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**Mr. Pogue**  
Principal

**Mr. Rockwell**  
Assistant Principal

# **TAMARAC SECONDARY SCHOOL**

## **STUDENT HANDBOOK**

**GRADES 9-12**

**2011-2012**

NAME

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TO: ALL SECONDARY SCHOOL STUDENTS (Grade 9 - 12)

FROM: Mr. Richard Pogue, Secondary Principal

DATE: September 1, 2011

SUBJECT: STUDENT HANDBOOKS

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The contents of this Handbook are intended to familiarize you and your parents with pertinent policies, regulations, practices and laws regarding various aspects of the high school program. Please take it home to share with your parents. It is your responsibility to become familiar with the contents.

Just a reminder, Federal and State Laws, as well as Board of Education policy, prohibits smoking anywhere on school grounds at all times. (This includes school buses and sports fields.) **Students are permitted to carry cell phones; however, they must be turned off during school hours. If students violate this rule, the cell phone may be confiscated by any member of the school staff. Cell phones can only be used when administration deems necessary in an emergency.**

**All Board of Education Policies referenced in this handbook may be found on our website at [www.brittonkill.k12.ny.us](http://www.brittonkill.k12.ny.us) or in the main office.**

If you or your parents have any questions or concerns with the contents of this handbook, teachers, counselors, and administrators will be glad to discuss them with you.

RP/bjj

**BRITTONKILL CENTRAL SCHOOL DISTRICT  
TAMARAC HIGH SCHOOL**  
3992 NY 2, Troy, New York 12180  
(518) 279-4600 ext. 2402 or 2403 - FAX (518) 279-3888

**Bell Schedule**

WARNING.....	7:26 AM
LATE BELL.....	7:30
HOMEROOM.....	7:30 - 7:37
PERIOD 1.....	7:40 - 8:22
PERIOD 2.....	8:26 - 9:06
PERIOD 3.....	9:09 - 9:49
PERIOD 4.....	9:52 - 10:32
PERIOD 5 (LUNCH).....	10:35 - 11:15
PERIOD 6 (LUNCH).....	11:19 - 11:59
PERIOD 7 (LUNCH).....	12:03 - 12:43 PM
PERIOD 8.....	12:47 - 1:27
PERIOD 9.....	1:31 - 2:11

**Votec Schedule**

**Morning**  
8:40 – 11:00 AM  
(Bus leaves Tamarac at 8:15 AM)

**Afternoon**  
12:00 - 2:30 PM  
(Bus leaves at 11:40 AM)

**TWO HOUR DELAYED OPENING SCHEDULE**

Warning Bell.....	9:26 AM
Late Bell.....	9:30
Homeroom.....	9:30 - 9:35
Period 1.....	9:38 – 10:05
Period 2.....	10:08 – 10:35
Period 3.....	10:38 – 11:05
Period 4.....	11:08 – 11:35
Period 5 (LUNCH).....	11:38 – 12:05 PM
Period 6 (LUNCH).....	12:09 – 12:38
Period 7 (LUNCH).....	12:42 - 1:09
Period 8.....	1:13 - 1:40
Period 9.....	1:44 - 2:11

**Note: Vocational School Dismissal Times to be announced.**  
\*NO MORNING VOTEC TRANSPORTATION IS PROVIDED.

**All afternoon bus departure and/or pick up schedules will be on a regular schedule.  
If school is closed early, all events, games, practices, etc. will be cancelled.**

**ALMA MATER**

Mid the rolling hills of Brunswick,  
with the sky so blue;  
There stands our honored Alma Mater,  
stirring sight to view.  
For strength and knowledge gained from thee,  
our loyal banners fly;  
We proudly raise the Red and White,  
all praise to Tam'rac High

-Robert Claus

# STUDENT BILL OF RIGHTS

STUDENTS AT TAMARAC HIGH SCHOOL ARE ENTITLED TO THE FOLLOWING BASIC RIGHTS:

1. The right to an education.
2. The right to protest harassment by a school employee.
3. The right to fair and equal treatment without regard to race, sex, or national origin.
4. The right to expect disciplinary action to be firm, fair, consistent with stated policy and to consider extenuating and mitigating circumstances.
5. The right to be suspended from instruction only after rights pursuant to Education Law Section 3214 have been observed including the right to appeal the impartation of any disciplinary action.
6. The right in all disciplinary matters to have the opportunity to present their version of the facts and circumstances and to have such facts and circumstances considered in connection with the imposition of any disciplinary sanction.
7. The right to take part in all District activities unless properly suspended from participation pursuant to the District's discipline policy.
8. The right to take part in student government activities unless properly suspended from participation pursuant to the District's discipline policy.
9. The right to wear clothing, which expresses an idea so long as there is no evidence that it interferes with the rights of others, causes a school disturbance or interferes with the educational process.
10. The right to address the Board of Education on the same terms as any other citizen.

If any student feels his above-mentioned rights are not being met, he/she should report this to the administration.

## Our Schools are Learning Environments that are Threat Free

**To establish and maintain safe and secure schools, we will each:  
care for ourselves extend care to others take care of our school**

**THREAT** – An explicit or implied demonstration or declaration of intent to inflict harm, punishment, injury, loss, or death on an individual; an express or implied indication that violence, injury, loss, or pain will be inflicted on another.

- A. Any student, who receives a threat or hears or observes one being made, shall immediately notify a member of the staff, faculty, or administration.
- B. Any member of the staff or faculty who is informed of, or hears or observes a threat on another, or who receives a threat, shall immediately notify the building administrator.
- C. Any building administrator who is informed of a threat, or hears or observes a threat on another, or who receives a threat, will conduct an immediate and thorough investigation of the matter. This will include conferences with those alleging that a threat was made and the individual(s) who allegedly made such threat.
- D. If after such investigation, it appears reasonably certain that the allegation is true; the building administrator will immediately consult with the school guidance counselor, psychologist, social worker and/or child study team. These consultations may lead the building administrator to contact county agencies, including those concerned with mental health, social services and child protection. If necessary, arrangements will be made for an emergency mental health evaluation.
- E. The building administrator will call the parents or guardians of all the students involved in the incident.
- F. Unless otherwise required by law, school district policy or as a reasonable and prudent response to an imminent threat to health and safety, the building administrator will consult with the Superintendent as to whether law enforcement officials should be contacted.
- G. The behavior of a student found to have made a threat will be addressed in accordance with the school code of conduct. If the student behavior is not proscribed by the code of conduct, the building administrator or superintendent will take reasonable measures to provide an appropriate school response to the behavior consistent with federal, state and local due process requirements.

