

TUCKAHOE MIDDLE SCHOOL
65 SIWANOEY BOULEVARD
EASTCHESTER, NEW YORK 10709

“Preparing Every Student for Excellence”

STUDENT HANDBOOK 2022-2023

The Tuckahoe Middle School is a community of learners, which provides a safe, physical, social, and emotional environment in which a partnership between teachers and the community serves the diverse academic needs of students. The classroom environment is disciplined, structured, and inclusive to meet the needs of all students while fulfilling the mandate of excellence set forth in the New York State Standards and Assessments. It is the belief of the Tuckahoe Middle School that reasonable, respectful, ethical communication among students, teachers, and families is a catalyst for success. While this handbook provides useful information, the District’s Code of Conduct usurps all procedures within.

914-337-5376

Middle School Office – Ext. 1245

Dr. Bart Linehan, Principal – Ext. 1269

Mr. Scott A. DeBellis, Assistant Principal – Ext. 1210

Mr. Andrew Colasuonno, Assistant Principal of Student Services & Director of Athletics – Ext. 1244

Ms. Debra DiFrancesco – Guidance Counselor – Ext. 1246

Mr. Erik Solivan – Psychologist – Ext. 1228

Special Education Office – Ext. 1226

Attendance Office – Ext. 1248

Nurse’s Office – Ext. 1236

This agenda belongs to:

NAME_____

ADDRESS_____

CITY/TOWN_____ZIP CODE_____

PHONE_____

STUDENT EMAIL_____

TMS FACULTY EMAIL ADDRESSES

Teacher email addresses can be found on the Tuckahoe Union Free School District website www.tuckahoeschools.org by clicking Tuckahoe Middle School- Directory - Email addresses.

REGULAR BELL SCHEDULE

WARNING BELL	7:35
PASSING BELL	7:39
PERIOD 1 (Announcements)	7:42 - 8:32
PERIOD 2	8:35 - 9:23
PERIOD 3	9:26 - 10:14
PERIOD 4	10:17 - 11:05
PERIOD 5	11:08 - 11:56
PERIOD 6	11:59 - 12:47
PERIOD 7	12:50 - 1:38
PERIOD 8 (Announcements)	1:41 - 2:30

There are seven sections in the Student Handbook portion of this planner. The sections are divided into the following categories:

Section 1: ATTENDANCE PROCEDURES

Section 2: EMERGENCY PROCEDURES

Section 3: HEALTH OFFICE

Section 4: CLASSROOM BEHAVIOR

Section 5: ACADEMICS

Section 6: COMMON AREAS

Section 7: STUDENT CONDUCT

SECTION 1: Attendance Procedures

ATTENDANCE

Regular attendance at school is vital for all students. Good attendance habits are an important part of every student's education. **EXCUSED** absences, as per New York State, include the following: personal illness, family illness/death, impassable roads, religious observance, required court appearances, emergency medical/dental appointments, authorized presence in administrative or nurse's offices, approved college visits (not to exceed 4 per school year), approved work programs, military obligations, music sectionals, and approved school sponsored activities. New York State defines the following reasons as **UNEXCUSED**: visiting, traveling, vacation, shopping, needed at home, caring for baby, work, and oversleeping, even with the knowledge and consent of a parent or guardian.

ABSENCE REPORTING

In the event of a student absence, parents/guardians should call the Attendance Hotline prior to 8:00 A.M. at 914-337-5376 Ext. 1248 or can email the attendance Office at: **tms-thsattendance@tuckahoeschools.org**. Parents should expect to receive an automated phone call (to their home) and an email message notifying them of their child's absence if the absence is not reported to the school. The calls/emails will go out twice a day and are scheduled for 10:30 a.m. (after 3rd period) and 3:00 p.m. The message will include the student's name, the date, and the periods he/she was marked absent. Parents will be instructed to call or email to verify the absence. A note from home detailing the reasons for the absence must accompany the student back to school and be given to the person in charge of attendance **WITHIN 24 HOURS**. This note must include date(s) of absence, reason, and parent/guardian signature. Official documentation may be requested by the school before determining an absence is "EXCUSED."

VISITORS

All visitors must enter through the Main Entrance on Siwanoy Boulevard, sign into the building at the front security desk, show proper identification and wear a visitor's badge when on the premises. Protocols posted at the front desk must be followed. Visitors are to report to the Front Desk for permission to visit anyone or any part of the Middle School. The Front Desk personnel will contact the person with whom the visitor is scheduled to meet. Permission shall be granted at the discretion of the school administration.

