

**ORGANIZATIONAL MEETING
and REGULAR MEETING
BOARD OF EDUCATION
MADRID-WADDINGTON CENTRAL SCHOOL
Monday, July 1, 2024
High School Library
6:30 PM**

- I. Call to Order
- II. Pledge of Allegiance
- III. Administration of Oath(s)
- IV. Election of Officers
President
Vice President
Administration of Oaths
- V. **Action Items:** Official depositories, positions and school newspaper

Appointments: District Clerk – Julie Abrantes
District Treasurer – Lisa Tyo
Deputy Treasurer – Patricia Bogart
Tax Collector – Julie Moots
School Physician – Claxton Hepburn Hospital – John Duffy, M.D.
School Attorney – Andrew W. Silver, Esq. & Bond, Schoeneck & King Attorneys
Records Access/Management Officer – Julie Abrantes
District Web Master(s) - Michelle Burke
Chemical Hygiene Officer – Bryan Huntley
Title IX Coordinator(s) – Julie Abrantes and Joseph Binion
Civil Rights Compliance Officer(s) (Title VI): Eric Burke
Dignity Act Coordinator (per Policy #7551) – Elementary: Nicole Weakfall
Jr-Sr High School: Joseph Binion
Federal Funding Coordinator: Eric Burke

Official Depository - Community Bank, Chase, Fidelity Investments
Purchasing Agent – Julie Abrantes
Official Newspaper(s) – Watertown Daily Times
Private Auditor – Bowers & Company CPA's PLLC
Internal Claims Auditor – Joseph Binion
District's representative to Excellus BCBS - Julie Abrantes and Eric Burke
District's representative on Board of Directors of St. Lawrence-Lewis Counties School District
Worker's Compensation Plan – Julie Abrantes
District's alternate representative on Board of Directors of St. Lawrence-Lewis Counties School
District Worker's Compensation Plan – Eric Burke
Asbestos Control Officer – James Murray
CSE, Sub-CSE and CPSE Committee Membership

- VI. Security Bonds for employees who handle funds:
Lisa Tyo, Treasurer - \$200,000
Patricia Bogart, Deputy Treasurer - \$200,000
Julie Moots, Tax Collector - \$200,000
Julie Abrantes, District Clerk - \$200,000
Blanket Bond – all other employees who handle funds - \$10,000

- VII. Authorization to conduct school business**
 - Superintendent to make budget transfers in accordance with Education Law
 - Superintendent to certify payroll(s)
 - Superintendent to invest funds along with the District Clerk
 - Superintendent to establish Petty Cash funds in an amount not to exceed \$100; Education Law (1709-29)
 - Membership in NYS School Boards; St. Lawrence-Lewis School Boards Association, and Rural Schools Association
 - Advance of monies for School Board members, administration and staff for travel and conferences pursuant to Chapter 413 of the Laws of 1974
 - Use of single signature checks
 - Superintendent of Schools and District Clerk to borrow such money as may be needed to properly run the school in anticipation of public money and to execute revenue anticipation notes not to exceed \$1,000,000 on the signature of the President of the Board and the District Clerk.
 - Superintendent of Schools to authorize participation in the St. Lawrence-Lewis BOCES Cooperative Purchasing Agreement
 - Superintendent to apply for Grants in Aid (State and Federal)
 - Superintendent to approve the attendance of staff to conferences
 - Adoption of all Policies and Code of Ethics as in effect during the previous year
 - Resolution: NYSL & ERS Appointed Employees' Standard Work Day
- VIII. Establishment of District Rates**
 - Mileage @ Federal Rate
 - Meal Reimbursement @ Federal Set Rate per location
 - Substitute Reimbursement Rates
- IX. Board of Education Committee(s) – appointment of members to committees for 2024-25**
- X. Acceptance of Minutes of June 11, 2024 regular board meeting**
- XI. Public Comment (3 minute limit per person)**
- XII. Reports**
 1. CSE Report
 2. CSE Recommendations
 - Action Item: Acceptance of Recommendations
 3. High School Principal
 - 3-Year Regents Report
 4. Elementary School Principal
 - End of Year
- XIII. Superintendent's Report**
 1. Capital Project
 2. Liberty Utilities Grant of Easement
 - Action Item: Approval of Easement
- IX. Discussion of Old or New business**
 1. Code of Conduct
 - Action Item: Approval of Code of Conduct
 2. 2024-2025 Elementary Student Handbook
 - 1st Read
 3. 2024-2025 Jr. - Sr. High Student Handbook
 - 1st Read
 4. 2024-2025 District Wide Safety Plan
 - Action Item: Approval of District Wide Safety Plan
 5. 2024-2025 Building Level Plan
 - Action Item: Approval of Building Level Plan

