#### **Dissemination of Code of Conduct**

The Board will work to ensure that the community is aware of this Code of Conduct by:

- 1) Providing a public hearing prior to Board approval.
- 2) Providing copies of a summary of the Code to all students, in an age-appropriate, plain-language version, at a general school assembly held at the beginning of each school year. Making copies of the Code available to all parents at the beginning of the school year.
- 3) Providing a summary of the Code of Conduct written in plain language to all parents of District students before the beginning of the school year and making this summary available later upon request.
- 4) Providing all current teachers and other staff members with a copy of the Code and a copy of any amendments to the code as soon as practicable after adoption.
- 5) Providing all new employees with a copy of the current Code of Conduct when they are first hired.
- 6) Making copies of the Code available for review by students, parents and other community members and provide opportunities to review and discuss this Code with the appropriate personnel.

The Board will sponsor an in-service education program for all District staff members to ensure the effective implementation of the Code of Conduct. The Superintendent may solicit the recommendations of the District staff, particularly teachers and administrators, regarding in service programs pertaining to the management and discipline of students.

The Board of Education, via a committee of representative stakeholders, will review this Code of Conduct every year and update it as necessary. In conducting the review, the Board will consider how effective the code's provisions have been and whether the Code has been applied fairly and consistently. The Board may appoint an advisory committee to assist in reviewing the Code and the District's response to Code of Conduct violations. The committee will be made up of representatives of student, teacher, administrator, and parent organizations, school safety personnel and other school personnel.

Before adopting any revisions to the Code, the Board will hold at least one public hearing at which school personnel, parents, students and any other interested party may participate.

The District shall post the complete Code of Conduct (with all amendments and annual updates) on the District's website, if available. The District shall file a copy of its Code of Conduct and any amendments with the Commissioner, in a manner prescribed by the Commissioner, no later than thirty (30) days after their respective adoptions.

#### **CONSEQUENCES FOR VIOLATING THE CODE OF CONDUCT MAY BE AS FOLLOWS:**

- **DETENTION**

Students will be assigned detention for being late to class, not completing homework assignments, being habitually unprepared for class, being or for rule violations that warrant disciplinary action. Students who are assigned detention must report to detention (in the Cafeteria) by 2:35 p.m. to receive credit for serving detention. Detention is from 2:35 – 3:35 p.m. on Monday – Thursday. Late bus transportation will be provided for all students who normally ride a bus. Students who fail to show up for detention (for unapproved reasons) will have their parents contacted and still have to serve detention after school the following day.

- **IN-SCHOOL SUSPENSION**

Students who receive In-School Suspension (ISS) are required to report directly to Room 128. Students will be expected to remain the entire day (unless directed otherwise). The team leader for each student who is placed in ISS will be notified, and all class work for that day will be delivered to the In-School Suspension room. A master list of all assignments received will be provided to each student and he/she will be given one assignment to work on at a time. When an assignment has been completed, it will be turned over to the teacher who is monitoring ISS and another assignment will be provided. Assignments are not to be taken home to be done as homework. They must be completed in ISS and must be returned to each teacher's mailbox by the end of the day.

Assignments that are not completed in ISS will receive no credit. Students will be given periodic bathroom breaks and will be taken to the cafeteria to get their lunches which will be consumed in ISS.

Whenever a student is placed in ISS, their behavior is closely monitored. Every student's behavior is evaluated each period by the staff member who is in charge. This is documented in the ISS Log. Students receive either a 'thumbs up' or a 'thumbs down' based on how well they cooperate and behave.

- **OUT-OF-SCHOOL SUSPENSION**

Students who receive Out-of-School Suspension (OSS) are also placed on the Loss of Privilege list for the duration of OSS and are not permitted on school property during regular school hours. They are however required to attend tutoring every day from 2:30-4:30 pm. Tutoring is provided at North Tonawanda Middle School Monday-Friday. Attendance at tutoring is recorded as part of the student's attendance record. Students who fail to attend (OSS) tutoring are marked truant and teachers may refuse to give credit for the work that was provided. The parents of students who are Out-of-School Suspended are required to attend a conference with their child and an administrator before they can be readmitted to school (unless otherwise notified).

- **LOSS OF PRIVILEGE LIST**

It is expected that the students at North Tonawanda Middle School maintain proper conduct and strive for academic excellence. Students who are unable to do this may be placed on a loss of privilege list. Students on this list may not participate in extra-curricular activities. Students can be placed on the list for behavior, attendance, and/or academics. Students will remain on the loss of privilege list for at least 15 school days.

- **OTHER**

Can include but is not limited to: Referral to the school counselor, school social worker or an outside agency, conference with student and parent, and/or student and staff member, mediation, restricted travel, loss of privilege, removal from cafeteria.

### **ATTENDANCE EXPECTATIONS**

Students should arrive on time and attend school each day that school is in session.

### **TARDINESS**

When a student arrives late to school, he/she misses the important morning announcements that are made during homeroom. Any student arriving to 1<sup>st</sup> Period/Homeroom after the official start of school (7:30 a.m.) must report directly to the Attendance Office with a **written excuse** explaining the tardiness. Excused tardies include doctor's appointments, attendance in court, funerals, religious observances and/or impassable roads. Sleeping in or missing the bus is not an excused tardy.

Arriving late to homeroom will result in a tardy being documented. Students who are late for homeroom must report to the Attendance Office. The Attendance Office will issue a pass to homeroom or class depending on the students' time of arrival.