LATE TO FIRST PERIOD

Students who arrive at school after first period has begun must obtain a late pass from the Front Desk upon entering the school building. The late pass must be provided to the teacher of the class which the student is scheduled to be in. Unexcused lateness to school may result in administrative action. Students who are habitually absent from their first period class (and therefore "late" for school) will be addressed on an individual basis in accordance with the policies cited in this handbook and the District's Code of Conduct and Attendance policy. Oversleeping and missing the bus are not valid excuses for lateness to school and may result in disciplinary action. Chronic cases may result in suspension.

EARLY DISMISSAL PROCEDURES

Students may be released from school only with parent/guardian permission. The student must be signed out by the parent or guardian **BEFORE** the student leaves the building. Please make every effort to send a note in with your child at the beginning of the day of an early dismissal request. This helps us reduce classroom interruptions throughout the day.

SECTION 2: Emergency Procedures

EMERGENCY CLOSING

When unsafe weather conditions exist and there is the need for the closing of school, such closing will be announced over Radio Station WFAS (1230 AM dial) between 6:30 and 7:30 A.M., on Television Channel 77, via Blackboard Connect, and on our website.

DRILL PROCEDURES

At least 12 drills are held yearly; eight drills are planned before the end of December. Four must be lock-down drills, the remaining eight are required to be evacuation drills. Directions for exiting the building are posted near each classroom door and will be explained by the teacher of each class. It is vital that students adhere to the following regulations during all evacuation drills:

1. THERE IS TO BE NO TALKING.
2. Doors and windows should be closed.
3. Movement through the halls and away from the building must be in an orderly fashion.
4. Students must remain with their classroom teacher throughout the drill.
5. Students are not permitted to trespass on private property.
6. No students may re-enter the building until permission is given by the administration.

EMERGENCY INFORMATION CARD AND DISMISSAL

An emergency information card must be completed by the parent/guardian for each student and is kept on file in the Nurse's Office. In case of an emergency, the information on this card can mean the difference between prompt medical attention and serious delay. It is the responsibility of the parent/guardian to assure emergency information is current and accurate. Parents/guardians should return an updated emergency information card annually.

SECTION 3: Health Office

7th GRADE PHYSICALS

If a student is in 7th grade, or is NEW to the school district, a recent physical (within 6 months of entrance) and dental examinations are required. This is to comply with New York State Regulations.

IMMUNIZATIONS

Public Health Law 2164 requires Hepatitis B vaccine for all children enrolled in the 7th grade. Therefore, the student must begin receiving the Hepatitis Vaccine, a series of 3 injections, if he/she has not previously been immunized. At least ONE DOSE must be administered before the first day of school with appropriate documentation submitted to the Health Office

Any student entering 8th grade in the Fall should already have been administered the complete Hepatitis vaccine series of 3 injections. This series must be COMPLETED before the first day of school with appropriate proof submitted to the Health Office.

ILLNESS (HEALTH SERVICES)

Any student who becomes ill in school is to report the illness to the teacher of the class being attended. The teacher will then give the student a pass to the school nurse. If the student is too sick to remain in school, the school nurse will contact the parent/guardian to arrange transportation home. No ill student is to leave the building without first reporting to the Health Office.

MEDICINE IN SCHOOL

If, under special circumstances, it is necessary for a student to receive medication during school hours, New York State law requires the following:

1. a written note from the doctor with medication name, dose and frequency of use;
2. written permission from the parent/guardian to administer the medication;
3. medicine in the original container. This applies to all medicines, including over the counter medicine.

All medicine must be in the nurse's possession and will be administered by the nurse.

ACCIDENTS

Accidents must be reported at once to the teacher in charge or to the Middle School Main Office. Any student who becomes injured should report to the nurse.

If an injury occurs during an interscholastic sporting event, the coach will notify the parent/guardian and proper emergency medical authorities if the injury is serious enough. The nurse should be notified by the coach the following day of any injuries sustained by a student.

SECTION 4: Classroom Behavior

CLASSROOM PREPARATION

Students are expected to arrive to class promptly and to have with them all necessary materials, including their Chromebook (once assigned), notebook, pen or pencil and any books they are instructed to bring. **Cell phones and all electronic devices may not be used during instructional time or in the halls between classes. Students are expected to secure their phones during the school day as the school is not responsible for any electronic devices.**

LATENESS TO CLASS

All students are expected to arrive on time to all of their classes. Any student who is not in their assigned room when the bell rings shall be considered late. Students who are late to class disrupt the educational process of the entire class. The monitoring of student lateness to class is the responsibility of the classroom teacher. Should there be a repeat lateness, the teacher will contact the home and notify the principal of the action taken. Chronic lateness may result in disciplinary action or any other action deemed necessary by the principal.

