



Ballston Spa Middle School

210 Ballston Avenue
Ballston Spa, New York 12020
884-7200 Phone
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www.bscsd.org



STUDENT HANDBOOK 2016-17

Mrs. Pamela Motler
Principal

Mr. Andrew Muller II and Mrs. Kimberly Bolster
Assistant Principals

THE MISSION OF THE BALLSTON SPA MIDDLE SCHOOL

To develop in students a sense of responsibility and discipline, and a desire for knowledge, in an atmosphere that encourages self-esteem and respect for others.

This agenda belongs to:

NAME _____ TEAM _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NUMBER _____

INQUIRIES

Questions regarding a student’s program of studies or requests for parent conferences should be directed to the Counseling Office. Questions regarding a student’s academic progress in a specific course should be directed to your child’s teacher.

| | | |
|---|---|-------------------|
| Assistant Principals’ Office Mr. Muller Mrs. Bolster Secretary: Mrs. Natale | amuller@bscsd.org kbolster@bscsd.org lnatale@bscsd.org | x4306 |
| Attendance Office Mrs. Belleard | mbelleard@bscsd.org | x4325 |
| Cafeteria | | x4328 |
| CSE Coordinator Secretary: Ms. Tino | stino@bscsd.org | 884-7195 x1405 |
| Deans’ Office Mrs. Cline Mrs. Iovinella Secretary: Mrs. Martindale | kcline@bscsd.org aiovinella@bscsd.org dmartindale@bscsd.org | x4302 |
| Director of Special Education Ms. Canzone Secretary: Ms. Ivers | kcanzone@bscsd.org civers@bscsd.org | 884-7195 x1336 |
| Guidance and Counseling Office Mrs. O’Connor Mr. Osborne Mrs. Palmer Mrs. Piotrowski Secretaries: Mrs. Micare Mrs. Morrissey | coconnor@bscsd.org eosborne@bscsd.org mpalmer@bscsd.org cpiotrowski@bscsd.org dmicare@bscsd.org smorrissey@bscsd.org | x4310 x4301 |
| Main Office Secretary: Mrs. Natale | lnatale@bscsd.org | X4306 |
| Nurse’s Office Mrs. Pezzulo | epezzulo@bscsd.org | x4320 |
| Principal’s Office Mrs. Motler Secretary: Mrs. Natale | pmotler@bscsd.org lnatale@bscsd.org | x4306 |
| Receptionist/Switchboard Mrs. Brogan | jbrogan@bscsd.org | 0 |
| Social Workers Mrs. Jones Mrs. Wichrowski | cjones@bscsd.org gwichrowski@bscsd.org | x4339 x4341 |
| Supervisor of Special Education K-8 Mr. Wright Secretary: Ms. Roemelt | mwright@bscsd.org droemelt@bscsd.org | X4317 |
| Transportation | | 884-7140 |

Dear Parent/Guardian:

We ask that you review the Student Agenda with your child. Please sign below.

My child, _____, and I have reviewed and understand the Student Handbook and the BALLSTON SPA MIDDLE SCHOOL CODE OF CONDUCT for the 2016-17 school year.

Student Signature

Parent/Guardian Signature

Date

SCHOOL POLICIES

ATTENDANCE

The Board of Education of the Ballston Spa School District recognizes that student attendance in school is an important component of student success. Student interaction with teachers and other students in class helps to enhance the academic learning experience, provides a basis by which students can demonstrate mastery of subject matter and is required by the Commissioner of Education. One objective of the attendance policy is to ensure sufficient pupil attendance to all scheduled periods of actual instruction or supervised study activities to permit pupils to succeed in meeting the Common Core Standards.

Attendance shall be recorded during each scheduled period. Any absence for a school day or portion thereof shall be recorded as *excused* or *unexcused* as defined below. In the event that a student arrives late for or departs early from scheduled instruction, such tardiness or early departure shall be recorded as *excused* or *unexcused* as defined below.