\*\*Students should report any concerns about safety to an adult even if uncertain. Students play an essential role in keeping their school safe. Harassment and bullying can escalate into serious violence. Students must refrain from this type of behavior. Individual differences and diversity can contribute to the strength of our school and should be accepted.

# A. Academic Requirements/Placements/Scheduling

## 1. Graduation Requirements

### **DIPLOMA REQUIREMENTS INCLUDE:**

- A. Completion of the following specific minimum course requirements:
- English .....4 Units
  - Social Studies.....4 Units
  - Mathematics.....3 Units
  - Science.....3 Units
  - Fine Art.....1 Unit
  - Foreign Language .....2 Units\*
  - Health Education.....½ Unit
  - Physical Education (1/2 unit each year).....2 Units

Course must be taken each semester while attending high school, per state guidelines.

\*Students must complete two years of seat time in a Language Other Than English (LOTE) by the end of 9<sup>th</sup> grade. They must also either pass the state LOTE proficiency exam by the end of 8<sup>th</sup> grade or pass a high school LOTE course.

- B. Completion of a minimum of 22 units of credits

### C. **TESTING REQUIREMENTS**

**Successful completion of the following Regents Examinations:**

#### **Regents Diploma**

Comprehensive English  
Integrated Algebra  
1 Regents Science Exam  
Global History & Geography  
U.S. History & Government

#### **Regents Diploma with Advanced Designation**

Comprehensive English  
Integrated Algebra, Geometry & Algebra II/Trigonometry  
2 Regents Science Exams  
Global History & Geography  
U.S. History & Government  
Foreign Language

All high school students must take a minimum of 6 academic courses, not including PE, lab or lunch. Students may be allowed to choose electives to complete their schedule. Every effort is made to include as many elective options as possible.

2. **Academic Eligibility:** Academic Eligibility is determined by the grades a student earns in all courses. If a student receives a failing grade in two or more courses, the student has not met the academic standard, and will not be allowed to participate in or attend athletic games, practices or other school activities (sporting events, non-educational field trips, community service projects, dances, etc.). A grade of 64 or below is considered failing. This policy applies to all students in grade 6-12.

Interim course grades at the 5 week mark of each marking period and **quarter course grades** the student earns at the end of each marking period in all classes will be used to determine if the academic standard has been met.

The student will be academically ineligible for the next five weeks or until the next interim grades or quarter grades are distributed. The final course grade average that students receive at either the end of each semester or the school year are **not** taken into consideration for determining academic eligibility. If a student is academically ineligible as of the 4<sup>th</sup> quarter course grades, the ineligibility will extend to the 1<sup>st</sup> five weeks of school the following school year. Summer school grades will not be considered for eligibility purposes. Students new to our school district will not have his/her academic eligibility assessed until he/she has attended our school for five weeks.

Additionally, if a student is academically ineligible for five or more of the 8 report periods during a school year, he/she will not be eligible to participate in any athletics or extracurricular clubs or activities (sporting events, non-educational field trips, community service projects, dances, etc.) for the **entire following school year**.

If a student is academically ineligible, he/she may not participate in any extracurricular activities (sports teams, school clubs or activities, sporting events, non-educational field trips, community service projects, dances,

etc.) for a period of ten school days after becoming academically ineligible. During this time, an academically ineligible student is **strongly encouraged** to meet with his/her teacher(s) with the goal of showing improvement in his/her failing classes. For this improvement to be assessed, the student is required to meet with each of the teachers of the class he/she is failing at least once every five days during this ten school day period. Contact sheets to document the meetings with his/her teachers will be available to each academically ineligible student and can be picked up by an academically ineligible student in the Main Office. When this obligation has been met and the contact sheet has been returned to the Building Principal, the student will be allowed to return to and participate in sports practices and/or school club meetings. He/She may not participate in sports games or other club activities until the next interim grades or quarter grades indicate that the student is now academically eligible.

If a student does not initiate contact with his/her teachers or fulfill the expectation of meeting with the teacher(s) of the classes he/she is failing during this ten school day period, he/she will not be able to participate in or attend athletic games, practices or other school activities (sporting events, non-educational field trips, community service projects, dances, etc.) until the next interim grades or quarter grades indicate that the student is academically eligible.

No student is able to represent his/her sport or school activity while academically ineligible (i.e. no school uniforms for athletes or club apparel is to be worn by those are academically ineligible).

The goal of this policy is for students to improve academically.

3. **Homeroom Placement** According to Tamarac High School Policy and New York State Education Department Guidelines, students are promoted to the next grade level based on the number of credits achieved. The requirements for each grade level are outlined below:

- a. Grade 10 and assigned a grade 10 homeroom – 5 units
- b. Grade 11 and assigned a grade 11 homeroom – 10 units
- c. Grade 12 and assigned a grade 12 homeroom; a student must be scheduled to meet all graduation requirements within the current school year.

4. **High School Course Selection and Completion** All high school students are expected to carry a minimum course load of six classes per semester, excluding Physical Education and laboratory courses. All course selections must be made by students and are considered final by July 1 of each year.

The high school principal may determine that a schedule change occur may occur after July 1. In making such determination the principal shall consider and balance the following factors:

- A. The extraordinary nature of the circumstances concerning the proposed schedule change.
- B. The impact on the student's graduation / sequence requirements and plans beyond high school.
- C. The impact on the minimum requirement of six courses exclusive of physical education and 1 laboratory classes.
- D. The current and past academic performance in terms of effort and achievement of the student making such request.
- E. Teacher and counselor recommendations concerning such request.
- F. The position of the parents / guardian of the student.
- G. Impact on class size, District contractual obligations and education of other students.