A student who is detained by a teacher has an obligation to ask that teacher for a written pass before the student reports to his/her next class assignment. Any student who reports to class without such a pass after the bell is considered late. Student lateness will result in the appropriate progressive discipline.

FIELD TRIPS

All students participating in a field trip must return to their teacher a written parental consent form. Permission slips will be distributed by teachers in advance of any scheduled trip. Students are reminded that while on a field trip they are subject to the same rules of conduct that apply while they are in school.

Any student who is having behavioral difficulty or receives an out-of-school suspension may be prohibited from attending a field trip. The principal will review each student on a case by case basis. New students will be reviewed by administrators based upon their performance to date.

ELECTRONIC DEVICES

Cell phones and other electronic devices must be turned off during the academic day and should be secured. Students causing an interruption to the learning environment may have them confiscated and returned at the end of the school day and/or will be returned to a parent/guardian.

- | | |
|--------------------------|--|
| 1 st offense: | returned to student |
| 2 nd offense: | parent must pick up device |
| 3 rd offense: | disciplinary action for insubordination. |

Students should not use cameras or camera phones to photograph students or staff members unless it is part of a class, yearbook, club activity, or if special permission has been granted in advance by the principal. Any student recording or taking photos of another student or staff member is strictly prohibited.

BACKPACKS

Student backpacks will remain with students throughout the school day. Students should pack their backpacks each day and are reminded to only carry necessary learning materials. Please ensure student backpacks do not have valuable items such as jewelry, electronics or large sums of money as the school will not be responsible for monitoring or replacing any items that are misplaced, lost or stolen.

DRESS CODE

A student who is properly dressed gets more from the learning process than one who is trying to draw attention by his/her unusual attire. A student has the right to be able to learn without being offended or distracted by the clothing of others. For example, extremely brief garments which expose the midriff and garments such as tube tops, net tops, midriff tops, halter tops, spandex, spaghetti straps, plunging necklines, mesh shirts, tank tops, leggings (unless accompanied by a shirt covering the buttocks), short skirts or shorts and see-through garments that present distractions to the educational environment for students and staff alike are prohibited. Students coming to school with inappropriate attire will be asked to change at school provided they have appropriate clothing to change into, or the parent/guardian will be called to bring a change of clothing to the school.

A student is expected to come to school looking neat, clean and dressed in a manner that is accepted as being in good taste. Sneakers or shoes must be worn. Dress and grooming must not endanger the safety and health of other students. No advertising of alcoholic beverages, cigarettes, drugs, nor any obscene or suggestive slogans, pictures or patches are permitted. Under no circumstances will half shirts be accepted. Shorts and skirts are only acceptable if the length reaches the tip of the index finger. Students are also not allowed to wear hats or head garments in the classrooms or in the hallways during the school day except for religious purposes.

DETENTION

Students assigned to school detention for a violation of the Code of Conduct will always be given the courtesy of 24 hours notice. Once assigned to detention, it is the student's responsibility to adjust his/her schedule so he/she may fulfill the commitment. Detention will take priority over any school activity or non-school activity i.e.: work, including lab make-up, review, test make-up, athletic practices, club meetings, intramurals, etc. Students who do not arrive to detention at the specified time are considered late and are subject to an additional consequence for insubordination.

Cutting detention will result in the following:

- | | |
|---------------------|-------------------------------|
| 1 st cut | Assigned another detention |
| 2 nd cut | ½ day in school suspension |
| 3 rd cut | Full day in school suspension |

SECTION 5: Academics

GRADING POLICY

The Tuckahoe Middle School uses a numerical grading system, except for Pass/Fail courses where a student may receive a grade of: P=Pass; F= Fail. INC indicates the quarter's work is incomplete. Incomplete work must be submitted no later than 5 school days after the conclusion of the marking period in which it was due. After that time, the student loses the right to make up work and the grade will be converted to a failure. During the fourth quarter all work is due on the last day of school.

A. Final Grade: Core Academic Classes- English, Math, Science, Social Studies, Foreign Language, Band, Chorus

The final grade is determined in the following way:

Average of 4 quarter grades 100%

(Final counts as 2 test grades)

B. Final Grade: Regents Level Classes

The final grade is determined in the following way:

Average of 4 quarter grades 80%

NYS Regents Exam grade 20%

Regents exam score percentage may be split between a midterm (7%) and Regents Exam (13%) if midterm is given.

It is the teacher's responsibility to clearly indicate course requirements and required work. It is the student's responsibility to see that these standards have been met to the teacher's satisfaction.

Any grade lower than 55% needs the principal's permission.