Excused vs. unexcused absences and tardiness:

The following reasons for pupil absence, tardiness, and early departure shall be considered by the Board of Education to be excused:

- illness
- illness or death in family
- unsafe travel conditions
- religious observance
- approved school-based cooperative work programs
- required court appearances
- participation in a school-sponsored activity
- up to three (3) approved college visits (*HS only*)
- quarantine

Any other pupil absence, tardiness or early departure is considered by the Board of Education to be unexcused. Each absence, tardiness and early departure shall be accounted for by the *designated school attendance personnel* in the register of attendance and shall be entered as *excused* or *unexcused*.

It is the responsibility of the parents/guardians to notify the Attendance Office by telephone in the morning of the absence, tardiness, or at the time of early departure as to the reason for such absence, tardiness, or early departure. In addition to any oral notification, parents/guardians must provide a **written excuse within 10 days of returning to school** containing the date of the absence, tardiness, or early departure and reason for such.

Tardy Policy:

The following consequences will be assigned for tardiness

- | | |
|-----------------------|------------------------|
| 5 days = 1 detention | 11 days = 3 detentions |
| 8 days = 2 detentions | 14 days = ALA |

* Such cycle will repeat/restart each quarter and/or when the student has surpassed the outlined cycle in one quarter.

LEAVING THE BUILDING DURING SCHOOL HOURS

Students may not leave the building for any reason (including illness) without permission. Permission to leave the building must be obtained from the Attendance Office. In order to be excused from school students must present a written permission statement showing date, reason, and a parent's/guardian's signature. This must be presented to the Attendance Office in the morning. Parents or guardians taking children out of school during the day must report to the Receptionist's Desk and be identified.

HEALTH SERVICES

If a student becomes ill in school, he/she should report to the nurse, who will decide what should be done. Students must not leave the building because of illness without authorization. If the nurse is not in, students are to report to the Main Office.

TRANSPORTATION

Proper conduct is expected on the bus at all times. Students may have bus privileges suspended for improper conduct on a bus. Students will receive the School Bus Safety Code in August, and parents and students must sign and return the “Parent and Good Faith Agreement for Bus Safety” to their bus driver. Bicycle racks are located near the main entrance for students who ride a bicycle to school. Bicycles must be securely locked to the racks.

ACCIDENTS

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the Main Office.

VISITORS

All visitors must report to the Receptionist and be ready to present their driver’s license. At no time are visitors permitted to disturb the procedure of the school. Persons proceeding past the lobby without authorization are subject to arrest for criminal trespass.

SCHOOL PHONES

Students may request permission to use the phone dedicated for student use which is located in the Counseling Office.

ELECTRONIC DEVICES

All electronic devices, including but not limited to, blackberry devices and other PDAs; iPods and MP3 players; iPads, tablets and other eReaders; laptops, notebooks, or any other personal computing devices; cameras or other photographic equipment; headphones, headsets, or in-ear headphones, such as earbuds; any other device capable of recording audio, photographic or video content, or capable of viewing or playing back such content, must be turned off and stored in lockers at all times.

EDUCATIONAL OPPORTUNITIES

Educational opportunities including vocational education opportunities are offered to students without regard to sex, race, color, national origin, or handicap. Grievance procedures are available to interested persons by contacting the Superintendent of Schools.

STUDENT RESPONSIBILITY AND REGULATIONS

Good citizenship is a must for all students. It involves personal responsibilities such as demonstrating courtesy and respect to other pupils as well as teachers, obeying rules and regulations, and maintaining a proper attitude toward authority. When a student does not comply with his/her responsibilities to the school or the regulations of the school, corrective measures will be instituted. Severe or chronic misbehavior will result in suspension. A copy of the entire Board of Education Code of Conduct is available for all parents/guardians and students at www.bcsd.org. Click on the Board of Education tab on the Home page; the Code is under Related Files.

LOCKERS

At the beginning of each year, each student is given a locker in which to keep his/her coat and books. Students must not share their locker combination or locker with anyone. Students should not keep items of high value in their locker. Students must pay for a lost lock.

