

The Richard H. O'Rourke
Middle School

***Student Handbook
& Code of Conduct***

2010-2011



<http://www.bhbl.org/middleschool/orourkems.htm>

Burnt Hills-Ballston Lake Central Schools
O'Rourke Middle School
173 Lakehill Road
Burnt Hills, NY 12027

This Agenda belongs to:

Name: _____

Homeroom: _____

O'Rourke Middle School 2010-2011

To the Parent/Guardian:

This handbook has been prepared to explain and clarify the procedures, policies, and regulations at O'Rourke Middle School. Please familiarize yourself with its contents and refer to it as needed throughout the year. If you have any questions, please contact one of our administrators.

To the Student:

The faculty and staff welcome you to a new year at O'Rourke Middle School! We are looking forward to assisting you in fulfilling your educational goals. O'Rourke has established a tradition of fine academic and extracurricular standards that we expect you to pursue and achieve. We are here to help make your middle school years as successful as possible. This book includes your Agenda for the year to keep track of your assignments and responsibilities, a copy of the Student Handbook so you are aware of the school procedures, policies and regulations, and Hall Pass sign-out pages.

VISION - To create a more child-centered Middle School which emphasizes critical thinking and problem solving in the context of the unique developmental problems of pre-adolescents with less emphasis on content oriented curriculum and more emphasis on process. (Adopted May 1991)

SCHOOL PHILOSOPHY - The O'Rourke Middle School is, as the name suggests, a transitional school between the elementary and the high school. Because of the vast developmental changes and the wide range of intellectual capabilities characteristic of children during this period, our Middle School possesses a special kind of uniqueness which requires an educational program especially designed for the pre-adolescent youngster.

At O'Rourke Middle School, curriculum is more exploratory in nature than the elementary school and less specialized than the high school. Realizing that the uniqueness of individual subject disciplines must be recognized, an emphasis on **interdisciplinary curriculum development** will be stressed. Curriculum programs should emphasize the natural relationship among academic disciplines that facilitate cohesive learning experiences for middle school students through **integrative themes, topics, and units**. The three major components of our middle school curricula are 1) subject content, 2) personal development, and 3) essential skills.

Education does not begin and end with the curriculum. It must be a shared responsibility, with the student's family and the community at large, in order to enhance each student's intellectual, social, emotional, and physical growth. Exploratory opportunities are provided through well defined and structured club and activity programs, thereby creating opportunities for students to interact socially, to learn to respect the value and dignity of individual differences, and to develop and practice responsible behavior. (Adopted January 1987)

It is the intent of the staff to lead students toward being disciplined, productive, informed, independent and fulfilled individuals. To achieve these ideals, mutual respect and understanding must be present in the learning process on the part of all participants – the staff, students, and community.

Dear Parent/Guardian:

We ask that you review the Student Handbook with your child and please sign below.

My child, _____ and I, have reviewed and understand the Student Handbook, and the O'Rourke Middle School Code of Conduct for the 2010-2011 school year.

(Student Signature)

(Parent Signature)

(Date)

A FRAMEWORK FOR PLANNING

Mission Statement: The Burnt Hills–Ballston Lake Central School District creates an educational environment that ensures opportunities for learning, personal growth, and social responsibility.

Core Beliefs

- The BH-BL community values its children and the quality of their education.
- Comprehensive public education is available to all. The district provides a variety of experiences to allow children to learn.
- High academic achievement is a priority.
- Students, staff, parents, and community members are partners, and all have a personal responsibility in the educational process.
- Students and staff need to be challenged to achieve excellence.
- Continuous improvement is essential.
- Change is the result of thoughtful study involving students, staff, and community.
- Learning is a lifelong process.
- Quality education is worth the investment and requires sound fiscal management.

Key Expectations

For Students

All students will:

- Respect and be respected.
- Be prepared to learn to the best of their abilities.
- Use opportunities available to set personal goals and make informed choices to accomplish those goals.

For Parents/Guardians

All parents/guardians will:

- Provide nurturance of children's health and basic needs.
- Provide a home environment conducive to learning.
- Support the belief that academics are essential.
- Be informed and actively involved in the educational process.
- Teach and model respect for all persons and property.
- Teach and model discipline and their own values.
- Provide open, honest, and timely communication with school staff and other partners in the educational process.

For Staff

All district employees will:

- Create an environment in which children are safe, treated fairly, and are prepared for the future with quality instruction.
- Strive for excellence by working hard, continuing to learn and grow, and being adaptable, qualified, and well prepared.
- Respect and be respected by students, parents and community.
- Work cooperatively and communicate openly with all partners in the educational process.
- Demonstrate their accountability by: using school and community resources responsibly; setting, achieving, and assessing measurable goals; and participating in on-going, proactive supervision.

For the Community

The community will:

- Value education.
- Be committed, supportive, and responsive to the schools.
- Share their expertise and resources.
- Provide bridges between school and life.
- Set high standards.
- Communicate and listen.

Adopted by the BH-BL Board of Education, February 1997

CONTENTS

- A Framework for Planning
- People and Places to Know
- Code of Conduct – Preface
- Code of Conduct
 - 1. Student Rights
 - 2. School Guidelines
 - Attendance
 - Procedures for Getting Out of School Early
 - Student Visitors
 - Making up Homework
 - Work Requests for Assignments for a Student on Vacation
 - Drugs and Alcohol
 - Weapons in School
 - Bullying and Harassment
 - Dress and Appearance
 - Locks and Lockers
 - Cafeteria
 - Backpacks
 - Cell Phones
 - Possession of Electronic Devices
 - Use of Bikes / Skateboards / Rollerblades/Heelys
 - Inappropriate Displays of Affection
 - Unauthorized Vending
 - Gambling
 - Food and Drink
 - Other Prohibited Items
 - Disciplinary Action
 - Category I Offenses
 - Category II Offenses
 - Category III Offenses
 - 3. Student Searches and Interrogations
 - 4. Disciplinary Procedures/Disciplinary Guidelines
 - 5. O'Rourke Middle School Behavior Incentive / Discipline Program
 - Demerit Assignment
 - Demerit Reduction
 - Demerit Consequences
- Visitors
- Detention
- In School Suspension
- Out of School Suspension
- Bus Transportation
- Network / Internet Acceptable Use Policy
- Computer Acceptable Use Policy
- Internet Safety
- Library Use and Procedures
- Daily Procedures
 - Arrival
 - Morning Homeroom
 - Daily Schedule
 - Afternoon Homeroom and Bus Dismissal
 - Activity Period
 - Sports / Activity Study Hall
- Drill Procedures
- Academic Progress Reports
 - Interim Reports
 - Report Cards
 - Honor Roll
- Promotion Policy
- Dropping Band / Orchestra
- Awards
- Other Information
 - Communications with Parents
 - Lost and Found
 - Phone Use
- Student Activities
- Sports

PEOPLE AND PLACES TO KNOW

Burnt Hills – Ballston Lake Central Schools' Website – <http://www.bhbl.org>

Refer to child's teacher or school counselor for the best mode of communication.

Unless otherwise indicated, all of the following offices can be reached by dialing 399-9141.

Principal's Office - Ext. 4001

Mr. Germain, Principal
Ms. Harrigan, Secretary

Main Office - Ext. 4000

Mrs. Pearse, Assistant Principal
Mrs. De Luca, Secretary

Attendance Office - Ext. 4002

Mrs. De Sieno, Attendance Secretary

Counseling Center - Ext. 4040

Mr. Chirico, Guidance Counselor
Mr. DeBonis, Guidance Counselor
Mrs. Kaminsky, Guidance Counselor
Mrs. Doepel, Secretary
Mrs. Hyde, Social Worker
Mrs. McGee, Social Worker
Mrs. Yando, Social Worker

Health Office - Ext. 4035

Mrs. Greco, School Nurse

Curriculum Office - Ext. 4000

Mrs. Maloney, English
Mrs. Rayome, Foreign Language
Mr. McQuay, Math
Mr. McQuay, Science
Mr. Antoski, Social Studies
Mrs. King, Special Education

Academic Intervention Services - Ext. 4000

Mrs. Zumbolo, Coordinator

Library / Media Center - Ext. 4306

Mrs. Rizzo, Librarian
Mrs. Havlicek, Library Clerk

Main Office

The Main Office Staff is an excellent resource to use to seek help and information. If you have been absent, tardy or plan to leave school early, bring a written excuse from your parent or guardian to the attendance secretary before reporting to your homeroom.