XV. Personnel

1. Action Item: Approval of Personnel

XVI. Executive Session

(For the purpose of discussion related to the medical, financial or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation).

XVII. Adjournment

Upcoming Dates...

August 20

Sept. 3 & 4

Sept. 5

Board of Ed meeting 6:30 PM

Opening Staff Development Days

Opening Day for Students

A Regular Meeting of the Board of Education of the Madrid-Waddington Central School was held on June 11, 2024. The Board President, Bruce Durant, called the meeting to order at 6:30 PM.

ROLL CALL Present: Bruce Durant, Charles Grant, Ryan Hayes, Katie Logan, Chris Pryce, Robert Smith, Amber Sullivan

Others: Eric Burke, Julie Abrantes, Patricia Bogart, Joseph Binion, Nicole Weakfall, Brenda McCall, Zoey French (out at 6:38 PM)

Excused: Wyatt Boswell and Mike Ruddy

NO. 2024-109 Motion by Smith, seconded by Hayes, to approve the minutes of the May 21, 2024 regular
Approval of board meeting.
Minutes

Yeas: All Present

Nays: None

The Following Reports Were Given:

- Student Liaison
 - Start Dust Concert
 - Sr Trip

NO. 2024-110 Motion by Grant, seconded by Logan, to accept the Treasurer's Report for the period ending
Treasurer's May 31, 2024.
Report

Yeas: All Present

Nays: None

Reports Cont'd:

- Extracurricular – written by Brenda McCall
- Athletics – written by Brenda McCall
- Fitness Center – written by Michael Frohm

NO. 2024-111 Motion by Grant, seconded by Pryce, that the Board, to accept the recommendation of the
CSE Committee on Special Education, as listed on the attached sheets, and approves the authorization of funds to implement the special education programs and services consistent with such recommendations.

Yeas: All Present

Nays: None

Reports Cont'd:

- High School – Joseph Binion
 - End of Year Report
- Elementary School – Nicole Weakfall
 - End of Year Report
 - Summer Program Update
- Superintendent's Report – Eric Burke
 - Capital Project Update

Discussion of Old or New Business:

- Summer Retreat
- Substitute Rates
- Code of Conduct – 1st Read
- Transportation Request

NO. 2024-112 Motion by Smith, seconded by Sullivan, that the Board, upon the recommendation of
Transp Req. Superintendent Burke, does hereby approve the following transportation requests:
P Skaggs, S Smith 1. Parker Skaggs & Sheena Smith for 2024-25 SY to Trinity Catholic School in Massena
Town of Madrid 2. Town of Madrid for summer rec. program operated during 7/8/24-8/15/24

& Wadd

3. Town of Waddington for summer rec. program operated during 7/3/24-8/30/24

Yeas: All Present

Nays: None

Discussion of Old or New Business Cont'd:

- Professional Learning Plan

NO. 2024-113 Motion by Grant, seconded by Pryce, that the board, upon the recommendation of Superintendent
 PLP Burke, does hereby approve the Professional Learning Plan as presented for the 2024-25 school year.
 2024-25

Yeas: All Present

Nays: None

Discussion of Old or New Business Cont'd:

- Title I Parent & Family Engagement Policy Review
- AIS/RTI Plan for 2024-2026

NO. 2024-114 Motion by Hayes, seconded by Sullivan, that the board, upon the recommendation of Superintendent
 AIS/RTI Plan Burke, does hereby approve the 2024-2026 AIS/RTI Plan as presented.
 2024-26

Yeas: All Present

Nays: None

Discussion of Old or New Business Cont'd:

- 2024-2025 District Wide Safety Plan – 1st Read
- 2024-2025 Building Level Plan – 1st Read