CARE OF TEXTBOOKS

Textbooks represent a considerable investment of school funds. All students are held responsible for the proper use and care of books issued to them. Students are expected to:

- Provide **non-adhesive** book covers for each book
- Avoid defacing or otherwise damaging books
- Pay fines assessed for any lost or damaged book

HONOR ROLL

Honor Roll is printed after each ten-week grading period. Grades for all courses during the ten-week period are averaged to determine eligibility for the Honor Roll. A student must attain an average of 85% to 89.99% for Honor Roll, 90% to 94.99% for High Honor Roll, and 95% and above for the Principal's List. Incompletes or failures automatically exclude students from the Honor Roll.

HOMEWORK

Homework in most subject areas will be assigned on a regular basis. A student is expected to complete homework assignments regularly.

ASSIGNMENTS FOR STUDENTS ABSENT FROM SCHOOL

A parent may call the Counseling Office (884-7200 ext. 4310) to request assignments when a child is absent from school *for more than one day*. Please note that the Counseling Office requires *24-hour notice* to collect assignments. The assignments would be available after 2:30 PM on the day following the request. Students who are absent for only one day are expected to collect their assignments from their teachers upon their return to school.

EXTRA HELP

Students may always seek extra help from their teachers if they do not understand an assignment, if the work is difficult, or if they have been absent and have missed assignments and class discussion. Arrange a conference with your teacher before or after school, or at any time convenient to both of you during the day. A teacher will sometimes request that a student stay after school if it is apparent that the student is having difficulty with his/her work.

PARENT CONFERENCES

Parents may make appointments for conferences with teachers by contacting their child's school counselor. The telephone number for the Counseling Office is 884-7200 ext. 4310.

COUNSELING OFFICE

Counseling services are available for every student in the school. Students wishing to visit a counselor should contact the secretary in the Counseling Office to make an appointment. These services include:

- Assistance with educational planning
- Occupational information
- Interpretation of test scores
- Career information
- School and/or social concerns, or any question a student may wish to discuss

REPORT CARDS AND PROGRESS REPORTS

There are four grading periods per year. These periods close in November, January, April, and June, respectively. Report cards will be mailed home at the close of each marking period. In addition, Interim Reports are mailed home five weeks prior to the issuance of report cards to document student progress during the marking period. Parents are encouraged to contact the teacher of the subject, or the school counselor to discuss any questions or concerns. All incompletes must be made up within five weeks of the end of the marking period.

PASSING IN THE HALLS

Running, pushing, shouting, scuffling, and other forms of disturbance are not permitted in the halls at any time. Students should keep to the right when moving through the halls. While classes are in session students are not permitted in the halls without a pass. This pass, in addition to having the signature of the issuing teacher, should be signed with the proper time indicated by any teacher to whom the student reports.

CAFETERIA

The school lunch program is operated as a service so students may obtain at least one-third of their daily caloric requirements. We all look forward to lunch period as one of pleasure, relaxation, and an opportunity to chat with friends. Students must obey the following rules and regulations:

1. All school rules apply
2. Students will remain seated unless purchasing or throwing out food
3. Students must have a pre-signed pass to leave the cafeteria
4. Students must ask permission to use bathrooms
5. Students will not throw anything
6. Students must clean up after themselves

BSMS SILVER CARD

The Silver Card is designed as a reward program for students who regularly behave in a positive, responsible manner in school and at school-related activities. Responsibility ratings will be presented on the report cards.

Silver Card privileges:

- The Silver Card may be used as a pass from class to various locations in the school building.
- The Silver Card allows for reduced admission to selected school activities.