Important reminder: All student papers must be personally handed to the teacher and not left in mailboxes.

HONOR ROLL CRITERIA

The following criteria have been established for students to be placed on the Tuckahoe Middle School Honor Roll:

Principal's List: Cumulative average of 95% with no grade below 90%

High Honor Roll: Cumulative average of 90% with no grade below 85%

Honor Roll: Cumulative average of 85% with no grade below 80%

****Also, there can be no grade of an F on the report card.***

NATIONAL JUNIOR HONOR SOCIETY CRITERIA

The following criteria have been established for students to be inducted into the National Junior Honor Society.

1. Students must be enrolled in at least one Regents class.
2. Students must participate in one significant community service activity.
3. Students must participate in at least one extracurricular activity.
4. Students must have no incomplete or pass/fail grades in any core area subjects on their report cards.
5. Students must maintain a solid 90% average (not 89.9%) (6th, 7th and first 3 quarters of 8th grade are included in the calculations.)
6. Students must have no school suspensions.

Tuckahoe Middle and High Schools

Honors/Accelerated Criteria

Middle School Courses/Transition to High School Courses:

Grade 7 students with an 87% or above final average in grade 7 Pre-Algebra may enroll in Regents Algebra in grade 8. There is no waive in process for enrollment in the Grade 8 Algebra Regent course.

In order to enroll in the Grade 9 THS Honors Program, the Grade 8 student must have a 90% average in the respective Middle School subject area and must be recommended by his/her Middle School teacher in that subject area. There is no waive-in process from Grade 8 to Grade 9 from Middle School courses.

For MS students' math/Algebra, accelerated students with an 85% or higher final average in Algebra, they will continue Acceleration in grade 9. Students with a final average of 80%--85% may choose to continue following the criteria below

For the scheduling purposes, guidance will use the average at the end of the 3rd marking period for THS Honors/accelerated placement. The middle school student's performance will be reassessed at the end of the year to assure the criteria are met.

High School:

THS students already enrolled in the Regents Program must have a 90% average with their respective teacher's recommendation in order to enroll in an Honor's course.

THS students who are already enrolled in an Honor's course or TMS student in an Accelerated HS course, Algebra, must have an 85% final average for the year in order to re-enroll in the Honors or Accelerated program at the next level.

Students Not Meeting the Grade Criteria:

Honors/Accelerated math students who do not meet the grade criteria but wish to participate in an Honors/Accelerated course at THS may do so under the following conditions:

- A. The students and his/her parent must meet with their respective guidance counselor to understand the expectations of the Honors/Accelerated Program.
- B. The Principal must review and approve the request.
- C. The parents of the student will need to sign a waiver form demonstrating they understand the risks and rigors regarding enrolling their child in the course.
- D. The student must have achieved an 80% - 85% average in previous Honors/ Accelerated course. Students with an 85% or above in a regent's course offered at the high school level also meet the criteria.
- E. The student must complete a research paper or project of Honors/Accelerated quality in the respective discipline area.
 1. Social Studies Honors Research Paper: provide an in-depth analysis on the differing roles that government played in the lives of citizens from 1860 to 1960.
 2. English Honors Research paper: compare the varying use of conflict and writing techniques in the development of character, mood, and message in two works of literature.
 3. Math Accelerated: On-line math project demonstrating skill in Kahn Academy.

Advanced Placement Criteria:

Students must have an 85% average in noted pre-requisite course and teacher recommendation.

Waive-in process: Principal approval required; subject to 1st marking period guidance/principal and teacher review.

STUDENT PROGRESS

Parents may check the academic progress of students via the parent portal, PowerSchool. Please contact Mrs. Lauren Nickoletos at extension 1252 for your user name and password.

REPORT CARDS

Report cards will be mailed home approximately ten days after the end of each marking period.

EXTRA HELP CLASSES

Each teacher sets aside a minimum of one hour a week after school to meet with students to provide extra help. A schedule posted in every school classroom and on our website indicates where and when these extra help classes take place.

HOMEWORK

Home preparation is a natural extension of classwork and is assigned regularly. Students are expected to complete assignments promptly and carefully and to plan appropriately for the completion of large projects or term papers. All projects and papers are to be given directly to the subject teacher. No papers should be left in mailboxes or on a teacher's desk.

Students will not receive full credit for homework handed in late (after the class period) for which it was assigned. The grade on an assignment handed in the next class period will be lowered by 50%. Anything after that receives no credit. Students will not be permitted to leave class to get homework.