5. **Auditing Elective Classes**

- A. It is recognized that when the schedule allows, a student may wish to "audit" a course to gain information about a subject.
- B. Auditing courses may be permitted upon the completion of the application and approval of the teacher, counselor, principal and parent.
- C. Upon completion and submission of the application, the student agrees to the following
  1. To attend classes
  2. To complete class assignments/projects
  3. To take all tests/quizzes
  4. That no credit will be given
  5. That the course being audited will NOT be considered when determining honor roll, class rank etc.
  6. That auditing status will change to failing status if the student fails to comply with 1-3 above.

Application to audit a course must be made to the Counseling Center within the first five (5) weeks of the course. See your counselor for an application.

6. **Course "Doubling Up"**- Students may not "double up" on failed courses until their senior year

of high school.

7. **Plagiarism** - Plagiarism is using another's work and claiming as one's own. Plagiarism has a standard penalty of a zero on the assignment; however, the teacher may permit the student to complete an alternate assignment for partial credit. Additional consequences may occur at the discretion of administration. We strongly encourage students to ask their teachers for clarification or guidance if there is any doubt when completing an assignment. Also, the school library's web page has examples on how to correctly cite pieces of writing. Ignorance of plagiarism will not be accepted as an excuse. If plagiarism occurs in a college level course, please refer to the course syllabus or classroom teacher for clarification and explanations. Differing standards regarding plagiarism may exist in University in the High School courses.

## B. **Attendance Policies and Procedures**

### 1. **Academic Attendance Policy (See Brunswick C.S.D. Policy # 8.145) - High School:**

Make up work will be permitted for excused absences as long as students make arrangements with teachers no later than two days after returning to school. Excused absences will not be calculated into the attendance formula, provided that all make-up work is performed in a timely manner. The following procedures are in place to respond to unexcused absences. Band lessons, school concerts, field trips and other school sanctioned events are other examples of excused absences. For unexcused absences (truancy: the willful violation by a student of the compulsory attendance law), make-up work will generally not be offered.

#### **Academic Attendance Policy - High School**

- a. 7 days absent – letter to parents and attendance data reported to building principal. Letter sent to parent of student in half-year courses with warning that course credit is in jeopardy.
- b. 12 days absent – letter sent to parent with warning that course credit is in jeopardy and that District may file PINS petition if student is under 18 years of age.
- c. 20 days absent – letter to parent that student will lose credit for course consistent with the section below. District will file PINS on or about the 21<sup>st</sup> day of absence if student is under 18 years of age.
- d. Unexcused tardiness and absences will also subject a student to the range of penalties specified in the District Code of Conduct for each building level.

#### **Course Credit:**

1. Cumulative absences in excess of twenty (20) periods of instruction for a full-year course will render a student ineligible to earn credit for the course or school year ("20" is reduced to "10" periods for ½ year courses). Students must make arrangements to make up work with the appropriate teacher(s) within two (2) school days of the cessation of the absence. Students who are ineligible for course credit due to excessive absenteeism will not be eligible to sit for exams.

### 2. **Student Attendance**

- a. Students who are returning to school after an absence MUST either report directly to the Nurse's office with a written excuse or send the note to the nurse in the homeroom folder.
- b. Students who arrive to school late must report to Mrs. Phibbs, sign in and receive a pass to class that will be dated and timed according to the date and time of arrival at school.
- c. Students arriving to school late and without a legal excuse (3 times) will serve lunch detention. The student will receive after school detention for every three subsequent illegal tardies.
- d. Students calling in ahead of time to report lateness will have 24 hours to provide a written excuse.
- e. A policy for seniors regarding late arrival will be forthcoming.

3. **Truancy** - Truancy is the willful violation by a student of the compulsory attendance law, which requires compulsory age students (18 years and under) to attend school full-time.

4. **Early Dismissal – Sign in/Sign Out Procedures** - Students and parents are encouraged to schedule appointments after school hours. However, if students are to be excused for doctors' appointments, they are to report to the Office with a note **PRIOR TO FIRST PERIOD**. Parent or guardian telephone numbers **MUST** appear on the request for early dismissal. (Early Dismissal presumes that the student will not be

returning the same day.)

Permission will be issued after presentation of a written excuse signed by parents and approved by the principal. Students who will be leaving early are listed on the morning bulletin. **These requests must be handed in at the front desk upon the students' arrival at school in the morning - prior to first period.**

All students need to sign-out with the Mrs. Phibbs BEFORE LEAVING THE BUILDING.

## C. Board of Education Policies

1. **Smoke Free Policy** (See Brunswick C.S.D. Policy # 6.220-01) This policy can be accessed at:  
<http://www.brittonkill.k12.ny.us/district/Policies/ARTICLE%20VI.htm#Smoking/Other%20Tobacco%20Use>
2. **Tobacco, Drug and Alcohol Abuse Policy** (See Brunswick C.S.D. Policy # 8.370-00) This policy can be accessed at:  
<http://www.brittonkill.k12.ny.us/district/Policies/ARTICLE%20VIII.htm#Tobacco/Drug/Alcohol%20Abuse>
  - A. The use of alcoholic beverages, illegal drugs or drugs used illegally is not permitted in the school, on school property, or at school sponsored activities. This includes riding to and from school or school functions. Any alcohol or substance in the possession of a student or their belongings will also be considered a violation. Students found in violation will:
    1. Be referred to the administration.
    2. Be immediately suspended from school.
    3. A parent/guardian conference will be requested.
  - B. The student and parents/guardian will be referred to a Social Worker or to a substance program in the community.
    1. If the referral is made to the Social Worker, the student will meet at least three (3) times and the parents at least once with the Social Worker.
      - A. Appropriate release forms will be obtained.
      - B. A status report will be made to the principal as to whether continued services are needed, the nature of the evaluation will be confidential.
    2. If a student is referred to a community agency, the student (and parents/guardian) will arrange for an appointment.
      - A. Appropriate release forms will be obtained.
      - B. A status report would be made to the Social Worker and to the principal; the nature of the contact would be confidential.
  - C. Students cannot attend classes or school functions under the influence of alcohol or other drugs. The parents/guardian will be called immediately and will remove the student from the school or school function. The student will be suspended and will be subject to the procedures outlined above. No hearing or discussion will be attempted while a student is under the influence.
  - D. Should a student not participate with the Social Worker as outlined above and/or his or her parents/guardians refuse to sign the counseling agreement, the matter will be referred for a Superintendent's Hearing and possible suspension or expulsion from school.
  - E. Should a student violate any of the above a second time, he/she may become subject to a Superintendent's hearing and possible suspension or expulsion from school.
3. **Harassment Policy** (See Brunswick C.S.D. Policy #8.120-00) This policy can be accessed at:  
<http://www.brittonkill.k12.ny.us/district/Policies/ARTICLE%20VIII.htm#Sexual%20Harassment/Discrimination>
4. **Dangerous Weapons in School** (See Brunswick C.S.D Policy #8.310-00) This policy can be accessed at:  
<http://www.brittonkill.k12.ny.us/district/Policies/ARTICLE%20VIII.htm#Dangerous%20Weapons%20in%20school>