Counseling Center

Guidance, psychological, and social work services are available through the Counseling Center. Services include assistance with educational planning, study help, career information, and social or academic issues.

Health Office

If you become ill or injured, inform your teacher, get a pass, and report directly to the Health Office. The nurse may administer specific medication **only** when the parent and the private physician have sent a written request (this includes all over-the counter drugs such as *Tylenol*, *Advil*, cough drops, etc.) Parents of students with **severe allergies or other chronic medical conditions** need to notify the nurse immediately so a medical safety plan can be implemented. For all immunization and physical exam information, please contact our school nurse at ext. 4035.

Cafeteria

The cafeteria provides a varied lunch menu each day. You may select the main lunch or choose from daily alternates and an ala carte menu to supplement a lunch brought from home. No charging of lunches will be allowed. Students can prepay for lunches using a computerized system. Bring prepayments directly to the cafeteria manager. Prepayment will be accepted at any time. Make checks payable to the O'Rourke Middle School Cafeteria. All students will receive a student identification number consisting of 2 to 6 digits. As students approach the cashier, they will enter their ID number on the keypad. The student account on the computer screen is only visible to the cashier and will discreetly display the student status as being a recipient of free, reduced or full priced meals. Students should keep their identification number secure at all times.

CODE OF CONDUCT – PREFACE

The following Code of Conduct is designed to create and maintain a school climate in which all can work and learn effectively. The Code of Conduct summarizes items of law, Board of Education policies, and administrative regulations. It is intended to ensure that each student has the opportunity to achieve as much as possible, that the educational program is free of interruptions, and that the rights and personal property of all individuals in the building will be respected.

Discipline is the positive direction of behavior toward established standards of conduct, fully understood and based on reason, judgment, and the rights of others. Ideal discipline is self-directed and self-controlled. The school, community, and parents share the responsibility for helping students develop self-discipline. Discipline is necessary to ensure an orderly environment in which each person may live and learn to his/her full capabilities in harmony with society.

Those acts of an individual which are illegal in society are subject to the same penalties and procedures when they occur in school. School authorities will request police assistance and will cooperate in the investigation of incidents occurring on school premises. The school authorities' effectiveness in detecting and penalizing any responsible person(s) depends heavily on the willingness of responsible student citizens to provide information and to assist authorities when needed.

The effectiveness of any set of rules is limited in any society by the degree of acceptance by the members of the society and their cooperation in observing and enforcing them.

THE CODE OF CONDUCT

1. Student Rights

All children have the right to:

- An appropriate education that fits their individual needs with equal opportunities regardless of gender, ethnic, race, sexual orientation, disability and religious background.
- Be educated in an atmosphere that targets their intellectual, emotional, physical, social and moral development. This applies to all aspects of the middle school environment, including the school bus, school grounds, hallways, classrooms, cafeterias and all school-sponsored events.
- Access school rules and, when necessary, receive an explanation of those rules from school personnel.
- Confidentiality of records and student information according to school policy and the Federal and Educational Rights and Privacy Act.
- Express their point of view in a responsible manner and in compliance with guidelines established by the Burnt Hills–Ballston Lake School District Committee on Student Freedoms and Responsibilities.
 1. The Board of Education is the only group that may take a stand representing the school institution.
 2. The right to use the school avenues of communication including newspapers, announcements and bulletin boards that are limited to student or staff personnel. (The restrictions in section 3 below also apply to bulletin boards.)
 3. Students have the right to publish materials provided they are:
 - a. free of obscene language and reference
 - b. accurate in fact
 - c. free of personal attack
 - d. not advocating illegal action or violation of school regulations
 - e. free of derogatory references to people of any race or religion
 - f. not designed for the purpose of commercial adventure or financial profit of any individual or non-school organization.

2. School Guidelines

The following specific student guidelines help to achieve success:

Attendance

- **Students should not be in the school or on the school grounds prior to 7:15 a.m.**
- If a student is absent, the parent/guardian should call the attendance office at 399-9141, ext. 4002 prior to 8:30 a.m. to report student illness or other reason for absence. Please leave the student's name, grade, homeroom, and a brief message.
- **A written excuse is required explaining the student's absence upon return.** It should be given to the attendance secretary. The excuse should include student name, date(s) absent, reason for absence, and parent/guardian's signature.
- If a student has accumulated 10 absences or tardies, a letter will be sent home. At 15 absences or tardies, a letter will be sent home, and a parent conference may be requested. Should a student accumulate 20 absences or tardies, a letter will be sent home and legal action in the form of a **PINS** (Person in Need of Supervision) or referral for educational neglect **MAY** be instituted.
- **If a student has a chronic illness, a PHYSICIAN'S NOTE and call from the parent/guardian is required.** Consultation with school personnel on meeting the needs of medically fragile students is advised.

EXCUSED ABSENCES

- Personal illness or injury
- Trips for educational purposes
- Emergency illness or death in family
- Quarantine due to contagious disease
- Requirement to be in court
- Obligatory religious observance
- Medical / Dental Appointment

UNEXCUSED ABSENCES

- Vacation
- Shopping
- Missing the bus / sleeping late (oversleeping)
- Skipping classes
- Working
- Babysitting while parent works, shops, etc.

- Students who are late to school with unexcused or excused absences will be responsible to make up the work they missed.
- If a student arrives on a late bus, he/she should go to the attendance secretary; sign a late bus list, then go to homeroom and class.
- Any other reason for being tardy in the morning should be reported to the attendance secretary. The homeroom teacher requires a yellow admittance pass issued by the attendance secretary following an absence or tardiness. Students are considered tardy if they are not in their homeroom and in their seats by 7:45 a.m. **Students are permitted 3 tardies per quarter. Subsequent tardies will result in detentions.**
- Incentives will be offered periodically for students with few or no absences.

Procedures for Getting Out of School Early

If it becomes necessary for a student to leave school early to go to an appointment, the student must:

- Bring a signed note from a parent/guardian to the attendance office before morning homeroom period. (A note is also necessary if walking to a local doctor's office and the note needs to indicate that the student is walking.) Teachers will be notified electronically of students who will be absent from their classes.
- Leave class at the excused time and wait in the Main Office. A parent/guardian must come into the Main Office to meet and sign out the student.

Parents are requested to pick up students either before 2:16 p.m. or after 2:32 p.m. to alleviate bus congestion.

Students are only released to approved persons as designated on our prescribed emergency information sheet and/or any legal document(s) provided by the students' parent/guardian.

Student Visitors

In order to maintain an academic atmosphere for all students, student visitors are discouraged. Only students with the intent of attending our school will be allowed to shadow another student during classes, with the advanced approval of the Principal or his designee.

Making up Homework

If a student has been absent from school with an excused absence, the student will be expected to make up the work missed. For absences of one or two days, students should obtain homework by calling a student from the same class at home, or accessing other available homework resources: websites, etc.

In cases of extended absences, requests for a list of missed assignments should be made by calling 399-9141 (ext. 4000). Requests will be sent out to the teachers after the 3rd, 5th, 7th, etc. consecutive days absences. A 24-hour notice is needed in order to collect books and assignments. Homework can be picked up in the Main Office 24 hours after you request it.

Work Requests for Assignments for a Student on Vacation

No homework will be given to students prior to a vacation scheduled outside of the regular school calendar. Absences from school deprive a student of the classroom interactions, practice, and opportunities for additional assistance necessary for academic growth. Much of the learning in today's classrooms involves group discussions, independent writing with peer and teacher conferencing as part of the process, group problem solving, cooperative learning, experiments and demonstrations. It is the parent/guardian's responsibility to have their children present for instruction except in cases as listed above (see excused absences). Unexcused absences are defined as illegal according to State Education Law. In the event of an unexcused absence, the student's teachers will collect assignments and tests given during the absence and determine an appropriate amount of time for completion upon a student's return to school. **Students need to be in attendance to complete the required state and final exams on the dates prescribed.** Accommodations to make up exams will only be made to those students who have legal, excused reasons not to attend.

Drugs and Alcohol

All school properties are designated as "Drug-Free School Zones". Legal penalties for violators will be doubled in these zones.