Silver Card Criteria:

Teachers will rate their students on a 1 to 4 scale each marking period. The responsibility index must be 3.6 or higher to earn a Silver Card. Responsibility ratings are awarded on how well the students demonstrate the following behaviors:

| | Respect | Homework | Responsibility | Preparation |
|----------|--|--|---|---|
| 4 | Student always shows respect for him/herself and all others in the building. Shows respect for school facilities, as well. | Homework is completed on time on a daily basis (when assigned) and work shows quality effort. Student seeks help when the assignment is difficult. | Student arrives to class on time and contributes in class. Work is made up in a timely manner after an absence. | Student arrives to class prepared with all necessary materials. Student is cooperative and work reflects the student's best effort. |
| 3 | Student shows respect for him/herself and others on a regular basis. Student is respectful of the school. | Homework is completed most of the time (approx. 3/4 of the time) and work shows quality effort. Student seeks help when the assignment is difficult. | Student usually arrives to class on time and contributes sometimes. Work is made up, but student needs to be reminded to do so. | Student usually arrives to class with materials needed for class. Student is mostly cooperative and work reflects good effort. |
| 2 | Student is disrespectful of him/herself and others on a consistent basis. Needs reminders and adult guidance. | Homework is sometimes completed and may or may not be completed with quality effort. Student seeks help when the assignment is difficult. | Student arrives to class late without a pass and is not cooperative. Student rarely makes up work after an absence. | Student arrives sometimes with materials. Has to ask to go to locker several times a week and effort is minimal. |
| 1 | Rarely shows respect for him/herself and others. Is disrespectful of the school facilities. Student has been removed from class in the past. | Homework is rarely completed; therefore the homework average is failing. Student does not seek help when the assignment is difficult. | Student arrives late to class on a regular basis and is uncooperative. Work is not made up after an absence. | Student arrives to class without necessary materials on a regular basis. Effort is lacking. |

Responsibility Index Scale:

- 4 Quality Points:* "Distinguished" means that all responsibility standards have been consistently achieved.
- 3 Quality Points:* "Potential Candidate" means that most responsibility standards are frequently achieved.
- 2 Quality Points:* "Developing" means that the student needs guidance to meet the requirements.
- 1 Quality Point:* "Unsatisfactory" means that the student requires direct instruction and needs to make better choices.

The Silver Card can be revoked at any time the student does not behave in a way that is expected of a cardholder. Some of the behaviors that could lead to the Silver Card being taken away include, but are not limited to, the following:

- Insubordination
- Smoking
- Fighting
- Truancy
- Drug related offenses
- Civil or Youth court convictions
- Any misuse of the Silver Card
- Misplacement of card will "misplace" privilege

STUDENT CONDUCT

**Ballston Spa Middle School
Code of Conduct
2016-2017**



**Middle Level Dignity
Act Coordinators:
Mrs. Motler
Mr. Muller**

School-Wide Student Interaction Statement:

Ballston Spa Middle School has broad discretionary authority to monitor and intervene for the purpose of maintaining safety, order and discipline when something is perceived to be improper or unauthorized.

Our school is committed to providing a safe and orderly school environment where students may receive quality educational services without disruption or interference. Responsible behavior by students, parents and other visitors is essential to achieving this goal.

Our school has a set of expectations for conduct on school property and at school functions as well as off school property. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity. We have outlined the expectations for acceptable conduct at our middle school. We will ensure that discipline, when necessary, is administered promptly and fairly.

Our code of conduct applies to all students, school personnel, parents and other visitors when on school property or attending a school function. In addition to this middle school code of conduct, middle school students are expected to abide by the Board of Education District Code of Conduct and will be subject to disciplinary procedures outlined in that policy. We encourage parents to review this abridged Code of Conduct that outlines student and parent responsibilities, as well as the entire District Code of Conduct with your children.

For the complete Board of Education Code of Conduct, please refer to the District Website at www.bscsd.org. Click on the Parent Resources tab. Click on Dignity Act (on the menu on the left), then click on Code of Conduct.

All students have the right to:

1. Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, religious practice, weight, gender, gender identity, sex, sexual orientation or disability.
2. Tell their version of an event that took place to school administrators who are allowed to give a consequence if school rules are broken.
3. Access school rules and, when necessary, receive an explanation of those rules from school personnel.
4. To be protected from intimidation, harassment or discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, sex, gender, including gender identity, sexual orientation or disability, by employees or students on school property or at a school sponsored event, function or activity.