### **TRUANCY**

Any student who is absent from school without his/her parent/guardians' knowledge and permission will be considered truant. The consequences for truancy may be in school suspension (ISS), detention, referral to the school counselor or social worker, or a referral to youth court. Students who are deemed truant may not receive credit for any assignments given that day.

### **BEHAVIORAL EXPECTATIONS**

Students will respect themselves, other students, faculty and staff at all times. Students are expected to act courteously at all times and be considerate of others, the school and its properties.

Middle school students should walk on the right side while in the hallways and should be on time for all classes. **Students who are late to class will receive a teacher issued detention after the third time they are tardy. Unexcused tardiness to class that exceeds ten (10) minutes will be treated as a class cut resulting in a discipline referral and the assignment of after school detention.** All students are required to have a pass while in the hallway during class time and are expected to use proper manners and appropriate language at all times. Students are responsible for all textbooks they are issued. If a textbook is damaged or lost, a fine will be assessed.

All students are expected to demonstrate integrity and honesty in the submission of all work and to document accurately, regardless of the information that is ultimately presented (summary, paraphrase or direct quotation) or the medium used (written, oral or visual). Plagiarism in any form is unacceptable.

It is the student's responsibility to:

- Ask questions and seek help from the teacher or librarian;
- Submit only his/her own work.  
Plagiarism Includes:
- Directly copying the work or ideas of another submitted as the student's own, including copying from that of another student or adult, or from an electronic or print source.
- Lack of appropriate in-text documentation. Paraphrasing without documentation is plagiarism.
- Documentation that does not check out or does not match the Works Cited or Works Consulted list.
- Work turned in without any evidence of research or creative process or that is obviously inconsistent with student's previous work.

Food and drinks are not allowed in the hallways and classrooms with the exception during 1<sup>st</sup> Period.

All students are expected to use the waste containers that are provided and to pick up after themselves. Students should never write on or damage windows, doors, lockers, walls, mirrors or ceilings.

Any students who are in possession of, or under the influence of drugs, alcohol or a controlled substance which is not prescribed by a doctor (or approved by the school nurse) are in violation of district policy. All such offenses will incur 5 days of out-of-school suspension, a parent conference, possible notification of legal authorities, and a Superintendent’s suspension hearing.

**SCHOOL- WIDE BEHAVIORAL TEACHING MATRIX**

**VOICE LEVELS: 0=silent, 1=whisper, 2=conversation, 3=presentation, 4=emergency**

**NTMS School Wide Expectations**

	<b>Respect</b> Students are expected to:	<b>Responsibility</b> Students are expected to:	<b>Safety</b> Students are expected to:
<b>In the Classroom</b>	<ul style="list-style-type: none"> <li>• Be active listeners.</li> <li>• Follow classroom rules &amp; procedures.</li> <li>• Be aware of the rights of others.</li> <li>• Be tolerant of the opinions of others.</li> </ul>	<ul style="list-style-type: none"> <li>• Be on time.</li> <li>• Have all needed supplies</li> <li>• Strive for quality work.</li> <li>• Help keep the classrooms clean.</li> <li>• Follow the voice level guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>• Follow the NTMS Dress Code guidelines.</li> <li>• Respect other student’s space and rights.</li> <li>• Follow safety procedures especially during fire drills.</li> </ul>
<b>In the Hallways</b>	<ul style="list-style-type: none"> <li>• Use voice level 1 – 2.</li> <li>• Use appropriate language and good manners.</li> <li>• Respect other student’s space.</li> <li>• Respect all school property.</li> </ul>	<ul style="list-style-type: none"> <li>• Walk on the <u>right</u> side of the hall.</li> <li>• Take the direct route to each classroom.</li> <li>• Pace themselves – be on time!</li> <li>• Help keep the hallways clean!</li> <li>• Keep hands and feet to yourself.</li> </ul>	<ul style="list-style-type: none"> <li>• Walk on the right side of the hall.</li> <li>• No earbuds or head phones in hallways.</li> <li>• Respect other student’s space and rights.</li> <li>• Follow safety procedures especially during fire drills.</li> </ul>
<b>In the Cafeteria</b>	<ul style="list-style-type: none"> <li>• Respect other student’s space and rights.</li> <li>• Use voice level 1 – 2.</li> <li>• Respect the cafeteria monitors.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Be prepared to order and pay for lunch.</b></li> <li>• <b>Clean up after themselves!!!</b></li> <li>• <b>Respect the cafeteria monitors.</b></li> <li>• <b>Only 8 students per table.</b></li> <li>• <b>Have a signed pass before entering the cafeteria to leave.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Follow the directions of the cafeteria monitors.</li> <li>• Follow safety procedures especially during fire drills.</li> <li>• Wait to be directed to purchase a lunch or throwing trash away.</li> <li>• Stay <u>seated</u> until dismissed.</li> </ul>

## Students at NTMS believe in...

Middle school students will accept responsibility for his/her actions.

### DRESS / APPEARANCE

The Middle School Community believes that the student dress code should be neat, clean and appropriate at all times. Proper dress affects the school environment, student conduct, and the quality of schoolwork. Per the North Tonawanda City School District Code of Conduct dress that distracts or interferes with the learning process will not be allowed in school. Appropriate dress is the responsibility of the parent/guardian and the student. When we have sufficient grounds for concern about a student's appearance, a home contact will be made. **The student will be required to change into more appropriate clothing before being allowed to return to class.** If clothes/shoes are not available to change into, a student will remain in the ISS room for the duration of the day. Repeat offenders will face disciplinary consequences. These guidelines will be observed during school hours and all school functions including dances, field trips, and public performances.