- No alcoholic beverages, tobacco products, illegal drugs or drug paraphernalia are to be in the possession of students on school property or at any school-related function at any time.
- The term "alcohol and/or other substance" refers to the use of all substances including, but not limited to, alcohol, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look alike, and any of those substances commonly referred to as "designer drugs." The inappropriate use, distribution, and/or possession of prescription, over-the-counter drugs, (ex. cold medicines, caffeine pills, herbal supplements, etc.) are also forbidden.
- **Violation of these regulations will result in an automatic suspension from school for five days.** The decision about re-admission rests with the Superintendent of Schools. Upon re-admission, the student will be scheduled for three sessions with the school social worker or psychologist.
- This penalty will apply to students who are caught **buying, selling**, or are determined to be "under the influence" on school property and/or at a school sponsored event and to students who are part of a group where it has been determined that either drugs or alcohol were being used. School property also includes bus transportation.

- Depending upon the severity of the incident, police will be notified.
- Students should be aware that school officials have the right by law to search lockers or personal possessions when there is reasonable suspicion or violation.

Weapons in School

No student shall have in his or her possession on any school premises any rifle, shotgun, pistol, revolver, other firearm, knives, explosives, dangerous chemicals, or any object that is not necessary for school activities and could be used as a weapon. Facsimiles of weapons, destructive devices or dangerous instruments are also prohibited on school premises. **The building principal will suspend a student who brings a weapon to school and will report the situation to the proper police authorities and the Superintendent of Schools.**

In accordance with the federal Gun-Free Schools Act of 1994, a student found guilty of bringing a firearm onto school property, or possessing a firearm on school property, after a hearing has been provided pursuant to Section 3214 of the Education Law, will be subjected to at least a one-year suspension from school. However, after this penalty has been determined, the Superintendent of Schools will review the penalty and may modify such suspension on a case-by-case basis.

Bullying and Harassment

Bullying, sexual harassment (i.e. unwelcome behavior such as inappropriate touching, verbal comments, sexual name calling, spreading sexual rumors, gestures, jokes, pictures or blocking a student's movement, etc), and verbal harassment (i.e. making fun of person's size, weight, religion, ethnicity, etc.) will not be tolerated. Any student who believes that he or she has been subjected to bullying or harassment, whether by a teacher, other student, or any individual on school grounds or at school activities, should report the alleged misconduct immediately to the administration. Specific information regarding these sexual harassment policies is available in the Main Office.

First Offense: A discussion will take place including a stern warning that this is not to occur again. The student will be assigned one detention. Students may be asked to write an apology to the student offended, and/or an administrator will mediate a face-to-face conflict resolution meeting with the students involved. The parent/guardian will be notified. Based on the severity of the offense, the administration reserves the right to assign a more severe consequence.

Second Offense: The parent/guardian will be called. The student will be assigned one full day of in-school suspension. The student may be asked to sign an agreement stating, among other things, the specific harassment he or she will not engage in again. This will be signed by an administrator and sent to the parent/guardian for a signature. The student may be referred for counseling through the Pupil Assistance Team.

Third Offense: The parent/guardian will be asked to come in for a conference. The student will be assigned two full days of in-school suspension. The student's guidance counselor will be consulted, and the student may be requested to engage in mandatory readings and activities about bullying/harassment (this may be done through a group setting if appropriate).

Fourth Offense: Three days of Out of School Suspension (or STEP) will be served prior to re-entry. A parent/guardian must come in with the student for a conference with the Principal. The student will be evaluated for possible PINS (Person in Need of Supervision) referral.

Dress and Appearance

Dress and appearance must be within the limits of decency, cleanliness, safety, and appropriateness for school. Clothing should not create a hazard in performance of school activities nor be disruptive of school order. Students may be asked to wear appropriate gear in certain classes (i.e. science, family and consumer sciences, technology, and physical education). If the attire is deemed inappropriate, the students will be asked to

modify their clothing or call home for a change of clothes. Students who are chronic offenders will be subject to disciplinary action.

- Clothing and attire which has an expression (phrase or word) or insignia (picture, symbol, patch or pin) which is obscene or libelous (that is, which contains objectionable language, suggestive comments, including insults, whether directed to themselves or others), which advocates racial or religious prejudice, violence or which depicts drugs, including alcohol, drug paraphernalia, or drug use, is forbidden.
- Undergarments need to be completely covered with outer clothing.
- Pajama clothing and slippers are prohibited.
- Very short shorts, skirts, and shirts, tube tops, net tops, halter tops, spaghetti straps, plunging/low necklines (front and/or back), and see-through garments are not appropriate. No stomachs or backs should be visible with normal movement.
- Dangerous or distracting accessories or jewelry are prohibited (i.e. spiked jewelry, choke/dangling chains, wallet chains, etc.)
- Hats, hair bandanas, visors, and sunglasses are not to be worn by boys or girls anywhere in the building. Head coverings or sunglasses may be worn for medical or religious purposes only.

Locks and Lockers

All 7th and 8th grade students and some 6th grade students will be assigned a homeroom locker. All students will receive a physical education locker. Students are responsible for purchasing locks either through the Middle School Office or a store of their choice. The lockers belong to the school. Administration has the right to search lockers. Students should not share their locker or combination with other students. Students are strongly encouraged to keep the lock on their lockers locked at all times. The school is not responsible for items taken from student lockers. Students are encouraged to use their locker during the day as their schedule permits.

Cafeteria

All students have the right to a peaceful, enjoyable lunch. Discussion during lunch should be kept to a quiet conversational level. Food is to be eaten, not thrown or played with. Once seated, students should remain seated until dismissal. Students need to raise their hand and be recognized before leaving their seat. Each table of students will be responsible for keeping their assigned table and nearby area clean and neat. This will help develop pride in the condition of our cafeteria, and allow later students to eat at a clean table. Dismissal will be done by individual tables at the direction of a staff member.

Weather permitting, students may be able to go outside (or to the gym). At no time will inappropriate physical contact be tolerated. Poor behavior may result in student(s) being restricted to stay inside. Table areas should be cleaned before going outside. If a student goes outside, she or he is to remain there until the end of the lunch block. Students should use the restrooms, if needed, before going outside. All students are restricted to the designated areas as assigned by the school personnel in charge. Specific cafeteria guidelines will be reviewed throughout the first week of school. Permission needs to be obtained from a lunch supervisor before leaving the cafeteria. All students must sign out if they have permission to leave.

Backpacks

Backpacks are to carry your books to and from school only and are not to be used during school hours except for medical purposes as prescribed by a physician.

Cell Phones

Cell phones are to be stored in a student's locker and should remain turned off while in the building. If a student is discovered with a cell phone, if their cell phone goes off on their person or in their locker, the cell phone will be confiscated and turned in to the Main Office and the following procedures will be followed:

- 1st Offense – Returned to student at end of instructional day
- 2nd Offense – Returned to parent only
- 3rd Offense – Returned to parent only and detention assigned

Further Offenses – Returned to parent only and In School Suspension is assigned
Any inappropriate use of a cell phone during the school day will result in further disciplinary action (i.e. texting, picture taking, calling, etc.)

Possession of Electronic Devices

Cards, beepers, flashlights, laser lights, electronic games, portable music devices, and other electronic devices detract from a suitable academic atmosphere and are prohibited. Possession and/or use of the above will result in the item(s) being confiscated and turned in to the Main Office. Items will be returned to the student or parent/guardian as determined by an administrator.

- **Cell phones and other electronic devices are not to be used during school activities including but not limited to dances, Rec Nights, field trips, etc. All school rules apply regarding the use of electronic devices while attending school sponsored activities.**
- **Any unauthorized use of electronic devices to gain an academic advantage will be considered a violation of the District Code of Ethics and will be treated accordingly.**

Use of Bikes / Skateboards / Rollerblades / Heelys

Bikes must only be parked in the bike rack area. Bike riders must wait for the third dismissal to leave in the afternoon. *Reminder:* All children under 14 years of age are required by law to wear a helmet. **Skateboards and Rollerblades are not permitted on school property. Use of Heelys inside the school building is prohibited.**

Displays of Affection

Displays of affection (i.e. kissing, hugging, inappropriate touching, etc.) are not appropriate in school and therefore prohibited.

Unauthorized Vending

The sale of items in school for personal profit or for benefit of club activities is prohibited (i.e. candy, gum, etc.).

Gambling

Gambling of any kind is prohibited.

Food and Drink

Food, drink, and candy should only be consumed in the cafeteria (including during activity period and bus dismissals). Violators will have items confiscated. Food and drink can be purchased during lunch only. Use of vending machines during Activity Period is prohibited.