CLASSWORK AND MAKE-UP WORK

Students who have an excused absence from a class are responsible for completing all missed classwork within 5 days from their return to class. If the classwork is not completed within the 5 day time limit, the student will receive a zero for incomplete work and the student's grade will be reduced as a result. If a student is illegally absent on the day on which the work is due, a grade of zero will be given and the work may not be made up.

CHEATING/PLAGIARISM

Cheating and plagiarism are forms of stealing and will not be tolerated at Tuckahoe Middle School. Students who are caught cheating on any quiz, test or major exam or plagiarizing any materials will be given a grade of zero on that exam or assignment. Likewise, any student discovered assisting a fellow student in attempting to cheat or plagiarize will also be given a grade of zero and will not be given the opportunity to make up the test/assignment. Appropriate disciplinary action may be taken.

ELIGIBILITY FOR CLASS/CLUB OFFICER

In order to participate as a class or club/team officer or captain, a student is expected to exhibit sound character. If a student is suspended from school, his/her status will be reviewed by the principal in conjunction with a committee of faculty members. The student may then be removed from office. A second suspendable offense calls for automatic removal from office.

DISTRICT CHROMEBOOKS

Please refer to the Tuckahoe Union Free School District's Responsible Computer Use Policy and the Google Chromebook Policy, Procedures, and Information Guide. Students and parents need to sign to participate in the program.

OBLIGATION TO RETURN SCHOOL PROPERTY

All students are obligated to return school property such as textbooks, library books, Chromebooks, athletic equipment and other publicly owned property.

SECTION 6: Common Areas

LOCKERS

Students will receive his/her locker assignment over the summer. The use of school lockers is completely optional and voluntary. Students are expected to have a lock on their locker at all times and should never share their combination with anyone. The locker belongs to the Tuckahoe Union Free School District and may be searched at any time. Students should never store food in his/her locker, other than lunch for the day. If a student has an extenuating circumstance, the parent or guardian must contact Mr. DeBellis and if necessary, arrangements will be made for the student to store approved items in an administrative office (i.e. Guidance, Assistant Principal's or Principal's Office).

CAFETERIA

The cafeteria provides a place for the student to eat lunch, either from the school or one brought from home. It is up to everyone to make the cafeteria a pleasant place to eat. Students will be assigned to eat lunch either during the first or second half of the lunch period. When not assigned to eat, students have the option to go only to one of the following places subject to available supervision:

1. Athletic Field/Gym (as weather permits)
2. Library
3. Auditorium

LUNCH/EATING AREAS

The cafeteria is the designated eating area in the school. Students are not allowed to eat in other areas of the building such as the music suite, hallways, etc. **Eating in the halls, stairwells, or lavatories is not permitted. Food and drinks are not allowed in classrooms during instructional time.**

Since time does not allow, students are not permitted to purchase food from the cafeteria between periods.

LIBRARY

The Library/Media Center contains a wide variety of reference materials, fiction and non-fiction, periodicals, and audio and visual computer software designed to meet the research and academic information needs of students. A copy machine is available for student use for a nominal fee. Students wishing to use the Library/Media Center must either obtain a pass from a teacher or report during their lunch periods. They must sign in and remain there for the entire period.

Students using the Library/Media Center are expected to conduct themselves in a responsible manner. Careful use of books and equipment, and prompt return of borrowed material are required. The privilege to attend the Library/Media Center may be withdrawn for those students who do not follow school and library rules.

LOST AND FOUND

The Lost and Found is located in the Custodian's Office Hallway. Students should remember to write their names on their notebooks and in the labels of their textbooks so that they are identifiable when they are found.

Any jewelry or other valuables found should be brought immediately to the Middle School Office. Students should not bring large sums of money or items of high value to school.

TELEPHONE USE

Office phones are for business use and may be used by students only when given permission by a staff member. Likewise, parents should telephone the school to leave messages or speak to students only when necessary.

SECTION 7: Student Conduct

STUDENT CONDUCT

Students, whether in school, on school grounds, or at a school activity are expected to conduct themselves in a manner that is appropriate, and which reflects respect for themselves and others. The main purpose of this school is to provide a quality education in a safe environment. **Anyone who interferes with or hinders this process will be subject to disciplinary action.** Fighting, destruction of school property, theft of property or disruption of instruction will result in particularly serious consequences. Students are reminded that inappropriate displays of affection are also considered unsuitable conduct.

Respect for others is a fundamental responsibility of all persons in a school building. If a student feels he/she has been treated unfairly he/she should report such instances to the administration. Arguing, shouting, or creating a scene is not acceptable behavior and may be subject to a consequence. Every effort will be made to support and respect a student's rights. It must be remembered, however, that no student has the right to:

1. refuse to comply with any reasonable request made by a staff member.
2. refuse to give his/her full name when it is requested by a staff member.
3. use language or engage in behavior that is inappropriate or insubordinate.