Due to frequent changes in fashion, it is impossible to specifically describe all clothing styles that might be considered unacceptable to wear to school. However, students should be dressed in a way as not to offend school community standards. Therefore, the following attire will be prohibited:

- a. Pajama/lounge pants or slippers.
- b. Shorts, skirts, dresses and tops that do not adequately cover undergarments and/or personal body parts.
- c. Headwear or sunglasses except for medical or religious purposes that have been approved by an administrator.
- d. Clothing that advertise, display, or represent alcoholic beverages, tobacco items, drugs, weapons and/or gang related themes.
- e. Apparel or accessories that display obscene/vulgar words or images, sexually explicit or suggestive remarks.
- f. Mid-cut shirts that reveal midriff.
- g. Outdoor coats, jackets, etc.
- h. Wearing of a scent that has a negative impact on others.

School administrators or their designee will make the final decision on any questionable dress code concerns.

### STUDENT EXPECTATIONS WHILE IN THE CAFETERIA

- Students will enter the cafeteria and place their belongings at a desk of their choice, first come first serve. Only one student per desk.
- Students will wait to be dismissed from their desk to get in line and receive a lunch.
- All food and drink must be consumed in the cafeteria.
- Students may **ONLY** leave their seats (at the discretion of the lunch monitors) to purchase food, return trays and dispose of and recycle their waste.
- Running will not be tolerated in the cafeteria.
- Throwing anything for any reason will result in immediate removal from the cafeteria.
- Students who are uncooperative or exhibit poor behavior may be assigned to sit in the Lunch Detention room. Failure to comply will warrant removal from the cafeteria indefinitely.
- Students may request permission to use the lavatory, must sign out and take the lavatory pass.
- Students who wish to see a teacher must obtain a pass **before** lunch and present it to a lunch monitor, or they will not be permitted to leave.
- Use of the telephone or seeing the nurse will be discouraged except in emergency situations.
- Students will be dismissed by (at the discretion of the lunch monitors) once their area has been properly cleared of all trays, garbage, and debris.

***SHOW PRIDE AND RESPECT FOR NTMS BY TAKING RESPONSIBILITY FOR LEAVING YOUR TABLE AREA CLEAN AND ORDERLY.***

## **CELL PHONE / ELECTRONIC EQUIPMENT**

Students are prohibited from using or having on or in an operational mode any, cellular telephone, earbuds, smart watch, laser pointer or pen or any other type of telecommunications or imaging device during instructional time, **except as expressly permitted in connection with authorized use in classrooms. While students are permitted to possess such devices during the school day, they are prohibited from using them in any manner which invades the privacy of students, employees, volunteers or visitors. Students are not permitted to use any form of information technology, including their own personal electronic devices, to intimidate, harass or threaten others.**

Cell phones cannot be used to text other students while in testing situations to gain access to answers. Therefore, all text/electronic messaging is strictly prohibited during the school day. In the event of a family emergency, parents can always contact their child by calling the Main Office or Guidance Office. If a student needs to contact home, there is a phone available for student use in the Guidance Office. Students who come to the office with a pass will be permitted to use the phone.

Unauthorized or inappropriate use of a cell phone or other electronic devices may lead to confiscation; the consequences may lead to the following:

- **Confiscated devices will be returned ONLY to the parent or guardian of the student.**
- **Detention / ISS / OSS / Police Notification depending on the severity of the offense.**

School consequences apply when these devices are used to post video, pictures, or text deemed inappropriate because it is of a:

- **Bullying nature**
- **Violates personal privacy**
- **Threatening nature**

## **BUS CONDUCT**

Bus transportation is provided as a privilege to those who live outside the board approved mileage limits in which a student can walk to their assigned school. Bus transportation may also be provided for a school sponsored field trip. The following rules governing student behavior are in effect at all times while riding the bus:

1. Students who are provided district transportation are to remain on school property upon arrival to the middle school.
2. The bus drivers are your supervisors and are in charge. Their instructions are to be obeyed and their rules followed.
3. Students need to remain seated at all times, respect each other and property, and refrain from throwing any objects.
4. Profanity will not be tolerated.
5. Use quiet voices. Enter and exit the bus quietly and in an orderly fashion.
6. No food or beverages are permitted.
7. Remain seated in your seat. The driver is authorized to assign seats to uncooperative students if necessary.
8. Identification must be shown if requested. You are only permitted to ride your assigned bus and get on and off at your assigned bus stop.
9. Riding the bus is a privilege, not a right. Failure to abide by the rules will result in the loss of your bus riding privileges.

## **SEXUAL HARASSMENT**

Sexual Harassment is defined as any unwelcome sexual advances, requests for favors, and/or other verbal or physical conduct of a sexual nature. Sexual Harassment is illegal when:

1. Submission to such conduct is made either explicitly or implicitly as a term or condition of an individuals' placement/advancement.
2. Submission to or rejection of such conduct by an individual is used as the basis for placement or advancement decisions affecting such individual.

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile or offensive work or school environment.

There are district procedures in place to address any such harassment. This information is readily available to all faculty, staff and students.

**ATHLETIC CODE OF CONDUCT (aligned to North Tonawanda High School requirements)**

**BEFORE YOUR SON/DAUGHTER CAN BE CONSIDERED ELIGIBLE FOR PLACEMENT ON AN ATHLETIC TEAM, THEY MUST FULFILL THE FOLLOWING:**

**Code of Conduct Form** (in this guide) Must be on file before any student can participate in any athletic sport for the time period listed on the cover of this handbook.