## D. Student Conduct and Behavioral Expectations

### 1. Classroom Behaviors - (Minimum Requirements)

- a. Be in your seat and ready to work by the time the bell rings at the beginning of class.
- b. Bring all necessary materials to class. Put away all unrelated materials.
- c. All remarks should be focused upon what is being discussed in class.
- d. Hands should be raised before speaking.
- e. Keep hands, feet, and possessions to yourself.
- f. Be RESPECTFUL TO OTHERS.
- g. No profanity.
- h. No food/drink without special permission.
- i. Work on developing a good work ethic.

### 2. Extracurricular Activities

- a. The Board of Education of the Brunswick Central School District recognizes the importance of the extracurricular life of the school and supports the concept of a diverse extracurricular program to enable each student to achieve full potential. The Board supports the assignment of staff for the formation of student groups for any of the following purposes:
  1. Developing academic interests.
  2. Developing athletic interests.
  3. Providing for social interaction and the development of positive social relationships.
  4. Developing understanding of the responsibilities and characteristics of good citizenship.

Students participating in such activities, do so as representatives of the District. Their conduct is expected to be exemplary. Participation in extracurricular activities is elective and a privilege. It is not an entitlement. Student participation or involvement in activities that reflect poorly on the District or its schools or are in violation of the student code of conduct may result in suspension of such privilege.

- b. Students are expected to maintain passing grades in order to participate in extracurricular activities. Students who are failing two or more subjects are placed on academic ineligibility. This means that you are ineligible to participate in all school sponsored extracurricular activities (sports, clubs, drama, dances, plays, concerts, etc.) even if accompanied by a parent. This also means that you cannot attend any school activity as a spectator. You will remain on academic ineligibility until the next progress report and/or report card indicates that you are no longer failing two or more subjects. The Building Principal is responsible for the administration of extracurricular activities and student participation in such activities in compliance with all applicable laws, rules, regulations and policies.
- c. If a student chooses to leave school illegally or cuts a class, that student will not be eligible to attend or participate in any after school activity or function on that day. If the infraction is discovered at a later date, the consequences will be applied at that time.
- d. Any student receiving 5 or more periods of in school suspension is ineligible to participate in any interscholastic sports contest or practice, extracurricular activities, or functions on that day.
- e. For additional information regarding sports eligibility, see the Athletic Handbook for clarification.

### 3. 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 helping 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.
- b. Recognize that extremely brief, inappropriate, revealing or distracting garments such as tube tops, net tops, plunging necklines (front and/or back) and see-through garments are not appropriate.
- 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 the wearing of hats in the classroom except for a medical or religious purpose.

- f. Not include items that are vulgar, obscene, libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
- g. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
4. **Cafeteria** - Students are expected to arrive and leave on time. **ONLY** pre-signed passes or Library passes will be honored during lunch times. Students are expected to behave appropriately and to clean up after themselves by leaving tables clean and depositing waste in the containers provided. Students should also pick up the floor area. Throwing food **WILL NOT BE TOLERATED**. Food should not be taken out of the cafeteria without appropriate permission. CHORD Policy applies to all students in the cafeteria during lunch period.
5. **Computer Network Rules and Code of Conduct**- As a computer user, students agree to follow the rules and code of ethics explained below:
- Students will use the school's computer for educational purposes only.
  - Students will respect school property. I will not steal, deface, or vandalize school equipment.
  - Students will not disturb others while working on school computers.
  - Students will not view, send, or display offensive messages or pictures.
  - Students will not make unauthorized copies of software found on school computers and recognize that software is protected by copyright law.
  - Students will not attempt to gain unauthorized access to programs or to the network.
  - Students will not use anyone else's password or file.
  - Students will not download or save information on the hard drives of any school computer without the classroom instructor's permission.
  - Students understand that the following penalties will apply if they are found in violation of district computer policies:
    - First offense: Student logoff; referral and warning.
    - Second offense: Student logoff; referral and loss of computer privileges for two weeks.
    - Third offense: Student logoff; referral and loss of computer privileges for the rest of the year.
6. **Fire Drills** - New York State Education Law requires a certain number of fire drills during the fall and spring. At these times, students are asked to refrain from talking, to exit the building in an orderly manner, and to follow the directions given by the staff.
7. **Hats** - are **NOT** allowed to be worn in the hallways or classrooms after 7:26 AM or before 2:11 PM.
8. **Homework** - Requests for homework assignments should be made by **PARENTS** for students who anticipate being absent from school two (2) or more days. Assignments may be picked up the day following the request at 2:15 in the Counseling Center. **Students absent one (1) day are advised to contact a classmate or check teacher's websites for assignments.**
9. **Lockers/Locks** - Students may go to lockers upon arrival to school, between classes and at the end of the last period. However, all students are expected to be on time for classes after going to their lockers. Each student is assigned a locker and a lock. He/She is responsible for the contents of that locker and should not share the locker with other students. **ONLY SCHOOL LOCKS** may be used on lockers since school officials specially key them for access. Students are responsible for locks, which cost \$4.00 each. The school is not responsible for items missing from lockers.
- Student lockers are school property and remain at all times under the control of the schools.
- SCHOOL AUTHORITIES MAY CONDUCT PERIODIC INSPECTION OF LOCKERS FOR ANY REASON, AT ANY TIME, WITHOUT NOTICE, WITHOUT STUDENT CONSENT, AND WITHOUT A SEARCH WARRANT.**
10. **Lunch Periods** - Since July 1, 1995, all public schools are required to schedule a reasonable time each day for full day students to eat lunch, unless a lunch waiver is completed.
11. **Parking** - Permission to drive to school is at the Principal's discretion. **Seniors only will be eligible for consideration.** Seniors who are allowed to drive vehicles to school may park in assigned spots only.