Student Responsibilities: In our school, all students are expected to be safe, be respectful and be responsible. Here is what a Ballston Spa Middle School Student looks like in all common areas of our building:

School Wide Responsibilities:

- Treat others with kindness and respect
- Follow directions the first time they are given
- Keep hands, feet, object and unkind words or gestures to yourself
- Dress appropriately according to the dress code
- Keep BSMS neat, clean and litter free

Cafeteria Responsibilities:

- Wait patiently in line
- Be respectful when stating your lunch choice
- Keep and leave your eating area clean
- Choose a seat and remain seated
- Follow adult directions

School Event Responsibilities:

- Enter and exit quietly
- Be courteous by facing the speaker
- Sit upright and remain seated
- Applaud respectfully
- Raise your hand quietly and wait to be recognized

Hallway Responsibilities:

- Use appropriate language, volume and tone
- Walk on the right side of the hallway
- Follow adult directions
- Keep your hands and feet to yourself
- Allow everyone the space to access their lockers

Restroom Responsibilities:

- Give other students privacy
- Remember to flush
- Wash your hands
- Report unsanitary behaviors
- Keep bathrooms and stalls graffiti-free

Arrival and Dismissal Responsibilities:

- Walk safely, please do not run
- Make room for proper traffic flow
- Wait quietly to be released
- Go directly to your classroom or the bus
- Skateboards and bikes are not allowed in the bus loop

In addition, all students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
6. Work to develop mechanisms to control their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to discipline.
9. Dress appropriately for school and school functions.
10. Accept responsibility for their actions.
11. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
12. Respect one another and treat each other fairly and civilly in accordance with the District Code of Conduct and provisions of the Dignity for All Students Act, including the responsibility to conduct themselves in a manner that fosters an environment free from intimidation, harassment or discrimination.

Essential Partners:

A. Parents

All parents are expected to:

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

Student Dress Code:

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other school personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up, and nails, shall:

- A. Be safe, appropriate and not disrupt or interfere with the educational process. A student's attire shall not be excessively baggy. Students will keep coats and jackets in their lockers during the school day.
- B. Recognize that extremely brief (small) garments such as tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back) and see-through garments are not appropriate. A student's attire will ensure their midriff (stomach) is completely covered.
- C. Ensure that underwear is completely covered with outer clothing.
- D. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
- E. Not include items that are vulgar, obscene or put others down on account of actual or perceived race, color, weight, religion or religious practice, creed, national origin, gender and gender identity, sexual orientation, sex or disability.
- F. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities. This includes not wearing gang symbols, signs, colors, or other related apparel.
- G. Not include the wearing of hats or head coverings in the classroom except for a medical or religious purpose.

Building Administration will inform all students and their parents of the student dress code at the beginning of the school year via our Student Agenda, and of any revisions we might make to the dress code during the school year.

Students who violate the student dress code will be required to modify their appearance by covering or removing the offending item, and if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

New York's Dignity for All Students Act:

Bullying is the creation of a hostile school environment by conduct or by threats, intimidation or abuse, including cyber bullying that either has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits and/or physical well being or that would cause emotional harm.

Cyber bullying is defined as harassment or bullying by any form of electronic communication, and includes incidents that may occur off school property if the incident creates or foreseeably creates a risk of substantial disruption within the school environment.

Reporting Bullying or Cyber Bullying:

Parents and students have a responsibility to report suspected bullying or cyber bullying to school administration and/or the School's Dignity Act Coordinators. Reporting suspected bullying can be done through the Dean's office, the Guidance office, the Assistant Principal's office or the Principal's office.