**Academic Eligibility**

In order to participate in athletics, the following academic requirements must be met:

1. Per New York State rules, a student must be a Bonafide Pupil of the school which he/she represents. To participate in interscholastic athletic competition at the high school level for a Niagara Frontier League (NFL) member, a student must have passed, or be passing at the league recognized first tryout date of each season, four (4) credit bearing classes and physical education as defined in 207.0 – Subsection K of General NFL By-Laws. For fall athletic competition, eligibility will be based on final grades from the prior school year through the close of summer school classes in August.
2. If a student-athlete does not meet the standard outlined in A. above, instances of extenuating circumstances may be reviewed by the principal. If deemed to be a legitimate extenuating circumstance, the principal (or designee) may present the case to the Athletic Directors for a waiver of the eligibility requirements. A unanimous vote of the Directors will approve the waiver. If the Directors do not approve the request unanimously, the principal may request a waiver by the Executive Committee of the Niagara Frontier League. Their approval by majority vote will enact eligibility.
3. Once a sport season begins (recognized league start date), each school district has the right to review student eligibility for the purpose of reinstating or removing a student-athlete from participating in approved interscholastic athletic competition. These reviews will take the form of 5- or 10-week checks throughout the season beginning at 10 weeks. Fall Sports will have grades checked from the prior school year through the close of summer school and at the 10-week marking period. Winter Sports will have grades checked at the 10 week and 20-week reports with the 15-week progress reports used to reinstate athletes that were put on academic probation at the 10- or 20-week reports. Spring Sports will have grades checked at the 20 week and 30-week reports with the 25 week and 35-week progress reports used to reinstate athletes that were put on academic probation at the 20- or 30-week reports. Grades used after the 10-week marking period will be evaluated cumulatively. The intent is to make sure all athletes are passing the required 4 classes plus Physical Education throughout the entire school year. If your child is placed on academic probation, they will be allowed to practice with their teams but not compete in any contests until their grades are passing at the 5-week progress report check.
4. League member schools participating in competition not governed by the NFL, i.e. Federation football, ice hockey, will adhere to league eligibility standards stated herein for purposes of student eligibility. E.
5. Eligibility standards for Modified Sports will also follow the above requirements.
  - The Niagara Frontier League (NFL) and New York State Public High School Athletic Association (NYSPHSAA) requires that a participating athlete must be a bona fide student at the school he/she intends to compete for and reside within that school's boundaries.
  - Your son/daughter must have a valid athletic physical. Physical must be conducted by school district physician on scheduled physical dates. Physicals are valid for a 12 consecutive-month period.
  - Update Health History for Sports Participation (Green Card) If the physical was given more than 30 days before the start of the sport season, the student athlete & parent are

- required to fill out the Update Health History Form (Green Card) prior to participation.
- NYS Advanced Athletic Placement (APP) Test (MS only) Middle school athletes may choose to try out for Junior Varsity or Varsity level teams; provided they pass the NYS APP Test. If a middle school athlete competes at the Varsity or JV level, she or he may not later compete in that same sport at the modified level. Further information about APP is available on the District web site.
  - If the age of 19 is reached on or after July 1, an athlete may continue to participate during that school year in all sports.
  - If a student turns 19 prior to July 1, they are ineligible to compete in any contact interscholastic athletics. Student can compete in non-contact sports, but they will be non-scoring and listed as an exhibition only.
  - Students are eligible to play a high school sport for 6 consecutive years upon entry into 7th grade, 4 consecutive years after entry into 9th grade.
  - Attendance- Students are expected to attend all meetings, practices, and games, unless legally excused by the coach and/or school official. Excused absences include the following:
    - Coach's permission
    - Family Emergency
    - Administration permission
    - Legal absence from school

It is the responsibility of the students to notify their coach in advance if he or she cannot attend meetings, practice, game, etc. **Students who are suspended from school on a day of a meeting, game or practice session are not eligible for participation. Students suspended on a Friday shall not be eligible for Saturday activities. In order for students to participate in meetings, practices or contests, students must attend the entire school day on the day of the activity. If a student athlete has a doctor's appointment during the regular school day a note from the doctor office must be given to the coach to allow them to participate. The principal and/or the athletic director may review unusual circumstances if necessary. All students/athletes must attend and participate in P.E. on the day of a practice or game if they are scheduled for P.E. that day. Students with a medical release from Phys Ed cannot participate in practices or games.**

### **STUDENT EXPECTATIONS**

Students are expected to follow the rules and policies of the school district and athletic department. It is our expectation that all North Tonawanda students involved in extracurricular activities will refrain from:

1. Consumption or possession of alcoholic beverages in any form
  - Use or possession of tobacco or tobacco related products (including e-cigarettes)
  - Use or possession of illegal drugs
  - Use or possession of prescription drugs for anything other than their intended use
  - Being in the presence of illegal drugs or alcohol
  - Vandalism
  - Stealing or being in possession of stolen property
  - Sexual harassment
  - Hazing
  - Violent/Aggressive behavior
  - Unsportsmanlike behavior including taunting
  - Acts of insubordination
  - Endangering the safety of others
  - Verbal or physical abuse
  
2. Transportation Team or Club members are required to travel to and from the function on the school bus or transportation provided by the school district. Each team member (managers included) must return on district transportation unless otherwise released by a parent/guardian. This release must be in the form of a signed note by a parent/guardian. Our coaches will only release athletes to their parents/guardians for the purpose of transporting them.