Parking permits are given out on a first-come first-served basis. Students are NOT to use areas set aside for Faculty or Visitor parking. The Building Principal is empowered to suspend these privileges. Students are not permitted to go to vehicles during the day without permission of the Building Principal or his/her designee. Upon reasonable grounds, a student may be required to open the vehicle without relinquishing his/her rights under the Fourth Amendment.

### **Parking Rules**

1. Student may drive only the car requested on this form.
2. Student **MUST** ride alone. Exceptions to this rule require written permission from parent(s) or guardian(s).
3. Student is **REQUIRED TO BE ON TIME** for all classes, including homeroom. If a student with parking privileges has 4 unexcused tardies to school, he/she will lose parking privileges for two weeks. If a student with parking privileges has 6 unexcused tardies to school, he/she will lose parking privileges for one month. If a student with parking privileges has 8 unexcused tardies to school, he/she will lose parking privileges for the rest of his/her high school career.
4. Student must adhere to safe driving procedures. (Observing speed limits, no screeching tires, etc.)
5. Student must not leave parking lot while buses are loading (red lights on) unless directed to do so by an adult staff member.
6. Student must be in good academic standing. If a student is determined to be academically ineligible, he/she will lose parking privileges until he/she becomes academically eligible. Please refer to earlier guidelines regarding Academic Eligibility.
7. Registration, insurance, and license information must be up-to-date and on file in the HS Office.

Students who fail to follow parking/driving regulations (e.g. Speed limit) may have their driving privilege taken away. It is illegal to pass a stopped school bus. The State of New York and Brunswick Court takes this very seriously. A conviction will result in a fine of up to \$500 and five (5) points charged to your motor vehicle record. A student who continues to drive to school when his/her driving privilege has been taken away will be considered insubordinate. Likewise, students who park in other than designated areas will be considered insubordinate and the vehicles will be towed.

12. **The Pledge of Allegiance** - Students are encouraged to stand and either say the pledge or remain silent during this time. There should be NO talking at this time.

13. **Regents Examination Guidelines**

Before the examination begins, students should be advised of the following:

- a. To remove all books, notes or other aids from their reach or sight during the examination.
- b. To read the questions carefully and to follow instructions.
- c. To make sure your name, the date, subject and the name of the school appear on each separate answer sheet.
- d. To use a pen in writing their answers, with the following exceptions:
  1. Making drawings and diagrams
  2. Marking machine scoreable answer sheets.
  3. Circling tentative answers on the science answer sheets.
- e. Not to use red ink or red pencil.
- f. Not to erase answers written in ink. Instead, cross out the original answer with a single line and then write the new answer.
- g. To sign the student declaration at the close of the examination.  
“I do hereby affirm at the close of this examination, that I had no unlawful knowledge of the questions or answers prior to the examination, and that I have neither given nor received assistance in answering any of the questions during the examination.”

DECLARATION IS NOT PRINTED ON NEW PART II EXAM PAPER. Make sure you write, “I do so declare” and sign your name at the end of the examination.

- 14 Here is a list of guidelines for you to follow when you come to school for Regents exams in January and June:
- Do NOT bring BACKPACKS or BOOKBAGS with you to your exam. They will not be allowed in the school.

- You MAY NOT be allowed to go to your lockers or to areas in the school other than the test location.
- PARKING will be available in DESIGNATED AREAS ONLY.
- ENTRANCES and EXITS will be CLEARLY MARKED and MONITORED.
- Please remain outside until 7:45 for morning exams and until 11:45 a.m. for afternoon exams.
- If you have two exams on the same day, please go to the MS cafeteria in between.
- No one will be allowed in unsupervised areas of the building.

**It is O.K. to bring the following items:**

- Lunch/snacks in CLEAR, PLASTIC BAGS
- Inhalers (for medical purposes)
- Pens, pencils, calculator, compass
- (Things you need specifically for the exam)

15. **Student Behavior at Assemblies/School Programs** - Assembly programs are presented as part of education as well as for enjoyment. Many of the programs may be performed by professional actors and actresses, others by fellow students, faculty or community members. NO matter who performs, they have spent a great deal of time and effort preparing and are deserving of attention and consideration. Besides disruptive behavior is not fair to those who want to share the experience. Students must show maturity by being courteous throughout the program.

To enable the program to begin on time:

- a. Proceed to the auditorium with your class. Do not stop at lockers or bathrooms along the way.
- b. Enter the auditorium in a quiet, orderly manner.
- c. Go directly to seats that are designated by your teacher.

To enable all to enjoy the program and show respect for performers during the assembly:

- a. Please do not talk during the program. Besides being inconsiderate it can be most distracting to the performers.
- b. The proper way of showing appreciation during a performance is by applauding. Whistling, shouting, and stamping feet are unacceptable behavior.
- c. Except for emergency situations, students will not be allowed to leave the auditorium until the assembly is completed.

At the conclusion of the assembly:

- a. Wait until your teacher dismisses you.
- b. Exit in a quiet and orderly manner with those in the back rooms leaving first.