Other Prohibited Items

- Squirt guns
- “Slam books”
- Other items deemed by administrators as distracting, dangerous, or inappropriate.

Disciplinary Action may result from:

Category I Offenses

- ***Class Behavior / Late to Class*** - Any activities which disrupt the educational process.
- ***Inappropriate Language*** - Use of profanity and degrading, offensive language (verbal and/or written).
- ***Inappropriate Behavior*** - Running, pushing, shouting, and other forms of disturbances in the halls, school grounds or school sponsored activity at any time.
- ***Passes*** - Wandering or roaming in the halls while classes are in session without a pass.

- **After School Hours Insubordination** - Failing to be in assigned area during activity period.

Category II Offenses

- **Insubordination / Disrespect** - "Talking back" or being disrespectful to school personnel or failing to comply with an adult directive.
- **Moral Misconduct** - Falsifying documents (i.e. forgery) or lying to school personnel.
- **Theft** - Taking property that does not belong to you. Restitution will be made by the person(s) responsible and other disciplinary action will be taken.
- **Destruction of Property** - Destroying or mutilating objects or materials belonging to the school, personnel or other persons. Restitution will be made by the person(s) responsible and other disciplinary action will be taken.
- **Cutting Class / Truancy / Leaving School Grounds** - Missing assigned classes without a legitimate excuse, walking out of a class or the building without permission.
- **Academic Misconduct** - Cheating, copying, plagiarism, and any inappropriate use of an electronic device (that compromises academic integrity).
- **"Spiking"** - Pulling down the pants of another student.
- **Incendiary Devices** - Possessing matches, a lighter or other incendiary devices.
- **Food Fight** - Throwing food or objects causing a disruption during the lunch period.

Category III Offenses

- **Threats / Intimidation** - Making threats verbally, in writing, or through pictures against other students, staff or the school.
- **Aggressive Behavior** - Any behavior that jeopardizes the safety of others, including hitting, kicking, punching and scratching, or a student who provokes or participates in a fight or other aggressive action.
- **Falsely Reporting an Incident**
- **Racially, ethnically, religiously motivated misconduct**

There are other offenses with their resulting consequences listed throughout the handbook.

3. Student Searches and Interrogations

Student lockers, desks and other such storage spaces remain the exclusive property of the school and students have no expectations of privacy with respect to those areas. Any search of school property assigned to a specific student may be made if authorized school officials have a reasonable suspicion to believe that the property contains an item that constitutes a violation of the law, the district code of conduct, or threatens the disruption of the educational process. School district officials have the responsibility to protect the health, safety and welfare of the student population, which may require the search of student property in appropriate circumstances.

4. Disciplinary Procedures

Violation of school rules, improper conduct, or unacceptable behavior will result in one or more of the following penalties:

- Conference between administrator and student
- Oral warnings
- Call home to parent/guardian
- Referral to Administrator

- Referral to Guidance Counselor, Social Worker or Psychologist
- Written warning with a written notification to parent/guardian
- Assignment of demerits
- Behavior Contract
- Request for parent/guardian conference
- Removal from classroom
- Assignment of lunch detention
- Assignment of after school detention
- Assignment of school and/or community service work
- Assignment to In School Suspension (ISS)
- Suspension from transportation
- Assignment of Out of School Suspension
- Suspension from athletic competition, extra curricular activities, or social activities
- Referral to counseling or PAT (Pupil Assistance Team)
- Referral to the PINS process (Person In Need of Supervision) or other agency
- Expulsion from school
- Referral to the appropriate authorities

Disciplinary Guidelines

In all cases, severity of consequences will be based on intent, the student's prior disciplinary record, effectiveness of other forms of discipline, student's honesty and cooperation, student's role in the conflict, and information from parents/guardians, teachers and/or others, as appropriate. School administrators may take discretionary action when determining consequences for inappropriate behavior. Any actions that are deemed criminal in nature will be referred to the appropriate authorities.

General Guidelines

- | | |
|------------------------|--|
| Category I Offenses: | 1 st Offense – Detention |
| | 2 nd Offense – Double Detention |
| | 3 rd Offense – In School Suspension |
| Category II Offenses: | 1 st Offense – 1 Day of In School Suspension |
| | 2 nd Offense – 2 Days of In School Suspension |
| | 3 rd Offense – Out of School Suspension |
| Category III Offenses: | Out of School Suspension |

5. O'Rourke Middle School Behavior Incentive / Discipline Program

As a method of rewarding students who consistently follow school rules and demonstrate appropriate behavior, there is a demerit system in effect at the O'Rourke Middle School. This is also designed to eliminate negative behaviors which result in referrals or suspensions. Incentives will be offered periodically for students who demonstrate exemplary behavior.

Students with an excessive amount of demerits will lose various school privileges. As a school, we recognize that students will misbehave occasionally and make mistakes. Students who wish to reduce their number of demerits can render "services" with the referring staff, other adults in the building, or through other school sanctioned programs.

There are two ways students receive demerits:

1. White slips are given out for breaking rules such as lateness to class, disruptions in the halls, etc. Each white slip given to a student counts as one demerit.
2. Disciplinary referrals written by a staff member and given to an administrator will result in demerits for students.

HOW DEMERITS WILL BE ASSIGNED*

- Each Misconduct Slip, "white slip", earns 1 demerit
- Each Administrative Referral earns 3 demerits
- Each Teacher Referral to an administrator earns a minimum of 3 demerits
- Each Bus Referral earns a minimum of 3 demerits

*Referrals resulting in each In-School Suspension earn a total of 4 demerits

*Referrals resulting in each Out-of-School Suspension earn a total of 5 demerits

TO REDUCE DEMERITS

Students are encouraged to render services to reduce demerits. All service records need to be turned in to the Main Office within two weeks of when the service was completed.

Students can render services to reduce demerits *as follows*:

- Arrange to work off demerits with the staff member who referred them (1 demerit reduction for every 30 minutes served). Students must **pre-arrange** a time to work off demerits with a teacher.
- Referring staff member may sign off for the student to work with another staff member (1 demerit reduction for every 30 minutes served). The signatures of both staff members are required on the service demerit reduction sheet to earn credit. Students must **pre-arrange** a time to work off demerit with teacher.
- Complete approved activity related to the infraction (ex. completion of the approved reflection sheet which is related to the infraction – 1 demerit reduction or supervised clean-up or repair of damaged property – 1 demerit reduction)
- Attendance at a 2 hour school sponsored workshop on behavior, conflict resolution, etc. = 5 demerit reduction.

It is the student's responsibility to make arrangements for working off the demerits. All service records, approvals, etc. need to be completed, and returned to the Main Office by the student.

Demerits may not be worked off during the instructional day.

All service demerits need to be submitted to the office by 8:00 a.m. on the Wednesday *prior* to any school special event. For larger class activities and field trips (i.e. Camp Chingachgook, Great Escape, Spartan Games, etc.), demerits need to be submitted to the office by 8:00 a.m. two weeks prior to the event.

If at any time after the deadline, a student's demerits exceed the limits for the event, the student will not be able to participate in that event. All students who have lost their privileges to attend large class activities and field trips are required to attend school and will be provided alternative educational opportunities.

We encourage students to show responsibility by not accumulating demerits. If they do so, however, they are encouraged to work them off immediately. Students must show that they are attempting to improve their behavior in order to continue to be given privileges within the school community.

Consequences for particular demerit totals:

5 demerits

- Parent/guardian letter sent.
- Loss of right to attend REC Nights / Dances.
If services are completed and demerits are reduced below 5, the student will be allowed to attend REC Nights and Dances.

10 demerits

- Student Conference
- Parent/guardian letter sent.
- Loss of all field trips and involvement with clubs and school organizations until the student does services to reduce his/her demerit total to below 10.

15 demerits

- Parent/guardian letter, including a warning about reaching 20 demerits and the loss of all privileges for the remainder of the year.
- An administrator will set up a conference with the parent to discuss what measures can be taken to help the student work down, and not reach the 20 demerit limit. A contract will be developed to insure that all parties understand the consequences, and to encourage positive behavior. At this point, administrators and teachers could take this opportunity to be creative with other options to work off demerits in partnership with the parents of the offending student. The goal is to prevent the student from reaching 20 demerits and provide individual contracts that would allow for alternatives to help meet the specific student's needs.
- Loss of all other extra-curricular activities, including athletics, Spartan Games, and the school drama production until the student does services to reduce his/her demerits total to below 15.