3. **PROCESS WHEN A VIOLATION IS REPORTED** - Investigations of rule violations will be made when reported by North Tonawanda School District Staff, Advisors, Coaches, surrounding school district's staff, and if appropriate, Law Enforcement Officials. Students violating the code of conduct will be subject to the following:
  - Contact with the Athletic Director, Building Principal or designee. An investigation will be conducted; witnesses will be interviewed.
  - Schedule Parent/Guardian and Student meeting with appropriate school personnel (Administrator, Athletic Director, Counselor, Coach)
  - Appropriate disciplinary actions.
  - Any violation involving illegal activities will be referred to the appropriate law enforcement agencies
4. **VIOLATIONS - RULES & REGULATIONS** - Any student found guilty of rules and regulations violations after proper investigation will be sanctioned accordingly. School District Administration is not bound to the same standards of burden of proof as a court of law.

## **PARTICIPATION VALUES, STANDARDS & REGULATIONS - CATEGORY 1**

### **Student Behavior**

It is the expectation that all students exemplify competence, civility, good citizenship, and good character at all times both in and out of school, as well as in and out of season. This includes, but is not limited to the following examples:

- Demonstrating self-control and respect for others always. This includes teammates, coaches, opponents, and spectators.
- Respecting officials and other game personnel.
- Respecting other possessions and property.
- Accepting responsibility to set a good example for the community.

#### **1. Examples of Category 1 violations include, but are not limited to the following:**

- Truancy
- Insubordination
- Ejection from a contest
- Fighting
- Vandalism
- Illegal absence from school or class

**2. Consequences for Category 1 violations will be communicated through individual team rules at the beginning of each season.**

**3. Any violation of Category 1 rules could result in loss of participation leadership positions.**

### **Category II**

#### **Substance Abuse Use**

No student may use, possess, sell or distribute alcohol or other substances, nor may use or possess drug paraphernalia, including counterfeit and designer drugs, including synthetic cannabinoids, except drugs as prescribed by a physician. The term "alcohol and/or other substances" shall be constructed throughout this policy to refer to the use of all substances including, but not limited to, tobacco, electronic cigarettes, nicotine delivery services, alcohol, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, synthetic cannabinoids, and any of those substances commonly referred to as "designer drugs." The inappropriate use of prescription and over-the-counter drugs shall also be prohibited. Persons exhibiting behavioral, personal or physical characteristics indicative of having consumed alcohol or having used illegal substances or marijuana, will be accompanied to a safe location by an administrator or teacher, while the student's parent(s) are contacted.

### **Parties/Gatherings/Other Events**

If a student attends a party/gathering where it is evident that marijuana or other illegal substances/drugs are present or being used, or where alcohol is being served to, or consumed by, persons under the age of 21, the students must leave the party /gathering within a reasonable period of time. A reasonable amount of time is defined as 15 minutes. Students are encouraged to contact a coach or administrator to establish their role in connection with the event. If such an event occurs during the summer or off season the students should contact the Athletic Director, Jeff Alger at 716-807-3614. The purpose of the call is to protect students who have made the right choice from future allegations regarding the specific event.

### **Hazing**

Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student. Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

The athletic program does not condone any form of initiation or harassment, known as hazing, as part of any school sponsored activity. No student, coach, volunteer or District employee shall plan, direct, encourage, assist or engage in any hazing activity.

### **Harassment**

Harassment in any form will not be tolerated towards students or staff. "Harassment" shall mean the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonable 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 could reasonably be expected to cause a student to fear for his/her safety; such conduct, verbal threats, intimidation or abuse includes but is not limited to conduct verbal threats, intimidation or abuse based upon a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex. Harassment will be considered but not limited to person-to-person contact, social media or written forms. Students are encouraged to discuss freely with coaches, teachers, parents or administrators any harassment involving themselves or others.

### **Consequences**

NTCSD adheres to a Four-tiered concept regarding consequences to violations of the athletic code. Three tiers of consequences intend to facilitate the goals as an educational institution to alert and inform youth. In addition, the consequences provide opportunity for students to learn from mistakes and be successful with future choices.

The training rules will be in effect from the beginning of the student-athletes' interscholastic participation through the student-athletes' high school graduation. The beginning of the season is defined as the first day of try-outs. This means it is 365 days a year.

- Example 1: a 7th grader first participates in sports in the winter season, the first day of practice that season begins the 365 days a year until graduation for adhering to these training rules.
- Example 2: A sophomore fall season begins interscholastic athletics, the first day of practice being the 365 days a year until graduation for adhering to these training rules.

### **A violation of these rules will result in the following: Category II Levels:**

- First Offense: The student athlete will be suspended 25% of his/her regular scheduled events as stated at the beginning of the season. (Example: 16 scheduled games – 25% = 4 games.)
- Second Offense: A second violation of these training rules will result in the suspension of the student athlete for 50% of scheduled events.
- Third Offense: A third violation of these rules will result in the suspension from interscholastic athletics of that student for one calendar year.
- Fourth Offense: A fourth violation of these rules will result in permanent suspension from all athletic programs for the duration of school career.

The administration and Athletic Director will have the final digression regarding all events.

## **Self-Referral-1st Offense Only**

In recognizing the importance of the values of honesty and integrity, any first-time code violations that are self or family reported prior to District awareness will receive a reduction in penalty of 50%.

### **Notes**

If the duration of the consequence goes beyond the end of the current season, it will carry over into the next season in which the student athlete participates. It will not affect the tryout for the next season.

### **Team Captain**

Any athlete designated by his/her coach as a team captain will lose his/her captaincy for the remainder of the NTCSD school year upon violation of the Athletic Code of Conduct. This takes effect after a first offense of the athletic code.