16. **Study Hall Requirements** - All students must be in their assigned seats on time. Only pre-signed passes will be honored. Study hall should be quiet. Students should be occupied with schoolwork. Students are not allowed to go to the cafeteria from a study hall. Students should remain seated until the bell rings to signal the end of the period. No food or beverages should be consumed during study halls.

16. **Textbooks** - Students are expected to take care of textbooks and all other school property. In the event that a book is lost or property is damaged, the student and his/her parents are responsible for its replacement/repair. It is recommended that students cover books.

17. **Visitors** - The high school welcomes parents and other citizens. Persons who are not students or staff **MUST** report immediately to the receptionist located in the school lobby upon entering the school building.

Visitors to the school shall be governed by the following rules:

- a. The Building Principal must be contacted by the person or group wishing to visit, and prior approval obtained.
- b. All visitors must report to the receptionist in the high school lobby, sign-in, and be issued a visitor's pass, which **MUST** be displayed at all times. At the conclusion of the visit, the pass must be returned to the receptionist and the visitor **MUST** also sign out.
- c. Visits with teachers, counselors, administrators, and psychologists should be **BY APPOINTMENT**.
- d. Student Visitors – Prior approval by the Principal only.

18. **Skateboards and Scooters** - Skateboards and scooters are **NOT** to be used on school property at any time

or taken on school buses. Skateboards will be confiscated and will be taken to the main office.

19. **Corridors** - No student is to be outside of classes during class times without a pre-signed pass (completed filled out with date, student's name to whom/where the student is to report, and sending teacher's signature). OPEN CONTAINERS (i.e. seal/cap loosened or broken) are not allowed in the corridors.

## **E. School Procedures and Practices**

1. **Health Services** - All requests for health records should be made directly to the Health Office. The school nurse is available for anyone who feels ill. **Proper procedure** requires students to report to his/her scheduled assignment/class **FIRST** and then be dismissed to the Health Office with a signed hall pass.
  - a. **Emergency Cards** - Emergency phone numbers should be on file and updated on a regular basis in the Health Office.
  - b. All MEDICATION (including over the counter products) must be housed in the Health Office at all times. Students should not carry medication with them. Medication should be properly labeled and placed in prescription containers. A doctor's instruction for dispensing must be included with the medication.
2. **Accidents** - Every accident in the school building, on the school grounds, on a school bus, at a practice session or at any other school sponsored activity should be reported immediately to the person in charge, to the main office, and/or to the health office.
3. **Late Bus - 3:25 PM** - Students are allowed to stay after school for extra help with a teacher, detention, and/or for a sport practice. Students will be allowed to board the elementary buses only if they have a pre-signed pass. Passes ARE TO BE OBTAINED from teachers, coaches, or from the detention monitor, and **not** from the high school office or the counseling center. In other words, the person who supervises you after regular school hours is responsible for issuing you a late bus pass.
4. **Dance Regulations** - If guests are allowed and a student desires to bring one guest to a dance, he/she may do so by filling out the appropriate form found in the main office. The form must be signed by the guest, their guest parents and their home school principal prior to the dance in order to attend. Once at the dance, no student may leave the building unless he/she is going home and will not return to school. Drinking, smoking or using drugs is absolutely prohibited. Students who arrive and appear to be under the influence of any substance will not be admitted. STUDENTS WHO WERE ABSENT FROM SCHOOL ON THE DAY OF THE DANCE MAY NOT ATTEND THE DANCE.
5. **Morning Announcements** - The announcements for the day are made through the television production program each morning during homeroom time. Students should be quiet and watch closely when the announcements are being read since important information is communicated during this time.
6. **EMT/Rescue/Fire Department Volunteers** - Students who are EMT/RESCUE/FIRE Department Volunteers must provide the HS Secretary with a letter (**on official letterhead**) from the chief along with a letter from your parents, stating that you may respond to an emergency call in the capacity as EMT/Volunteer Fireman during school hours.
7. **Working Papers** - The laws governing the employment of minors requires that students 16 or 17 years old who wish to work past 10:00 PM on any day preceding a school day must obtain a Certificate of Satisfactory Academic Standing from their school. Working paper form may be picked up or returned to the counseling center. Students must appear in person and sign the card in presence of the issuing official.
8. **NATIONAL HONOR SOCIETY CRITERIA**
  - a. SELECTION PROCESS

Tamarac High School's selection procedure is consistent with the rule set forth in the NATIONAL HONOR SOCIETY HANDBOOK.

    1. Students are assessed first on the basis of cumulative average. Students must have at least a 90% average to even be considered.
    2. Students fill out an application packet based upon the remaining qualifications of service leadership and character.

3. All faculty members are invited to comment and share views of all candidates in writing. No comments or shared views may be done anonymously.
4. A faculty selection committee, chosen by the principal, votes on all candidates.
5. Students selected are inducted at a special school assembly.

b. **CHARACTERISTICS ASSOCIATED WITH MEMBERSHIP**

1. To be eligible for membership the candidate must be a member of the junior or senior class. Candidates must have been in attendance at the school the equivalent of one semester.
2. At the conclusion of the third marking period, the NHS advisor will compile a list of those students who meet the scholastic qualifications for membership.
  - a. Scholarship - overall average of 90% (no rounding).
  - b. Leadership - Successfully hold school offices or positions of responsibility.
    - demonstrates leadership in the classroom, at work and in school or community activities.
  - c. Service - participates in some outside activity (Girl Scouts, Boy Scouts, church groups, and volunteer services).
    - active participation in an organization that serve or benefit others through their works.
  - d. Character - observes instructions and rules, punctuality, and displays responsibility both inside and outside of the classroom.
    - demonstrates the highest standards of honesty and reliability.
3. Candidates must have a cumulative scholastic average of 90% on a scale of 100. Candidates will then be evaluated on the basis of service, leadership, and character. All decisions of the Faculty Selection committee are final.

9. **Recognizing Outstanding Achievement at Commencement**

- a. Academic Honors (Gold Cord) – recognizes a student who exhibits an average of 90% in all Regents exams, pursuant to NYS Education Department section 100.2(p). Each Regents exam score carries a weight of one and such score shall not be multiplied by the number of units of study being examined. Averages below 90% shall not be rounded upward to 90%.