20 demerits

- Parent/guardian letter sent
- Loss of all privileges listed above and 8th Grade Class Night dance. In addition, students may not attend or be involved in any school activities for the remainder of the school year.
- There will be no opportunities to reduce demerits through services once a student receives 20 demerits.

Building administrators, in consultation with the teaching staff, reserve the right to not reward students with privileges who are chronic offenders of the discipline code. A systematic approach will be followed at 15 demerits to help deter students from reaching 20 demerits. Administrators, conferring with the student's team of teachers for input, may take discretionary actions when determining consequences and other options for helping these students to work off their demerits.

VISITORS

A sign-in procedure is necessary for school safety and security. All visitors must sign in with the school hall monitor as soon as they enter the building. All visitors will be required to sign the visitor's sheet and will be issued a visitor's pass, which must be worn at all times while in the school or on the grounds. Parents who need to drop off lunch money, clothes, musical instruments, etc. to school, must bring them directly to the office. Please have all items marked with your child's name and grade. The office staff will give items to the student. Parents must not interrupt classrooms at any time. Violation of these procedures may result in police intervention. Parents can help to build a students' independence by minimizing the amount of personal enabling they provide.

DETENTION

Detention is held during activity period on Tuesday, Wednesday, and Thursday. A student must report for detention the same day that it was assigned. The only exceptions will be for a medical appointment or extenuating family situations, HOWEVER these must be confirmed by an administrator before postponement will be granted. Missing administrative or teacher detentions will result in doubling the amount of detention time missed and/or the assigning of In School Suspension will result.

Detention Procedures

1. Students must report to detention within three minutes after third dismissal (2:35 p.m.)
2. There will be no passes.
3. Students are required to sit quietly.
4. Students are required to bring work to do during detention.
5. No sleeping, drinking, eating, gum, hats, headphones, radios or magazines will be allowed in the room.

IN SCHOOL SUSPENSION

Students placed in In School Suspension will report to homeroom and then directly to the Main Office. The parent/guardian will be notified via phone and/or a letter within 24 hours of the infraction. All of the student's teachers will be notified to send appropriate material to occupy the student during the suspension day(s). Rules for behavior in the ISS room are posted and must be strictly obeyed. Students unable to behave while serving in school suspension could be suspended out of school.

OUT OF SCHOOL SUSPENSION

Students will be removed from the school for a period of time based on frequency and severity of the rules violation. The parent/guardian will be notified via a phone call and/or a letter within 24 hours of the infraction. A meeting with a parent may be a requirement for returning to school. Suspension will be served at the student's home supervised by his/her parent/guardian. By law the district will attempt to assign an equivalent tutoring experience for students where practicable.

BUS TRANSPORTATION

Bus transportation is a privilege extended to students and may be suspended at any time for disruptive behavior. Students are under the authority of the bus driver and must obey his/her direction.

- Students should be at their stop 5-10 minutes before the bus arrives and board the bus in an orderly manner. Pushing and crowding while loading or unloading will not be permitted.
- All students must be seated, and are required to properly secure their seat belt.
- Students are to remain seated while the bus is in motion. Changing of seats is not permitted unless by driver direction.
- Students are to be courteous to fellow passengers, responsible behavior is expected at all times.
- The use of profane or abusive language will not be tolerated.
- Drivers are not permitted to stop at places other than regular assigned bus stops, exceptions can only be made with a school administrator's authorization.
- Students are to board/exit via the front door only – side and rear doors are for emergency use only.
- No eating or drinking is permitted.
- Large items need to be placed on students' laps or under their seat.
- In case of an emergency, students are to remain in the bus until instructed by the driver or emergency personnel.
- Students wishing to ride on buses other than their assigned bus must present written permission from their parent to the Main Office on a special bus pass form. Forms are available at the Main Office. PERMISSION OVER THE TELEPHONE WILL BE GRANTED ONLY IN EMERGENCY SITUATIONS.

Any student who becomes a discipline problem will be reported to an administrator. If a major problem arises with a student, the driver may return him/her to school and the parents will be called to come for the student. An administrator may remove students from the bus for a period of time for discipline problems.

NETWORK/INTERNET ACCEPTABLE USE POLICY

The Board of Education is committed to learning and teaching. It considers computer networks and the Internet to be valuable tools for the education of students and the administration of the District and encourages the use of computer related technology. Also in line with the Burnt Hills - Ballston Lake School District's mission and goals, the Board of Education extends to District staff and students the privilege of using computers to access the District's File Servers and the Internet to help perform academic work, to explore educational topics, and to conduct research projects. The privilege of using computers in school may be revoked at any time if a staff member or student fails to comply with District policy and regulations. The District will ensure that electronic material is presented in a safe, supervised environment.

The rules and regulations relating to the use of the district's computer networks are identified in the Administrative Regulations.

COMPUTER ACCEPTABLE USE POLICY

The Board of Education is committed to learning and teaching. It considers computer networks and the Internet to be a valuable tool for education and encourages the use of computer related technology. In line with the Burnt Hills - Ballston Lake School District's mission and goals, the Board of Education extends to the District's staff and students the privilege of using computers to access the District's File Servers and the Internet to help perform academic work, to explore educational topics and to conduct research projects. The privilege of using computers in school may be revoked at any time if a student fails to comply with District policy and regulations. The District will ensure that electronic material is presented in a safe, supervised environment.

The rules and regulations relating to the use of the district's computer network system are:

Administration

The District Instructional Technology Coordinator shall monitor and examine all network activities as deemed appropriate to ensure proper use of the system. He/She shall disseminate and interpret district policy and regulations governing the use of the district's network at the building level with all network users. He/She shall provide employee training for proper use of the network and will ensure that staff supervising students using the district's network provide similar training to their students, including copies of district policy and regulations governing use of the district's network. He/She shall ensure that all disks and software loaded onto the computer network has been scanned for computer viruses. All student agreements to abide by district policy and regulations shall be kept on file in the district office. Information stored on school computer equipment is not private and may be viewed or traced by authorized personnel.

System Access

The following individuals may be designated as members with access to the computer network system:

1. Elementary, middle and secondary students may be granted an account for up to one academic year at a time.
2. Teachers and other district employees and Community members as deemed necessary.

Procedures for Proper Use

1. The district's computer network shall be used only for educational purposes consistent with the district's mission and goals.
2. Network users will be issued a log in name and password. The individual in whose name an account is issued is responsible at all times for its proper use.
3. The creation and display of building or classroom web pages must be consistent with the district's standards and guidelines and receive permission from the building principal.

Prohibitions

The following is a list of prohibited actions concerning use of the district's computer network. Violation of any of these prohibitions may result in discipline or other appropriate penalty, including suspension or revocation of a user's access to the network.

1. Vandalism will result in cancellation of system use privileges. Vandalism is defined as a malicious attempt to harm or destroy district equipment or materials/data of another user of the district's system or any of the agencies or other networks that are connected to Internet. This includes, but is not limited to, the uploading or creating of computer viruses.
2. Attempts to read, delete, copy or modify the electronic documents of other system users is prohibited. Forgery or attempted forgery of electronic mail messages is prohibited.
3. No personal software or disks may be loaded onto the district's computers and/or network without permission of the District's Computer Technician or Computer Coordinator.
4. Attempts by a student to log on to the district's system in the name of another individual, with or without the individual's password, is prohibited.
5. Use of computer access to data and access to secure areas other than for educational purposes is prohibited.
6. Transmission of material/information or software in violation of any district policy or regulations local, state or federal law or regulation is prohibited.
7. There must be no sharing of passwords without written permission from the teacher/administrator or computer coordinator.

INTERNET SAFETY

The Board of Education recognizes the value of the internet and the worldwide web for instructional purposes. While unable to guarantee complete safety, the Board is committed to protecting students from

internet sites harmful to minors. To this end, the Board directs the Superintendent of Schools or his designee to procure and implement the use of technology protection measures that block or filter Internet access by:

- adults to depictions that are obscene, and
- minors to depictions that are obscene, or harmful to minors, as defined in the Children's Internet Protection Act.

These protections may be disabled or relaxed for students and staff conducting *bona fide* research or other lawful purposes, in accordance with criteria established by the Superintendent or his or her designee.