### **Appeal Procedure**

The student and/or parent/guardian have the right to appeal penalties imposed under the Code to the school Principal and the Director of Physical Education and Athletics. The athlete will remain ineligible until the appeals process is complete. Appeals must be made in writing within three (3) school days of assignment of a penalty for a code violation. The Director will then form a committee and consider the appeal. The committee will consist of the Director, an assistant Principal and a member of the athletic department. The Director will respond with a decision within five (5) school days after receipt of the letter of appeal.

### **Quitting**

If the student athlete chooses to quit during a sport season, then they will be ineligible to participate in the following season unless the athlete has quit due to extenuating circumstances. The student athlete will have an exit interview with the Athletic Director to determine their eligibility for the upcoming season.

### **Academics:**

- Along with the 90% attendance rate, participation in a club, activity, or sports team is based on the student passing four (4) core academic classes and Physical Education at the close of the previous marking period. (i.e. Fall participation will be based upon final marks given in June or August).
- Once a sport season begins (recognized league start date), each school district has the right to review student eligibility for the purpose of reinstating or removing a student-athlete from participation in approved interscholastic athletic competition. These reviews will take the form of 5-10-week checks throughout the season.

### **Conduct & Loss of Privilege:**

- The Administration in the school will review all incidents of misconduct and will consider placing a child on the loss of privilege list if warranted. A child can be placed on the loss of privilege list for up to 15 school days. Problems such as but not limited to, fighting, harassment, theft, vandalism, forgery, cheating, and insubordination will be considered grounds for loss of privilege.
- Students and parents will be notified when a student is placed on the loss of privilege list. A student on the loss of privilege list is unable to participate or attend school events and activities. However, a student on the loss of privilege list may become eligible upon approval of the administration. A decision will be rendered after a letter is written by the student and/or guardian requesting permission to attend or participate in an activity. The student must be able to show proof that no serious incidents or attendance problems have occurred since the original incident that placed them on the list.
- Any student suspended may not participate in after school activities or athletic events during the period of suspension. For example, if a student is suspended on the day prior to the eighth-grade luncheon he or she loses the right to go and will forfeit the price of transportation, tickets, and pre-paid meals.

- Students are also subject to the rules for their clubs, organization, team, and/or group.
- Student athletes are subject to the rules established by the NYSPHAA, Section IV, Niagara Frontier League, and the NTMS handbook.

**\*\* Please see the North Tonawanda City School District Extra-Curricular Activities Handbook for additional information.**

## **FAMILY RIGHTS AND PRIVACY (FERPA)**

### **Notice Regarding Family Rights and Privacy**

The District's procedures for the confidentiality of student records are consistent with federal statutes, including the Family Educational Rights and Privacy Act (FERPA). The parents, or those acting in a parental relationship, of eligible students of the North Tonawanda City School District are hereby notified that you have the following rights in relation to student records under the Family Educational Rights and Privacy Act (FERPA) and Board of Education Policy #7240:

1. The right to inspect and review student's education records, unless otherwise limited by court order or other legally binding instrument, within 45 days of receipt of request.

2. The right to request the amendment of the student's education record that the parent or eligible student believes is inaccurate.

- Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School Principal (or appropriate school official); clearly identify the part of the record they want changed; and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

- One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA.

- The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20202-460

5. If either a student's parent, those acting in a parental relationship, or the eligible student desire to obtain copies of the policy pertaining to student records, notification should be presented in writing to the Administration Building, 176 Walck Road, North Tonawanda, NY 14120.

*NOTE: All rights and protections given parents under FERPA and this policy transfer to the student when he or she reaches age 18 and petitions for self-determination, or attends a post-secondary school, or has been designated an "emancipated minor." The student then becomes an "eligible student."*

## **Designated Directory Information**

The school district designates the following personally identifiable information contained in a student's education record as "directory information" and shall release the information without prior written consent unless it is for commercial purposes.

1. Student's name
2. Name(s) of the student's parent(s) or legal guardians
3. Student's grade designation (i.e. first grade, tenth grade, etc.)
4. Student's extracurricular school activities and offices (e.g. member of the Math Club; Secretary of Student Council)
5. Student's school achievement, awards and honors (e.g. member of National Honor Society; selected for MVP award in Soccer)
6. Relevant statistics and personal data if a member of an athletic team or other school sponsored course, organization or activity
7. Present and previous school(s) attended by the student

Any other information will require parental consent through an "opt-out" process to release to any agency including military recruiters, institutions of higher education, and potential employers. You must advise the school district *in writing* of any and all items which you refuse to permit the District to designate as directory information about the student.

## **LOST AND FOUND**

Students who have lost or misplaced items should check with their teachers. Students who find items in school or on the bus are asked to bring them to the Main Office.

## **LIBRARY**

A mobile book cart will be offered to students during their ELA classes. Students who have overdue books will be notified in Homeroom and a phone call will be made home to parents.

## **PHYSICAL EDUCATION**

Students will have access to locker rooms during Gym. Therefore, students will change for Gym Class. When weather permits the students will be going outside.

Physical Education (gym) is a required part of the curriculum for all students and is mandated by the New York State Education Department. A student is required to earn a passing grade in physical education in order to complete requirements for each grade and participate in extra-curricular activities.

All physical education equipment should have names on them so if lost they can be promptly returned. All cosmetics brought into the locker room such as make-up, shampoo, deodorants, etc., are to be in plastic or metal containers for safety purposes (no glass). No items that could be hazardous are to be brought to any physical education class. Electrical hair dryers and curling irons are not permitted in the locker room.