10. **Honor Roll**

- a. Students will be considered to be on the honor roll if their quarterly average of all courses equals a 90% or above with no course grade lower than 75%. In addition, any course grade of “Inc” (Incomplete), “F”, or “U” on the report card disqualifies a student from the honor roll for that quarter regardless of the quarterly average. It has been and will continue to be, our practice to NOT round off.

11. **Availability of Student Records**

- A. Parents and eligible students have the following rights under the Family Educational Rights & Privacy Act.
  1. The right to inspect and review the student's education record. This will be done with the assistance of a school counselor.
  2. The right to exercise a limited control over other people's access to the student's educational record. The parent signs an "Authorization to Release School Records" form when the student registers in the district. This authorizes the school to send information relating to personal identification, attendance, health, department, scholastic achievement, standard test results, awards and honors, in and out of school activities, interests, teacher appraisal of student to any school, college, employer, employer's agent, investigative agencies of the Federal, State and County and City Governments requesting such information.
  3. The right to seek to correct the student's education record, in a hearing, if necessary.
  4. The right to report violations of the Family Educational Rights & Privacy Act to the Department of Health, Education and Welfare.
  5. The right to be informed about FERPA rights. All rights and protection given parents under the FERPA and this policy transfer to the student when he or she reaches the age of 18 or enrolls in a post-secondary school. The student then becomes an "eligible student".

## F. **CHORD Policy – Student Discipline**

## TAMARAC HIGH SCHOOL DISCIPLINE CODE

In the fall of 1990, the Committee to Help Organize and Revise Discipline, comprised of students, teachers, administrators, parents, and members of the Board of Education, began a series of meetings to examine and revise the Tamarac High School discipline code. In January of 1991, the Board of Education adopted the discipline policy as presented by the representatives of C.H.O.R.D.

### LEVEL I

**Penalty: From a Verbal Reprimand, Detention, Pass Restriction, Lunch Detention, Temporary Removal from Class, After-School Detention, loss of computer privileges.**

1. Affectionate behavior, which is inappropriate in a public place (appropriate behavior could be defined as holding hands, brief hugs, or kisses on cheek).
2. Refusal to remove or lower the volume of an electronic entertainment device when so directed by a school official. **\*Temporary surrender of the electronic entertainment device.**
3. Class or homeroom tardiness without a pass.
4. From one to three illegal tardies to school per year.
5. Parking without a permit or parking in an undesignated area. **\*Move car to designated area. Two or more times the car will be towed.**
6. Littering **\*Pick Up**
7. Leaving supervised areas during any extra-curricular event held within the school building. **\*Cannot return to event**
8. Use of foul or offensive language or gestures: being disrespectful. **\*Apologize**
9. Petty vandalism, which may be repaired without replacement. **\*Repair**
10. 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 helping students develop an understanding of appropriate appearance in the school setting.
11. 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.
  - b. Recognize that extremely brief, inappropriate revealing or distracting garments such as tube tops, net tops, plunging necklines (front and/or back) and see-through garments are not appropriate.
  - 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 the wearing of hats in the classroom except for a medical or religious purpose.
  - f. Not include items that are vulgar, obscene, libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
  - g. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities. **\*Change clothes/call parent and may be sent home.**
12. Loitering or being in an undesignated area/misuse of hall pass, leaving class without permission.
13. Violation of computer privileges:\*\*\*
  - a. First offense: student logoff immediately; referral and warning (middle school parents notified).
  - b. Second offense: student logoff immediately; referral and loss of computer privileges for two weeks.
  - c. Third offense: student logoff immediately; referral and loss of privileges for the rest of the year.
14. Use of cell phones during school hours as per Board of Education policy. **\*Confiscated and return only to parent of student.**
15. No food or drink allowed in hallways or classrooms without prior permission.
16. Attending extracurricular events when academically ineligible.

**PARENTAL NOTIFICATION IS A ROUTINE PART OF THE DISCIPLINE PROCESS AT LEVELS II, III, AND IV**

### LEVEL II

**PENALTY: From One to Five Days After School Detention**

17. Repeated use of cell phone during school hours. **\*Confiscated and returned only to parent of student. \*Surrender privilege of having one on school property.**
18. Lying in conjunction with another offense.

19. More than four illegal tardies to school per year.
20. Truancy, cutting classes (**not leaving the building**) **\*One Additional Detention for each period missed/Parental notification**
21. Extortion (threatening demand for goods or services.)
22. Remaining on or returning to school grounds after early dismissal or out-of-school suspension without proper authorization.
23. Cutting detention. **\*One Additional Detention** (After two cuts becomes in-school suspension)
24. Misrepresentation of a signature (forgery).
25. Vandalism – damage which may be repaired for less than \$50.00/ **\*Restitution or Repair**
26. Creating a general disruption in class. **\*Apologize**
27. Three or more violations of the previous level.

### **LEVEL III**

**PENALTY: From Two Afternoon Detentions to Two Days In-School Suspension (7:26 – 3:20)**

28. Unauthorized leaving of school grounds.
29. Academic Cheating. **\*A Zero on the Assignment**
30. Plagiarism (using another's work and claiming it as one's own). **\*A Zero on the Assignment for both students, if applicable**
31. Throwing objects in a non-constructive manner.
32. **\*Sexual harassment, verbal or otherwise.**
33. **\*Persistent Harassment. \*Apologize, Counseling**
34. Causing damage, which cannot be repaired for less than \$50.00. **\*Replacement**
35. Speeding or reckless driving on school grounds. **\*Suspension of Driving Privilege** (1<sup>st</sup> Offense – one month suspension; 2<sup>nd</sup> Offense – permanent suspension for the school year)
36. **\*Use of slurs based on ethnicity, religion, physical characteristics, sexual orientation, and/or socio-economic status directed at an individual or group of individuals. \*Apologize**
37. Passing a stopped school bus which has red lights flashing. **\*Suspension of Driving Privilege** (1<sup>st</sup> Offense – one month suspension; 2<sup>nd</sup> Offense – permanent suspension for the school year)
38. Deliberate and/or defiant refusal to follow a reasonable order or directive (insubordination).
39. **\*Destruction of another's personal property. \*Restitution**
40. **\*Use of foul or offensive language or gestures in a confrontational manner. \*Apologize, Counseling**
41. Three or more violations of the previous Level.
42. Activating an AED.  
**\*Supplementary Consequences is given at the discretion of administration**