The Superintendent or a designee also shall develop and implement procedures that provide for the safety and security of students using electronic mail, chat rooms, and other forms of direct electronic communications; monitoring the online activities of students using district computers; and restricting student access to materials that are harmful to minors.

In addition, the Board prohibits the unauthorized disclosure, use and dissemination of personal information regarding students; unauthorized online access by students, including hacking and other unlawful activities; and access by students to inappropriate matter on the Internet. The Superintendent or designee shall establish and implement procedures that enforce these restrictions.

The computer network coordinator designated under the district's Computer Network or Acceptable Use Policy, shall monitor all district computer network activities to ensure compliance with this policy and accompanying regulation. He or she also shall be responsible for ensuring that staff and students receive training on their requirements.

All users of the district's computer network, including access to the Internet and World Wide Web, must understand that use is a privilege, not a right, and that any such use entails responsibility. They must comply with the requirements of this policy and accompanying regulation, in addition to generally accepted rules of network etiquette, and the district's Acceptable Use Policy. Failure to comply may result in disciplinary action including, but not limited to, the revocation of computer access privileges.

The following rules and regulations implement the Internet Safety Policy adopted by the Board of Education to make safe for children the use of district computers for access to the Internet and World Wide Web.

I. Definitions

In accordance with the Children's Internet Protection Act:

- *Child pornography* refers to any depiction, including any photograph, film, video, picture or computer or computer generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct. It also includes any such visual depiction that (a) is, or appears to be, of a minor engaging in sexually explicit conduct; or (b) has been created, adapted or modified to appear that an identifiable minor is engaging in sexually explicit conduct; or (c) is advertised, promoted, presented, described, or distributed in such a manner that conveys the impression that the material is or contains a visual depiction of a minor engaging in sexually explicit conduct.
- *Harmful to minors* means any picture, image, graphic image file, or other visual depiction that (a) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (b) depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (c) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

II. Blocking and Filtering Measures

- The Superintendent or his or her designee shall secure information about, and ensure the purchase or provision of, a technology protection measure that blocks access from all district computers to depictions on the Internet and World Wide Web that are obscene, pornographic or harmful to minors.
- The district's computer network coordinator shall be responsible for ensuring the installation and proper use of any Internet blocking and filtering technology protection measure obtained by the district.

- The computer network coordinator or his or her designee may disable or relax the district's Internet blocking and filtering technology measure only for adult staff members conducting research related to the discharge of their official responsibilities.
- The computer network coordinator shall monitor the online activities of adult staff members for whom the blocking and filtering technology measure has been disabled or relaxed to ensure there is not access to depictions that are obscene or pornographic.

III. Monitoring of Online Activities

- The district's computer network coordinator shall be responsible for monitoring to ensure that the online activities of staff and students are consistent with the district's Internet Safety Policy and this regulation. He or she may inspect, copy, review, and store at any time, and without prior notice, any and all usage of the district's instructional computer network for accessing the Internet and World Wide Web and direct electronic communications, as well as any and all information transmitted or received during such use. All users of the district's computer network shall have **no** expectation of privacy regarding any such materials.
- Except as otherwise authorized under the district's Computer Network or Acceptable Use Policy, students may use the district's computer network to access the Internet and World Wide Web only during supervised class time, study periods or at the school library, and exclusively for research related to their course work.
- Staff supervising students using district computers shall help to monitor student online activities to ensure students access the internet and World Wide Web, and/or participate in authorized forms of direct electronic communications in accordance with the district's Internet Safety Policy and this regulation.
- The district's computer network coordinator shall monitor student online activities to ensure students are not engaging in hacking (gaining or attempting to gain unauthorized access to other computers or computer systems), and other unlawful activities.

IV. Training

- The district's computer network coordinator shall provide training to staff and students on the requirements of the Internet Safety Policy and this regulation at the beginning of each school year.
- The training of staff and students shall highlight the various activities prohibited by the Internet Safety Policy, and the responsibility of staff to monitor student online activities to ensure compliance therewith.
- Students shall be directed to consult with their classroom teacher if they are unsure whether their contemplated activities when accessing the Internet or World Wide Web are directly related to their course work.
- Staff and students will be advised to not disclose, use and disseminate personal information about students when accessing the Internet or engaging in authorized forms of direct electronic communications.
- Staff and students will also be informed of the range of possible consequences attendant to a violation of the Internet Safety Policy and this regulation.

V. Reporting of Violations

- Violations of the Internet Safety Policy and this regulation by students and staff shall be reported to the Building Principal.
- The Principal shall take appropriate corrective action in accordance with authorized disciplinary procedures.
- Penalties may include, but are not limited to, the revocation of computer access privileges, as well as school suspension in the case of students, and disciplinary charges in the case of all staff.

LIBRARY USE AND PROCEDURES

The library is a learning center. Students may come to the library to:

- work on research,
- read magazines and books,
- sign out or return materials, and
- use the computer for research, word processing or other applications being used for class assignments.

Students are **responsible** for library materials. In case of loss or damage, the student is required to pay the replacement cost of the material.

Students are expected to be **respectful** and **courteous** both to students and staff. Everyone must cooperate to maintain a learning atmosphere in the library.

Coming to the library:

- Students often come to the library **with their class groups** and classroom teacher.
- Students may come to the library **from study hall** with a pass from the study hall teacher.
- Students wishing to stay for **activity period** in the library are required to sign up in the library by 2:00 p.m. on the day they wish to stay. A pass from the teacher whose assignment the student will be working on is required.

Borrowing materials:

- Most books are signed out for two weeks. Reference materials circulate for one night and should be returned before first period the day after sign-out.
- Students are responsible for returning materials on time.
 - Step #1 – Within two weeks of the material being overdue, the student receives a notice in homeroom. The student can only take out materials for class assignments until the overdue material is resolved.
 - Step #2 - Within four weeks of the material being overdue, the student receives a second notice in homeroom. The student can only come to the library with a class or with a pre-signed pass from a classroom teacher to complete a class assignment.
 - Step #3 – Within six weeks of the material being overdue, the student receives a third notice in homeroom. In this notice, the student is informed that he/she will have a detention in the library the following Wednesday during activity period.
 - Step #4 – Within eight weeks of the material being overdue, (at this point the student has had the material for 10 weeks), a letter is sent to parents informing them that the student receives a point.

Computer usage:

- Students must adhere to the school district’s Acceptable Use Policy.
- Students must sign in at their computer station.
- Computers may only be used for school assignments.
- Games and e-mail are not permitted on school computers.

DAILY PROCEDURES

Arrival

1. All students arriving by bus will immediately enter the building through the door by the girls’ gym (Southwest entrance).
2. Students should proceed directly to the cafeteria and remain there until dismissed by the attending staff.
3. Bikers and walkers will enter through the doors by the Main Office and proceed to the cafeteria. Students should not be in the school or on the school grounds until 7:15 a.m.
4. Students arriving by car will enter through the doors by the music room and proceed to the cafeteria. The left lane is a thoroughfare for access to the parking lot. The right hand lane is a drop off lane.

Morning Homeroom

1. Students will arrive to their homeroom by 7:45 a.m.
2. Students entering after the 7:45 a.m. bell should proceed to the attendance secretary.
3. Students will remain silent throughout the announcements.

Daily Schedule

7:45 - 7:52 a.m.	Homeroom – Attendance / Announcement Period
7:55 - 8:36 a.m.	1 st Period
8:39 - 9:20 a.m.	2 nd Period
9:23 - 10:04 a.m.	3 rd Period

10:07 - 10:48 a.m. 4th Period
10:48 – 10:53 a.m. Locker Break

LUNCH SCHEDULE

<u>GRADE 6</u>	<u>GRADE 7</u>	<u>GRADE 8</u>
10:53 – 11:34 a.m. Period 5	10:53 – 11:34 a.m. Period 5	10:53 – 11:23 a.m. Lunch
11:34 – 12:04 a.m. Lunch	11:37 – 12:18 p.m. Period 6	11:23 – 12:04 p.m. Period 6
12:07 – 12:48 p.m. Period 7	12:18 – 12:48 p.m. Lunch	12:07 – 12:48 p.m. Period 7

12:51 - 1:32 p.m. 8th Period
1:35 - 2:16 p.m. 9th Period

Afternoon Homeroom and Bus Dismissal

1. All students should be in homeroom by 2:20 p.m. where they will sit at their desks until dismissal. Students must put chairs on desks as they leave, and see that their desk area is clean.
2. Students that take their instrument home, should get their instrument after 9th period and before reporting to homeroom.
3. Students must have a pass to be in the hall between 2:20 p.m. and 2:35 p.m.
4. At the beginning of the school year, teachers form a list of students who take the first or second bus dismissal and those who walk to / from school. At 2:20 p.m., only first dismissal pupils should leave homeroom.
5. The main office will announce 2nd and 3rd dismissals.
6. At third dismissal, walkers, bicycle riders, students being picked up by automobile, and those staying for activities, sports, library, and detention may leave. Students should wait until all second dismissal buses have left before crossing Lakehill Road. Students need to have written permission from a parent/guardian on file in the Main Office if they are not riding the bus.
7. Leaving on a different dismissal than the assigned one for any reason requires a parent note and/or a bus pass from the Main Office.