Students are to leave all valuables such as watches, rings, or large sums of money at home. Physical education teachers will not be responsible for students' valuables. **All jewelry must be removed including earrings in newly pierced ears, necklaces, rings, etc., while participating in any activity. Please do not plan on piercing ears just prior or during the school year.**

A student who is to be excused due to a lengthy illness must have a physician's note. Written assignments will be provided by the physical education teacher in lieu of class participation and will become the basis for the student's grade. Missed classes that are not excused by a physician need to be made up in order to receive credit for the class. Classes that are missed due to a student being unprepared may **not** be made up and the student will receive a zero. Students who are continuously unprepared for class will be deemed insubordinate and can receive discipline consequences.

## HEALTH

- A parent/guardian may only excuse his/her child from physical education class for one day. A note from a physician, clinic or ER is necessary to be excused from physical education for more than one day.

### **All students and parents should make note of the following:**

- All students need to obtain a pass from the teacher whose class they are attending in order to go to the health office that period. If the nurse is not available in her office, report to the Main Office. No one is to go to the Health Office without a pass except in an emergency.
- All medications are to be brought to the nurse in their original container with the medication request signed by the physician and parent/guardian. This includes any over-the-counter medications. The only medications that students may carry are inhalers and epi pens.
- All 7<sup>th</sup> graders and students new to the district are required to obtain a physical according to New York State education law. If proof of a physical is not submitted to the nurse, the district health care provider will provide one during school hours.
- Students interested in participating in interscholastic sports must have had a sports physical within the last year. Announcements are made regarding sign up procedures in the nurse's office.
- Students must have permission to use crutches and the elevator from a physician, clinic or ER.
- JV and Varsity level sports begin practicing in mid-August. Modified football begins practice in August. All other modified sports teams begin practices in September.
- A student must have a sports physical within the last calendar year to try out for a sport. Middle School students trying out for a JV or Varsity level team **MUST** pass classification testing which is arranged through Mr. Matt Cook Athletic Director. He can be reached at **807-3647**.

## LOCKERS

Lockers will be issued to students for the start of the school year. Combination locks will be issued to students/parents that request a lock.

All lockers at NTMS are the property of the North Tonawanda City School District. Each student is assigned a hallway locker for personal clothing, school supplies, lunches, etc. **Lockers and other storage spaces are considered school property and therefore may be opened and searched by school officials without consent.** To make sure your personal belongings are safe, please follow these rules:

- Keep personal belongings in book bag and carry with you at all times.
- Do not share your book bag with anyone for any reason.
- The school is not responsible for lost or stolen items. Property of great value should always be left at home.

## SKATEBOARDS, SCOOTERS AND BIKES

Skateboards, roller blades, and scooters are to be placed inside your locker immediately upon entering the school building and may only be removed at dismissal. Bikes should be locked in the bike racks outside. The School District is not responsible for any damage done to bikes which are locked on school grounds. Please walk your bike, skateboard or scooter once you arrive on school property in the morning, and do not ride them again until you are off school property when you leave.

## **STUDENT USE OF COMPUTERS/IPADS**

Student use of the District's Computer System (DCS) is conditioned upon written agreement by all students and their parents/guardians that student use of the DCS will conform to the requirements of this policy and any regulations adopted to insure acceptable use of the DCS. A full explanation of this policy and a 'Computer Usage' form is provided to each NTMS student in this handbook. After thoroughly reading these documents, the student and parent(s) should sign the consent form. This should be retained by the student and kept in a binder where it is readily available. Students will be expected to have it in their possession whenever they plan to use a NTMS district computer.

### **NORTH TONAWANDA CITY SCHOOLS** **STUDENT COMPUTER USE AGREEMENT**

*Please read this document carefully before signing.*

The Board of Education of the North Tonawanda City School District will provide access to various computerized information resources through the District's Computer System (DCS). We are very pleased to bring this access to our district and believe it offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating sharing, innovation, and communication.

The DCS may include access to electronic mail, on-line services, and the Internet. It may also include the opportunity for some students to have independent access to the DCS from their home or other remote locations. One purpose of this policy is to provide notice to students, parents, and guardians that, unlike most traditional instructional or library media materials, the DCS will allow student access to external computer networks not controlled by the school district where it is impossible for the District to screen or review all of the available materials. Some of the available materials may be deemed unsuitable by parents or guardians for student use or access because it is of little educational value or may contain defamatory, inaccurate, abusive, racially offensive, illegal, or adult-oriented material.

We want to assure you that our Board of Education, Administration and Staff do not condone the use of such materials and do not permit usage of such materials in the school environment. Every reasonable effort will be made to monitor the usage of the DCS, but despite the existence of guidelines, regulations, and monitoring it will not be possible to entirely prevent access to computerized information that is inappropriate for students.

Furthermore, students may have the ability to access such information from their home or other off school premises. Parents and guardians of students must be willing to set and convey standards for appropriate and acceptable use to their children when using the DCS or any other electronic media or communications. The District respects the right of each family to decide whether or not to apply for independent computer access.

Generally, the same standards of acceptable student conduct which apply to any school activity shall apply to the use of the DCS. Students who engage in unacceptable use will lose access to the DCS and may be subject to further discipline under the District's school conduct and discipline policy. In addition, some violations may constitute a criminal offense and the District reserves the right to pursue legal action against a student who willfully, maliciously or unlawfully damages or destroys property of the District. Furthermore, the District may bring suit in civil court against the parents or guardians of any student who willfully, maliciously or unlawfully damages or destroys District property pursuant to Education Law §1709(36).

Student data files and other electronic storage areas will be treated like school lockers. This means that such areas shall be considered to be school district property subject to control and inspection. The System Administrator may access all such files and communications to ensure system integrity and that users comply with the requirements of this policy.