### **LEVEL IV**

**PENALTY: From Two Days In-School Suspension to Expulsion with Potential Referral to Police**

43. Stealing. **\*Restitution**
44. **\*\*Threatening violent behavior. \*Apologize, Counseling**
45. Use or possession of any tobacco product/matches/lighter on school grounds. **\*Education, Counseling Seize and Forfeit.**
46. Being under the influence or possession of illegal drugs and/or alcohol. **\*Education, Counseling. Referral to police.**
47. Initiating a bomb scare or false fire alarm. **\*Referral to police.**
48. Physical sexual harassment. **\*Referral to police.**
49. Use or possession of weapons or dangerous instruments. **\*Seize and Forfeit. Referral to police.**
50. Use or possession of fireworks or explosives. **\*Seize and Forfeit. Referral to police.**
51. Use, possession, or sale of drugs or alcohol. **\*Seize and Forfeit.**

### **LEVEL IV (continued)**

52. **\*\*\*Alteration of official documents, including transcripts, diplomas, attendance records, computer files and the like.**
53. Willful or reckless setting of a fire (arson). **\*Restitution Referral to police.**
54. Assault and battery. **\*Referral to police.**
55. Three or more violations of the previous level.

56. Conduct so serious that it requires more than Level III consequences.
57. Three repetitions of failure to satisfy consequences of CHORD policy, especially with regard to cutting administrative detentions.
58. **\*\*Fighting. \*Apologize, Counseling**
59. **\*\*Extreme threat of violence.**

**\*Supplementary Consequences is given at the discretion of administration**

**\*\*Supplemental Consequences may result in a Superintendent's Hearing**

**\*\*\*The administration acknowledges that there are degrees of severity of computer offenses, for example, hacking into the network versus accessing inappropriate sites. In those cases, as has always been true with CHORD, the administration can levy more severe penalties as fits the offense, including contacting law enforcement.**

### **THE APPEAL PROCESS: (Applies to C.H.O.R.D. policy only)**

If a student feels he/she is being unfairly punished for an infraction, he/she may present his/her case before an appeals board. Witnesses may be called and evidence presented. If this panel unanimously disagrees with the penalty given the student for his/her infraction, that penalty is modified or overruled. The building principal shall act as facilitator.

### **CHORD – RULES FOR STUDENT APPEAL OF A DISCIPLINARY ACTION**

1. The Hearing Panel consists of two Brittonkill High School staff members (one faculty member/one support staff member) and two (2) Tamarac High School students (one from the class of the accused and one from a different class.)
2. The Panel can make a decision to:
  - a. Cancel the disciplinary referral and penalty,
  - b. Reduce the penalty,
  - c. Increase the penalty,
  - d. Affirm the original penalty.

**The vote to do a, b or c must be 4-0 (unanimous). If any vote is not 4-0 (unanimous), the Disciplinary Referral and Penalty stands as is. This appeals process is final.**
3. Rules Governing the Hearing:
  - a. The senior faculty member will act as chairperson.
  - b. The Secondary Principal will act as facilitator. The principal will see that a room is available and all parties are present.
  - c. Present for the Hearing will be:
    1. The panel
    2. The student appealing the penalty
    3. The staff member who made the referral
    4. The Secondary Principal
    5. Any witnesses the student or staff member may ask to be present
    6. By the end of the process, any additional persons the panel may want to call
  - d. Process:
    1. The Secondary Principal will read the referral
    2. The staff member will indicate why he/she made the referral. He/she may offer any evidence or other witnesses. Under relaxed rules of order, the panel may ask questions at any time.
    3. The student will offer his/her defense. Witnesses or evidence may be offered. The panel again may ask any questions.
    4. The staff member may respond to any point; the student may respond to any point.
    5. Panel questions
    7. The participants, excluding the panel members, will leave the room.
    8. After the panel renders a decision, the Secondary Principal will relate the decision to the staff member and the student, and will carry out whatever penalty has been prescribed.

**2011-2012 CO-CURRICULAR POSITIONS**

Effective September 2011

**SECONDARY SCHOOL**

- Student Senate Advisor Grades 9-12..... Mr. Welkley
- Musical Director/Producer Grades 9-12..... TBD
- Musical Assistant Director..... TBD
- Musical Technical Director..... TBD
- Music Director (Conductor) ..... TBD
- Musical Vocal Director ..... TBD
- Musical Show Accompanist ..... TBD
- Musical Choreographer ..... TBD
- Senior Class 2012..... Mrs. Russell / Mrs. Hilton
- Junior Class 2013..... Miss Frank / Ms. Osterhout
- Sophomore Class 2014..... Mrs. Hynes / Mrs. McManus
- Freshman Class 2015..... Mrs. Bishop / Mr. Jacques
- Best Buddies Club..... Miss Gosh
- Biology Club..... Miss Parker
- Book Club Grades 9-12 ..... Mrs. Parsons
- Drama Club..... TBD
- Fitness Club..... Mr. Cox
- Key Club..... Mrs. Kolakowski
- Masterminds Advisor..... Mrs. Villa
- National Honor Society ..... Mr. Welkley
- National Junior Honor Society Grade 9 ..... TBD
- SADD ..... Miss Parker
- Ski Club Grades 9-12 ..... Mrs. Lewandowski
- Yearbook Grades 9-12..... Ms. Papa
- Drama Show Director/Producer..... TBD
- Drama Show Assistant Director ..... TBD
- Drama Show Technical Director ..... TBD
- Team Leader Grade 9 ..... Mr. Jacques