Activity Period

Students may stay for activity period if they wish to participate in intramurals or clubs, to meet with a teacher or to work in the library.

1. Activity period starts at 2:35 p.m. on Tuesday, Wednesday, and Thursday afternoons only.
2. Students arriving late for activity period must have a pass.
3. Students must remain under pre-arranged teacher supervision until 3:20 p.m.
4. Students staying for activity period must be in the library or in other teacher-supervised activities.
5. Students who remain for activity period should obtain a bus pass from the teacher in charge of the activity or they will not be allowed to board the bus home.
6. Students should check with their homeroom teacher to learn the number of their activity bus. Activity bus numbers and regular bus numbers are not necessarily the same. Activity bus runs are posted outside of the main office.
7. Bus transportation home is provided starting at 3:20 p.m.

Sports / Activity Study Hall

Students who are participating in a sport/activity and are awaiting transportation to the high school, their game destination or the activity to begin, are required to remain in the cafeteria until 3:20 p.m. or until a coach/advisor arrives to dismiss you. All students are expected to work quietly in sports/activity study hall. Students will need to obtain a bus pass from the study hall monitor if a pass to the high school is needed. Only those students participating in a school sponsored afternoon sporting practice/event or activity are allowed to be present in the sports study hall.

DRILL PROCEDURES

The following procedures for drills will contribute to your safety during an emergency.

Fire Drills

As mandated by New York State law, schools are required to facilitate regular evacuation drills. The purpose of these drills is to practice safe and orderly emergency procedures.

1. At the fire drill signal, everyone should cease working and leave the room with the teacher in an orderly manner.
2. Students who sit by the windows are responsible for closing the windows.
3. The classroom door should be closed by the adult in charge of the class when exiting the room to be sure all students have left the room.
4. No talking or running is allowed during the entire emergency evacuation or reentry.
5. In every classroom there is a sign posted explaining the route of evacuation. Students should remain with their teacher at all times unless otherwise indicated. Should a student become separated from their teacher, the student should notify the closest adult and remain with that person.

Other Drills

The school conducts an emergency “go-home” drill each year to prepare for any situation in which students might need to be evacuated and sent home early, such as loss of heat in the building or a chemical spill in the area of the school. Students will be informed of the date of this drill, and their teacher will explain the procedure at that time.

Three security drills will be performed (Lock-Down, Lock-Out and Shelter In Place). The purpose of the drills is to simulate the procedures warranted during a variety of emergency situations that may occur in a school building. In addition, three bus drills will also be conducted during the school year to inform the students of the safety devices in the bus and their use in case of an emergency. Students will practice exiting the bus through the emergency door.

ACADEMIC PROGRESS REPORTS

Interim Reports

Evaluation in the Middle School is an integral part of the learning process. Periodically, your teachers may feel it is necessary to contact your parents/guardians regarding your classroom performance. The interim reports may indicate to you and your parents/guardians that you have made considerable progress in school, or that you are not meeting all the requirements in some of your subjects. Interim reports are issued in the middle of each quarter. Your teachers and guidance counselors will discuss these notices with you and make suggestions that will help you continue or improve your performance. Some teachers, at their discretion, provide weekly progress reports and/or post academic information on their websites.

Report Cards

At the end of each quarter, report cards are issued. Students are expected to take the report cards home. End of the year report cards are mailed directly to your home.

The O’Rourke Middle School uses a two-tiered grading system along with additional comments.

Tier One – Academic Performance Standard

A 0-100 grade will be determined based on content knowledge stemming from graded materials (i.e. quizzes, tests, projects, authentic assessments, portfolios, laboratory projects, student notebooks and journals, classroom performance, oral presentations, and grade homework.)

Tier Two – Personal Development Standard

A 1-4 grade (4-Exceptional, 3-Proficient, 2-Inconsistent, and 1-Minimal) will be determined based on the following personal development criteria: engages in class activities, demonstrates good work habits and neatness, demonstrates best effort, attends class on time and is prepared, completes assignments / homework in a timely manner, exhibits positive class behavior and attitude, strives to continually improve, cooperates with peers and adults, and demonstrates motivation as a self-directed learner.

If an incomplete (INC) appears on a report card, it signifies that the student is missing either a major project, a number of homework assignments, quizzes or tests (due to absence or other circumstances). This missing work prevents the teachers from reporting a fair and accurate grade on the report card. To replace the INC with a numeric grade, the student needs to speak with

his/her teacher about the missing work and make it up. The make-up work must be submitted *within 10 school days from the day report cards are issued to the students*. When all missing work is submitted, the INC will be replaced by a numerical grade on the *next report card*. If the work is not submitted within the allotted time, the student's grade will be calculated with the missing work – the result being a lower grade. {Note – This provision is intended to provide a fair grade for students facing extenuating circumstances such as illness, death in the family, etc.}

If an “F” grade appears on a report card, it indicates that a student has earned a grade below a 65 for the quarter. The purpose of the “F” grade is to allow a student the opportunity to improve a failing grade by consistently demonstrating an improved attitude, effort and achievement in that course for the remaining quarters. The teacher, in reviewing the student's progress, may replace the “F” with a numerical grade ranging from 0-64, with the grade replacement not being lower than the earned grade.

Honor Rolls

<u>Student's Average</u>	<u>Award</u>
94.50 or higher	Principal's Honor Roll
89.50 – 94.49	High Honor Roll
84.50 – 89.49	Honor Roll

- In order to achieve an honor award status, no report card mark may be an “F” grade, “Unsatisfactory” or “Incomplete”. Honor Roll eligibility is computed as follows:
- 8th grade: Average of the following subjects: English, Social Studies, Science, Math, Technology, Family and Consumer Sciences, Art, Health, World Language, Band/Orchestra, and Physical Education (Chorus does not count in the average).
- 7th grade: Average of the following subjects: English, Social Studies, Science, Math, World Language, Technology, Family and Consumer Sciences, Band/Orchestra, Chorus, General Music, Art, and Physical Education.
- 6th grade: Average of the following subjects: English, Social Studies, Science, Math, Reading, Orchestra/Band, Chorus, General Music, and Physical Education (Art/World Language/Health sequence does not count in the average).

Full year courses and half-year courses count as 1, every other day courses count as 1/2, and Band/Orchestra count as 3/5.

Example for Grade 8:	Math	80
	Science	70
	Social Studies	90
	English	80
	Spanish	70
	Technology	50 (1/2 of 100)
	Physical Education	40 (1/2 of 80)
	Art	40 (1/2 of 80)
<hr/>		
	Total Points	520
	Total Courses	6.5 (5 full year plus 3 half year)
	Average	80 (total points divided by total courses)

PROMOTION POLICY

Children who satisfactorily meet the requirements for promotion will be moved on to the next level of instruction in the successive school year. They will, however, still be afforded the opportunity to take part in a variety of extra school alternative educational experiences, as program requirements allow and demand. Those students who have difficulty meeting the promotion requirements will be mandated to repeat all or a portion of those programs in an alternative educational climate provided by the school district in a summer

or out of school setting. They may also be mandated to participate in alternative school based programs, as prescribed.