Students who are insubordinate or insolent in the above or similar manner will be subject to disciplinary action involving detention or suspension.

STUDENT CODE OF CONDUCT

The Tuckahoe Union Free School District's Code of Conduct can be found on the district's website, www.tuckahoeschools.org.

A student may be suspended from school or subject to other disciplinary action when the student engages in conduct that is:

- A. Disorderly, i.e. intentionally causing public inconvenience, annoyance or alarm, or recklessly creating a risk thereof by:
 - a. fighting and/or aggressive behavior (horseplay)
 - b. making unreasonable noise or disrupting the learning environment
 - c. using abusive or obscene language or gestures
 - d. disturbing any lawful assembly or meeting of persons
 - e. gambling
 - f. videotaping, taking photos or recording any school activity/student/staff without permission from a teacher or an administrator
- B. Endangers the safety, morals, health or welfare of others by:
 1. fighting or engaging in violent behavior
 2. smoking, selling, using or possessing alcohol, drugs or other controlled substances, or drug paraphernalia
 3. using or possessing any electronic nicotine or non-nicotine delivery system (including, but not limited to, e-cigarettes and/or vape pens)
 4. selling, using or possessing weapons, fireworks, lighters, or other dangerous instruments or contraband
 5. selling, using or possessing obscene materials
 6. phoning or setting false alarms or bomb threats
 7. using profane, vulgar or abusive language (including ethnic slurs)
 8. engaging in hazing, bullying and/or harassing behavior
 9. engaging in lewd behavior
 10. engaging in intimidating behavior
 11. inappropriately using personal or school technology
 12. inappropriate behavior during an emergency and/or drill i.e. lockdown, evacuation
- C. Engages in any of the following forms of academic misconduct:
 1. lateness for, missing or leaving school or class without permission or excuse
 2. cheating (including but not limited to copying, using unauthorized help sheets and the like, illegally obtaining tests in advance, substituting for a test-taker, and other forms of unauthorized collusion)
 3. plagiarism
- D. Engages in conduct which violates the Board of Education's Code of Conduct.

SUSPENSION

Suspension is an extreme form of discipline and will be reserved for particularly serious or chronic situations.

Out of school suspensions will be utilized when other methods of discipline have proven unsuccessful, or when a student's presence in school constitutes a danger to himself/herself or others. A parent conference with the principal will be required before a suspended student may return to school. Parents have the right to waive this in school conference with a telephone conference. However, the principal reserves the right to insist upon a conference if necessary.

LONG TERM SUSPENSION/EXPULSION

Students who are involved in serious offenses are subject to a long term suspension or expulsion by the Superintendent of Schools.

Conferences or official hearings with parents/guardians may be required for serious violations and suspensions.

SUPERVISION OF STUDENTS

Every staff member is responsible for the supervision of all students in relation to all school activities in school, on school grounds, and at school events both on and off campus. Staff members will exercise their authority when the circumstances so require. Students who do not follow directives from staff members will be considered insubordinate and will be subject to disciplinary action.

SCHOOL BUSES

Students who ride school buses must keep in mind that the vehicle is an extension of the school and all school policies are in full effect on the bus. Any student who is smoking, fighting, etc. on a school bus is subject to the same disciplinary action as if it were on school property. All students are expected to comply with any reasonable request made by the driver, since the welfare and safety of the students is the responsibility of the driver.

Bus riding privileges can be suspended for any student who violates the rules. Students are also subject to consequences in addition to loss of bus privileges including possible suspension from school.

CONDUCT AT ATHLETIC EVENTS

Students are expected to exhibit proper behavior at both home and away games. This includes no fighting, no booing or heckling, no throwing or dropping of refuse, and no loitering in the immediate area before or after a game. Students are expected to be responsible and follow the Code of Conduct at all athletic and after school events, whether at Tuckahoe or at another location. School policy prohibiting the use or possession of drugs or alcohol applies at all athletic events in which the school is involved, regardless of the site. Any student exhibiting non-sportsmanlike behavior will be ejected from the sporting event. Offenders may lose the privilege of attending any "at home" or "away" sporting events and may be subject to serious consequences including suspension from school.

HAZING/HARASSMENT

Every student is an important and equal member of our school community. Under no circumstances will students be permitted to act in such a way that degrades, insults, or otherwise causes a fellow student to feel unwelcome or inferior. Accordingly, no form of badgering, bullying, intimidating, or hazing will be tolerated. Students who do not adhere to this policy will be subject to disciplinary action.