### **STUDENT USER TERMS AND CONDITIONS**

1. It is my responsibility to avoid abusive conduct inclusive of, but not limited to, the altering of system software, placing of unlawful information, computer viruses, or harmful programs on or through the system, in either public or private files or messages.

2. I am accountable for the use of my password. My password must not be revealed to anyone nor will I use others' passwords. I will be responsible for any problems which arise from the misuse of my file folder or my home directory.
3. I will not use the school's computer system to obtain, view, download, send, print, display or otherwise gain access to or transit materials that are unlawful, obscene, pornographic, abusive or otherwise objectionable.
4. I will not use the DCS to harass, insult, or attack others.
5. I will use only authorized software on the DCS.
6. I will use all computer equipment for the purpose for which it is intended. I will not tamper with terminals, associated equipment, or otherwise disable the system.
7. I will not change copy, rename, delete, read, or otherwise access files or software that I did not create unless I have written permission from the System Administrator.
8. I will not use a computer for anything other than course related work without written permission from the instructor. This might include social media, playing games, printing posters/banners, sending messages, doing work for other students.
9. I will not violate copyright laws or use the DCS for commercial purposes.
10. If I can identify a security problem on the DCS, I will immediately notify an instructor or the System Manager.

#### **NETWORK ETIQUETTE**

You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- a. Be polite. Do not get abusive in your messages to others.
- b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
- c. Do not reveal your personal address or phone numbers of students or colleagues.
- d. Network accounts are to be used only by the authorized user for the designated purpose. No "chain mail" materials may be transmitted.
- e. Do not use the network in such a way that the use of the network by other users is disrupted.

The North Tonawanda City School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. North Tonawanda City School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Student use of the DCS is conditioned upon written agreement by the student and his/her parents or guardians that student use of the DCS will conform to the requirements of this policy and any regulations adopted to insure acceptable use of the DCS. The Superintendent is authorized to establish regulations and procedures as necessary to implement the terms of this policy.

Title I and P.C.E.N.  
North Tonawanda Middle School

**SCHOOL/PARENT COMPACT**

**The School Staff and Parents Agree to Work Cooperatively to Provide for the Successful Education of NT Middle School Children**

<b>NTMS SCHOOL AGREES</b>	<b>THE PARENT AGREES</b>
TO HOLD AN ANNUAL MEETING FOR TITLE 1/PCEN PARENTS TO INFORM THEM ABOUT THE PROGRAM AND ADDRESS THEIR CONCERNS	TO BECOME AWARE OF AND INVOLVED IN THE TITLE 1/PCEN PROGRAM
TO SEEK PARENTAL INVOLVEMENT AND SUPPORT IN THE REVIEW AND IMPROVEMENT OF THE TITLE 1/PCEN PROGRAM	TO ATTEND SCHOOL CONFERENCES AND MEETINGS
TO PROVIDE HIGH QUALITY CURRICULUM AND INSTRUCTION	TO SHARE THE RESPONSIBILITY FOR IMPROVED ACHIEVEMENT BY ASSURING REGULAR ATTENDANCE AT SCHOOL
TO PROVIDE OPPORTUNITIES FOR COMMUNICATION ABOUT STUDENT GROWTH IN A VARIETY OF WAYS INCLUDING PARENT-TEACHER CONFERENCES AND PROGRESS REPORTS	TO MONITOR STUDENT ACHIEVEMENT THROUGH PARENT PORTAL, VIEW THE MIDDLE SCHOOL WEB PAGE REGULARLY, AND UTILIZE THE HOMEWORK HOTLINE.
TO PROVIDE STRATEGIES AND/OR SUGGESTIONS FOR AT-HOME ACTIVITIES	TO MONITOR HOMEWORK AND AGE APPROPRIATE TELEVISION VIEWING



Revised August 2021

**AGREEMENT FOR STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES**

In consideration of the privilege of using the North Tonawanda City School District's Computer System (DCS), I agree that I have been provided with a copy of the District's policy on the student use of computerized information resources and the regulations established in connection with that policy. I agree to adhere to the policy and the regulations and to any changes or additions adopted by the District. I also agree to adhere to related policies published in the Student Handbook.

I understand that failure to comply with these policies may result in the loss of my access to the DCS, and may in addition result in the imposition of discipline under the District's school conduct and discipline policy. I further understand that the District reserves the right to pursue legal action against me if I willfully, maliciously or unlawfully damage or destroy property of the District. Further, the District may bring suit in civil court against my parents or guardians if I willfully, maliciously or unlawfully damage or destroy District property pursuant to Education Law §1709(36).

Student's Name (please print): \_\_\_\_\_

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PARENT OR GUARDIAN**

I am the parent/guardian of \_\_\_\_\_, the minor student who has signed the District's agreement for student use of computerized information resources. I have been provided with a copy and I have read the District's policy and regulations concerning use of the DCS.

I also acknowledge receiving notice that, unlike most traditional instructional or library media materials, the DCS will potentially allow my son/daughter student access to external networks not controlled by the school district. I understand that some of the materials available through these external computer networks may be inappropriate and objectionable; however, I acknowledge that it is impossible for the District to screen or review all of the available materials. I accept responsibility to set and convey standards for appropriate and acceptable use to my son/daughter when using the DCS or any other electronic media or communications.

I agree to release the North Tonawanda City School District, the Board of Education, its agents and employees from any and all claims of any nature arising from my son's/daughter's use of the DCS in any manner whatsoever.

I agree that my son/daughter may have access to the DCS, and I agree that this may include remote access from our home.

Parent or Guardian's Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_