Reporting Violations:

All students are expected to promptly report violations of the code of conduct to a teacher, guidance counselor, the Building Principal or his/her designee. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, the Principal, the Principal's designee or the Superintendent of Schools. Any student observing a student being harassed or discriminated against by another student or a staff member shall report this information immediately to a teacher, the Principal, the Principal's designee, the Superintendent of Schools or the Dignity Act Coordinator.

Staff who know or reasonably should know of possible harassment or discrimination must take immediate and appropriate action to report the incident to the Principal, the Principal's designee, the Superintendent of schools or the Dignity Act Coordinator. Following the report, the District shall investigate or otherwise determine what occurred and should take prompt and effective steps reasonably calculated to end the harassment or discrimination, eliminate any hostile environment and prevent the conduct from reoccurring.

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

Any weapon, alcohol, tobacco, or illegal substance found shall be confiscated immediately, if possible, followed by notification to the parent of the student involved and the appropriate disciplinary sanction, which may include permanent suspension and referral for prosecution.

The Principal or his/her designee must notify the appropriate local law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of a school as soon as practical, but in no event later than the close of business the day the Principal or his/her designee learns of the violation. The notification must identify the student and explain the conduct that violated the code of conduct and constituted a crime.

Disciplinary Penalties, Procedures and Referrals:

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student's age.
2. The nature of the offense and the circumstances, which led to the offense.
3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Information from parents, teachers and/or others, as appropriate.
6. Other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with the separate requirements of this code of conduct for disciplining students with a disability or presumed to have a disability. A student identified as having a disability shall not be disciplined for behavior related to his/her disability.

A. Penalties

Students who are found to have violated the district's code of conduct may be subject to the following penalties, either alone or in combination. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process.

1. Oral warning – any member of the district staff
2. Written warning – bus drivers, hall and lunch monitors, coaches, guidance counselors, teachers, Principal, Superintendent
3. Written notification to parent – bus driver, hall and lunch monitors, coaches, guidance counselors, teachers, Principal or his/her designee, Superintendent
4. Detention – teachers, Principal or his/her designee, Superintendent
5. Suspension from transportation – Director of Transportation, Principal or his/her designee, Superintendent
6. Suspension from athletic participation – coaches, athletic director Principal or his/her designee, Superintendent
7. Suspension from social or extracurricular activities – activity director, Principal or his/her designee, Superintendent
8. Suspension of other privileges – Principal or his/her designee, Superintendent
9. In-school suspension – Principal, Superintendent
10. Alternatives-to-Suspension Program (For tobacco violations only) – Principal, or his/her designee, Superintendent
11. Removal from classroom by teacher – teachers, Principal or his/her designee
12. Short-term (five days or less) suspension from school – Principal, Superintendent, Board
13. Long-term (more than five days) suspension from school – Principal, Superintendent, Board
14. Permanent suspension from school – Superintendent, Board

B. Procedures

The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with the imposition of the penalty.

MIDDLE SCHOOL CLUBS AND ORGANIZATIONS

Activity Night: Sixth grade has an activity night, which can be scheduled throughout the year. Food and beverages are sold. Parents must provide transportation.

Art Club: Students are provided a creative outlet as they strive to bring artwork to the building. They participate in an ongoing mural project with the library every year, and work with other clubs when needed.

Best Buddies: This club creates opportunities for one-to-one friendships, and leadership development for people with intellectual and developmental disabilities. Students with and without disabilities are matched in a mutually enriching one-to-one friendship. Activities include monthly meetings in the Gateway classroom that foster positive interaction and collaboration between members, and monthly meetings with peer buddies (students without intellectual and developmental disabilities) to enable them to feel comfortable in their roles within the club.

Dances: All Ballston Spa Middle School students may attend. Food and beverages are sold at the dances. Parents must provide transportation and ensure that students are picked up promptly. Failure to do this could result in not being allowed to attend the next dance.

Environmental Club: This club builds school and community awareness of the environment. Activities include garbage clean ups, multiple recycle programs, trout in the classroom and trout release, garden/greenhouse plantings and recycled bird feeders.