SEXUAL HARASSMENT

The Tuckahoe Schools, with the Board of Education, affirms its commitment to non-discrimination and recognizes the responsibility to provide for all students an environment that is free of sexual harassment and intimidation. Sexual harassment is a violation of the law and stands in direct opposition to district policy. Therefore, the Board prohibits all forms of sexual harassment by employees and students. Generally, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Offenders will be subject to disciplinary action.

THEFT

Stealing is not tolerated at The Tuckahoe Schools. Any student who is discovered to have stolen any item(s) from the school or from a fellow student will be disciplined accordingly. Tampering with another person's computer file or locker is strictly prohibited and may result in the student's loss of access to the school computer network.

FLAMMABLE PRODUCTS

No matches, lighters, or flammable liquids may be ignited on school grounds at any time. Students found with any of these items will have them confiscated and will be subject to disciplinary action.

RANGE OF PENALTIES

The range of penalties which may be imposed by violations of the Student Disciplinary Code of Conduct include the following:

1. verbal warning
2. written warning
3. written notification to parent/guardian
4. counseling
5. probation
6. reprimand
7. responsibility room
8. suspension from transportation
9. suspension from athletic participation
10. suspension from social or extra curricular activities
11. suspensions of other privileges
12. administrative detention
13. exclusion from a particular class
14. in-school suspension
15. involuntary transfer
16. out-of-school suspension

Depending on the nature of the violation, the Board of Education desires that if feasible student discipline be progressive; i.e., a student's first violation should merit a lighter penalty than subsequent violations. The Board desires that an employee or agent take into account all relevant factors in determining an appropriate penalty. The above penalties may be imposed alone or in combination.

GUIDELINES OF DISCIPLINARY ACTIONS

All consequences are subject to the discretion of the principal.

Cutting Class:

- 1st offense: Administrative responsibility room, referral home by administrator
- 2nd offense: 2 days administrative responsibility room
- 3rd offense: 1 day in-school suspension
- Subsequent: 1 to 5 days responsibility room, out-of-school suspension

Illegal Lateness to School:

- 1st offense: Warning
- 2nd offense: 1 day responsibility room, parent notification
- 3rd offense: 1 to 5 days responsibility room, parent notification
- Subsequent: 1 to 5 days in-school suspension

Leaving School without Permission:

- 1st offense: 1 day in-school suspension, parent notification
- 2nd offense: 1 to 5 days in-school suspension, parent notification
- 3rd offense: Additional suspensions (in/out-of-school)

Truancy:

- 1st offense: Parent notification, in school suspension
- 2nd offense: 1 to 3 days suspension, parent conference
- 3rd offense: 3 to 5 days suspension, parent conference
- Subsequent: Possible Superintendent's Hearing

Disruptive Behavior:

- 1st offense: Removal, referral, parent notification, responsibility room/suspension (in/out-of-school)
- 2nd offense: Administrative conference with teacher/student, student may not return to class without parent notification
- 3rd offense: Student may not return to class without parent/ teacher/ administrative conference, responsibility room/in-school-suspension
- Subsequent: 1 to 5 responsibility rooms, out-of-school suspension

Insubordination:

- 1st offense: Administrative referral, 1 to 3 administrative responsibility rooms, parent notification
- 2nd offense: Administrative referral, 3 to 5 responsibility rooms, parent notification
- 3rd offense: Parent conference with principal/teacher, suspension (in/out-of-school)
- Subsequent: 1 to 5 days out-of-school suspension, possible Superintendent's Hearing

Harassment Student to Student:

- 1st offense: Administrative referral, Responsibility Room/suspension (in/out-of-school) (e.g., 1 to 3 days administrative responsibility room, parent notification)
- 2nd offense: Administrative referral, Responsibility Room/suspension (in/out-of-school) (e.g., 3 to 5 days administrative responsibility room, parent notification)
- 3rd offense: Parent conference with principal/teacher, in-school suspension
- Subsequent: 1 to 5 days out-of-school suspension, parent conference, possible Superintendent's Hearing

Fighting or Violent Behavior:

- 1st offense: Minimum 2 days out-of-school suspension, parent conference
- 2nd offense: Minimum 5 days out of-school-suspension, parent conference

Selling, Using and/or Possessing Alcohol, Drugs or Drug Paraphernalia:

- 1st offense: Minimum 3 days out-of-school suspension, police notification, parent conference, mandatory counseling, Superintendent's Hearing
- 2nd offense: 5 days out-of-school suspension, police notification, parent counseling, mandatory counseling, Superintendent's Hearing

False Alarms/ Bomb Threats:

- 1st offense: 5 days out-of-school suspension, police notification, parent conference, mandatory counseling, Superintendent's Hearing