The O'Rourke Middle School promotion requirements will have as its primary component the commitment to exhaust all avenues of intervention to insure student success in school. Should students still exhibit tendencies toward failure after interventions have been applied, through formulated instructional prescriptions, then the following determinations may be made:

1. Students who pass all academic courses shall be promoted to the next level of instruction unless it is deemed otherwise beneficial to retain that student for developmental purposes. This designation will be determined only after a consultation is made with the staff, parent/guardian, student, and Pupil Assistance Team (PAT) members.
2. Students who fail one course will be conditionally promoted to the next instructional level, with a strong recommendation that the student attend a summer intervention and/or bridge skills course. The student will be placed on academic watch to monitor their progress at the next level of instruction.
3. Students who fail two or more academic courses will be mandated to attend summer intervention courses in the same disciplines they failed, up to four courses; and/or may be required to take an additional bridge skills course to support their development. Passing the summer intervention course may result in the promotion of the student to the next level of instruction. Any students attending a summer school intervention program and promoted to the next level of instruction will be placed on academic watch to monitor their progress and may receive alternative education through school based intervention programs in the successive school year. Students who fail to attend or refuse to attend summer school or fail summer school intervention courses, run the risk of being retained at the current grade level of instruction.

Summer School Grading Policy

Final Grade Calculation for Summer School Students:

2/5 = Summer School Average

2/5 = Two Highest Quarterly Averages from the School Year

1/5 = Summer School Final Assessment

Please note: Advancement is contingent on compliance with summer school attendance and behavioral requirements and is at the discretion of the building principal.

4. Alternative educational options may be sought for students who exhibit chronic tendencies toward failure. Determination for these placements will come in consultation with the staff, parent/guardian, student, and Pupil Assistance Team (PAT) members.
5. The building Principal will determine, in joint consultation with members of each constituent group, placement and status based on district opportunities and finances.

Student Identification Process: The identification of student academic and developmental needs shall be comprehensive and exhaustive with the intent to provide each student with a successful educational program. This premise includes students at all levels of the learning spectrum. Every effort will be made to identify student needs at the grass roots level through individual teachers and teaching teams. Strategies will be applied at that level which differentiate instruction for each child and provide for their needs as best can be served within the structure of the greater population. When all classroom strategies and interventions have been exhausted through collaboration with parents/guardians and consultants, then the child's case will be referred to the Pupil Assistance Team (PAT) for further determination. The Pupil Assistance Team will then review progress to date, consult with appropriate student managers, and evaluate personal student information to determine further intervention strategies and/or placements. At all times, the parents/guardians will be consulted on all matters.

The school will administer a variety of assessments both local and standardized to help determine student needs and placement. These measures will be used in conjunction with other researched and proven measures of evaluation. Each evaluation of a child should be comprehensive and consider all aspects of a child's development. Evaluation should be ongoing and progressive. All intervention strategies should be documented and monitored.

DROPPING BAND/ORCHESTRA

Students may not drop a course without the consent of the parent/guardian, Department Head, teacher, and the guidance counselor. Until the request has been approved and the teacher notified by guidance, the student remains a member of the class and must attend classes.

Students who drop prior to the end of a ten week marking period will receive a drop/pass or drop/fail on their report card based on their performance to that time. Students who drop at the ten week marking period break will receive a numerical grade for that marking period.

AWARDS

Students are encouraged and rewarded for outstanding scholarship, citizenship, and personal growth. Various awards are given to sixth, seventh and eighth grade students throughout the year.

O'Rourke Rave Board

Students and staff are encouraged to nominate students that demonstrate traits of good character. The students' names will be displayed on the O'Rourke Rave Board; which is located in the hallway across from the Main Office. At the end of each quarter, students will be awarded a certificate and a snack coupon.

Attendance and Behavior Incentives

Stewart's Make Your Own Sundae coupons are awarded quarterly to students chosen at random who have perfect attendance or have zero behavior points. Incentive awards are presented to the students in front of their peers at an assembly.

Breakfast of Celebration: At the end of the 2nd and 3rd Quarters we honor students who have raised their GPA by 3.5 points and/or their PDA by .45 points or better will be honored with an invitation to the Breakfast of Celebration.

Personal Development Extraordinaires

All students receive a Personal Development grade on their report card. The 1-4 grade (4-Exceptional, 3-Proficient, 2-Inconsistent, and 1-Minimal) is determined based on personal development criteria, such as: engages in class activities, demonstrates good work habits, demonstrates best effort, attends class on time and is prepared, exhibits positive behavior and attitude, strives to improve, and works well with others. The Extraordinaires have achieved a Personal Development grade of 3.65 or above.

Grade 8 Students may earn awards to be given at the 8th grade Class Night Ceremony.

Scholastic Awards

In 8th grade, students are awarded bronze, silver, and gold medals for the average of the first three quarters.

- Students having averages from 84.5 to 89.4 are eligible for the Bronze Medal.
- Students having averages from 89.5 to 94.4 are eligible for the Silver Medal.
- Students having averages from 94.5 or above are eligible for the Gold Medal.

Departmental Awards

The English, Science, Social Studies, Math, Health, World Language, Music, Art, Family and Consumer Science, Technology, Academic Intervention Services, Special Education, and Physical Education Departments will each recognize an outstanding eighth grade student.

OTHER INFORMATION

Communications with Parents

O'Rourke Middle School parents are urged to pay attention to all communications that come from our school and our school district. Here are some key information sources for parents:

Calendar: The printed district calendar that is mailed to each BH-BL household in late August contains much more than dates. Please look through the 10 pages of prose at the front of the calendar, too. There is much information here of value to parents.

Website: Please check the district website at www.bhbl.org often, especially the O'Rourke Middle School homepage. The website is a great information source for everything from bus routes to the Middle School Daily Announcements. Also, please note that the website can be your BEST information source in an emergency or unexpected situation because we can post updated announcements there as often as necessary. Many of our teachers have classroom websites which can be accessed through the staff listing page on the Middle School website.

School Closings: When circumstances require that classes be canceled or delayed due to bad weather or an emergency, announcements are posted on our website at www.bhbl.org and on local TV stations. Announcements will normally first be given between 6:00 and 6:45 a.m. Unless otherwise noted, all scheduled use of the schools is canceled on a day when schools are closed for emergency or weather-related reasons. Parents may find that our website provides more information than the TV stations since there is no space limitation on the website. Also, although we rarely need to do this, all parents should instruct their children where to go if schools are dismissed unexpectedly during the day.

BH-BL School News Notifier: Please consider signing up for our "School News Notifier" email service through the website. SNN emails are currently the only means that the district is using to notify parents when the police inform us that a level 2 or level 3 sex offender has moved into our district. You can also sign up to receive automatic SNN emails to whatever email address(es) you provide when school is closed unexpectedly. Go to www.bhbl.org and click on the large SNN logo on the right to sign up or get more information. (Note: parents without email are welcome to view sex offender notices received to date in a notebook in the principal's office.)

Lost and Found

If you have lost any article in the school building, check the lost and found bin (located outside of the cafeteria), then check the Main Office. If you should find an article, such as jewelry, clothing, etc., please bring it to the Main Office, so that the owner may claim it. Unclaimed items may be donated to charity periodically throughout the year.

Phone Use

1. Students must have a phone pass from the teacher whose class they are in. The phone is to be used only for the reasons specified on the pass:
 - Parent requested a return call.
 - Parent notification of teacher detention or help.
 - Notification of a cancellation.
2. Students coming from the cafeteria to use the main office phone will also need a pass from a supervisor.
3. At no time are students to use their cell phones during school hours or activities.

STUDENT ACTIVITIES

Art Club	National Junior Honor Society
Book Club	Newspaper Club
Chamber Strings	Odyssey of the Mind
Chess Club	Science Club
Drama Club	Spanish Club
French Club	Student Council *
German Club	Study Circles
Literary Arts Journal	Student Sunshine Club
Math Club	Yearbook**
Middle School Jazz Ensemble	XPE Club - Grade 8

*This organization is formed to provide for student self-government and a chance for students to express themselves and to communicate with the administration and faculty.

**Students are eligible through teacher recommendation.

MODIFIED SPORTS (Grade 7 & 8)

Fall

Boys Soccer
Girls Field Hockey

Winter

Wrestling
Girls Basketball

Spring

Girls Softball

Exceptional athletes will be selectively classified for the following upper level programs (**Freshman, Junior Varsity, and Varsity**)

Fall

Boys & Girls Cross Country
Boys & Girls Golf
Boys & Girls Volleyball
Boys Soccer
Girls Swimming
Girls Field Hockey
Girls Tennis

Winter

Boys & Girls Basketball
Ice Hockey
Boys & Girls Track
Boys & Girls Skiing

Spring

Boys & Girls Track
Boys & Girls Crew
Boys Tennis
Boys Lacrosse
Girls Lacrosse