FCCLA: The purpose of FCCLA is to promote personal growth and leadership development through Family and Consumer Sciences education. Focusing on the multiple roles of family member, wage earner and community leader, members develop skills for life through character development; creative and critical thinking; interpersonal communications; practical knowledge; and career preparation.

We reach out to our community for service projects and within our group to share skills. All projects are student driven.

GOC: The GOC meets once per month to provide female students with activities and events to help them become more confident and more invested in the school setting. There is no strict "requirement" for being a part of the group; just that the student would benefit from an additional positive female role model in their lives.

International Club: Students explore various world cultures. Activities have included multicultural holiday celebrations, Zumba dance, African jewelry making, card making, the history of chocolate and the importance of the Fair Trade Movement, a foreign film night and an international board game day. Future activities will include international cooking, guest speakers, more opportunities for family and community participation, as well as community service on both a local and global level.

Jazz Band: This ensemble meets once a week and has no less than two performances a year. The purpose of this group is to rehearse and perform jazz music while encouraging improvisation.

Junior SurvYvor: The club focuses on building both self-esteem, and sound relationships between teens and adults in the building and between teens and their peers. Activities include discussing difficulties encountered in school and brainstorming solutions. Once a month, members interact in a fun, athletic setting.

Launching Pad: Middle School students produce at least one show per year. Rehearsals are after school. Students can also be a part of the stage crew or sound and lighting crew. Students from all grade levels are encouraged to participate.

National Junior Honor Society: The goal of the club is to encourage students' development in the areas of scholarship, service, leadership, citizenship and character.

NCBI: NCBI stands for the National Coalition Building Institute. It is an international organization which works to teach about prejudice and discrimination and helps different groups of people learn to accept each other through forming friendships and becoming allies. Our goal is to have all Middle School students become part of our community of caring, generosity and kindness. Students will participate in club and whole-school activities to help make Ballston Spa Middle School the most welcoming place for all. The Middle School is a Gold Star No Place for Hate school through the Anti-Defamation League.

Odyssey of the Mind: This is a long-term problem-solving program. A group of seven students works together to develop solutions for a variety of tasks. Competitions are held in February.

Penny Harvest: This club raises a school-wide collection of pennies to donate to the charities of the club's choice. Students collect pennies within their grade level. Harvest leaders then have round table discussions to learn about various charities and decide which to donate to.

Peer Leader: The Peer Leader Program is designed to help sixth graders transition into the Middle School. Peer Leaders help students learn how to navigate the building, open their lockers, organize their materials, take the late bus and so much more! Peer Leaders are more than just role models to their 6th graders, they become great friends! Peer Leaders meet monthly after school with their advisors and attend at a minimum one evening or after school event with their 6th graders.

Robotics Club: Members learn team work and develop core values through problem solving. Its three teams participate in programming, building and research. A final tournament is held at RPI in December.

Rubik's Club: Always wonder how to solve the mysterious colored cube...well you are in luck! We have a Rubik's cube club where we get together to learn and talk strategy. We meet once a week either during lunch or after school. It is an informal group of students looking to master the cube, hope to see you there.

Service Club: Students participate in service-related activities within the school and community.

Ski Club: Beginners to advanced skiers/boarders take a bus to West Mountain in Queensbury four Thursdays in January. More information is available in the fall/winter.

Student Council: This is the student government for all Middle School clubs and activities. Student elections occur in mid-October.

Students Helping Students: This is a weekly tutoring/ mentoring program where select high school students come to the middle school to work with students on academics. This is a great mentoring opportunity for the high school and middle school students. It also eases the transition for many middle school students as they go to the high school.

Yearbook: The club plans and designs the yearbook. Students take pictures, choose layouts, organize receipts, and collaborate to choose the best design of the book. Advisors guide students through the decision process.

Students may not attend a dance or Activity Night if they have been assigned in-school or out-of-school suspension since the last dance held. General poor school behavior and/or a number of unexcused absences may also result in a student being unable to attend these events.

Reading Record

Name _____ Team _____

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