Damage to School Property:

- 1st offense: Payment for damages, parent notification, minimum 2 days in- school suspension
- 2nd offense: Payment for damages, minimum two days out-of-school suspension, parent conference
- Subsequent: Payment for damages, out-of-school suspension (1 to 5 days progressive), parent conference, Superintendent's Hearing

Smoking/Vaping on School Grounds:

According to the Board of Education policy, smoking is not permitted anywhere within the school building or in any outside area of the school campus, including an electronic vaping device. Furthermore, all tobacco products such as liquid nicotine products or chewing tobacco are banned from school premises. E-cigarettes/vape pen paraphernalia or such type items are also not permitted on school property or at sponsored school activities. This policy will be strictly enforced, and disciplinary action will be taken for non-compliance.

- 1st offense: Suspension out of school, parent conference
- 2nd offense: Suspension out of school; referral to Superintendent.

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

The Tuckahoe Union Free School District provides each district-enrolled student with an opportunity to develop his/her own interests and to work cooperatively in groups through the sponsorship of a variety of extracurricular activities (athletics, clubs, etc.). It is important that as a representative of the school, each student must maintain an acceptable level of attendance, academic performance and positive behavior. It is a privilege to represent the school district; therefore, the following eligibility requirements have been set.

Attendance Eligibility

A student must be officially signed into school no later than the end of third period to participate in any athletic event and/or extracurricular activity for that day. Under extenuating circumstances, such as a funeral, college visit, etc. the principal may give a student permission to participate.

Extracurricular activities are a privilege and all attendance infractions will be taken into consideration for eligibility status.

Behavior Eligibility

A student must maintain a positive attitude and decorum that is beneficial to the school and community. Any misbehavior may result in a suspension from the activity. The Principal will decide if the student may participate in the day's activity. Any student who has been suspended (internally and/or externally) will be ineligible to participate during the suspension period.

Academic Eligibility

Student eligibility will be determined by the Progress Reports and the Quarterly Report Cards of the Tuckahoe Schools and an approved out of district placement.

Progress Report Eligibility

ONE Failure (Probation):

1. The student may participate in all activities.
2. The student must meet with his/her guidance counselor to discuss methods of improvement.

TWO Failures:

1. The student may NOT participate in ANY activity for FIVE school days.
2. The student must meet with his/her guidance counselor to discuss methods of improvement.
3. The student is expected to attend extra help in the failed subjects.
4. On the FIFTH school day, the student MUST see his/her guidance counselor to obtain an Academic Eligibility Form.
5. By the end of the FIFTH day, the form MUST be returned to the guidance counselor to determine eligibility.
6. If the student is passing one of the subjects previously noted as failing, the student may return to the activity, practice and/or game competition on the next day.
7. If the student has two failures in the two subjects on the FIFTH day, the student remains ineligible to participate for another two weeks. After this period, the student will be reassessed for eligibility.

****It is the responsibility of the student to obtain, complete, and return the Academic Eligibility Form to the guidance office in order to get reinstated to eligibility status.**

THREE or more Failures:

1. The student is INELIGIBLE to participate in any after school activity for a minimum of THREE weeks.
2. The student must meet with his/her guidance counselor to discuss methods of improvement.
3. The student is expected to attend extra help in the failed subjects.
4. During the THIRD week, the student must have an Academic Eligibility Form completed by ALL of his/her teachers to determine if he/she will be able to participate during the fourth week. It is the responsibility of the student to obtain, complete and return the form to the guidance office in order to get reinstated to eligibility status. The student must be passing two of the three aforementioned subjects.

Report Card Eligibility:

ONE Failure (Probation):

1. The student may participate in all activities.
2. The student must meet with his/her guidance counselor to discuss methods of improvement.

TWO or more failures:

1. The student may NOT participate in ANY activity for a minimum of three weeks.
2. The student must meet with his/her guidance counselor to discuss methods of improvement.
3. The student is expected to attend help in the failed subjects.
4. During the third week, the student must have an Academic Eligibility Form completed by ALL of his/her teachers to determine if he/she will be able to participate during the fourth week. It is the responsibility of the student to obtain, complete and return the form to the guidance office in order to get reinstated to eligibility status.

**Fall eligibility will be determined by Final Report Card grades in June. Students who have more than one failure at the end of the school year must attend and pass summer school. He/she will be ineligible to participate in any fall activities with the failure of more than one subject for the first three weeks of school. At the end of the third week, the student must have an academic eligibility form completed by ALL teachers to determine eligibility in the fourth week. Fall eligibility will be reviewed using the summer school results during the first week of school.