NO. 2024-115 Motion by Logan, seconded by Grant, that the board, upon the recommendation of Superintendent
 Appointments Burke, does hereby approve the following personnel actions for the 2024-25 school year:

Appointments:

Extracur. Appts	1	Extracur. Appts:	Per Attached List	Annual	1-Jul-24	Per Contractual Rate
Substitute Appts	2	Substitute Appts:	Per Attached List	Annual	1-Jul-24	Per Approved Rate
S Weaver	3	Sarah Weaver:	Volunteer Volleyball Coach	Annual	2024-25	
L Barkley	4	Lisa Barkley:	Summer Driver	Annual	7/22/24-8/8/24	\$35.48/hour
N Curley	5	Nora Curley:	Summer Driver	Annual	7/22/24-8/8/24	\$35.15/hour
D Ashley	6	Donald Ashley:	Summer Driver	Annual	7/22/24-8/8/24	\$33.26/hour
H Jock	7	Heather Jock:	Summer Driver	Annual	7/22/24-8/8/24	\$27.26/hour
M Hissam	8	Michelle Hissam:	Substitute Summer Monitor	Annual	7/22/24-8/8/24	Current Rate
D Jensen	9	Dawn Jensen:	Summer Monitor	Annual	7/9/24-8/19/24	\$20.77/hour
J Legault	10	Jennie Legault:	Summer Monitor	Annual	7/9/24-8/19/24	\$17.96/hour
P Bogart	11	Patricia Bogart:	CPSE Assistant	Annual	1-Jul-24	\$4,000.00
N Weakfall	12	Nicole Weakfall:	CPSE Coordinator	Annual	1-Jul-24	\$3,500.00
B Gabri	13	Buffy Gabri:	Greenhouse Coordinator	Annual	1-Jul-24	\$3,500.00
T Siddon	14	Toni Siddon:	Sub-CSE Chair	Annual	1-Jul-24	\$2,500 & 10 days summer per diem
J Binion	15	Joseph Binion:	CSE Chair/Coordinator	Annual	1-Jul-24	\$4,500.00
N Weakfall	16	Nicole Weakfall:	CSE Chair/Coordinator	Annual	1-Jul-24	\$4,500.00
M Burke	17	Michelle Burke:	Webmaster/Technology Coordinator	Annual	1-Jul-24	\$4,500.00
B McCall	18	Brenda McCall:	Athletic Director	Annual	1-Jul-24	\$10,000.00
M Burke	19	Michelle Burke:	Summer Days (maximum of 20)	Per Diem	1-Jul-24	Per Diem

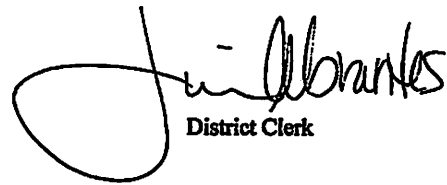
Yeas: All Present

Nays: None

No. 2024-116 Motion by Smith, seconded by Hayes, to adjourn the regular meeting at 7:02 PM.
Adjournment

Yeas: All Present

Nays: None



District Clerk

**Recommended
PERSONNEL ACTIONS
July 1, 2024**

Name	Tenure Area	Assignment	Type of Appointment	Effective Date	Salary
<u>Appointment</u>					
Trudy Caswell-Ryan		Forensics Advisor	Annual	2024-2025 School Year	\$ 3,722.00
Bonnie Chichester		LTS Spanish Teacher		2024-2025 School Year	\$267.43/day
Kristina Kowalchuk		LTS Elementary Physical Education		Approx. 9/5/24-10/18/24	\$267.43/day
<u>Leave of Absence</u>					
Karlee Stone		Teaching Assistant	Leave of Absence	9/2/24 - 12/15/24	

I recommend the foregoing personnel actions:

June 28, 2024
Eric Burke



**St. Lawrence-Lewis
BOCES**

*Building Futures *
Creating Meaningful Lives*

Board of Cooperative Educational Services

**Thomas R. Burns
District Superintendent
Executive Officer**

Cooperative Purchasing

ESC Building
40 W Main Street, PO Box 231
Canton, NY 13617
(315) 386-4504 ext 10127
Email: dbessette@sllboces.org

**Darlene Bessette
Supervisor of Purchasing Services**

**St. Lawrence/Lewis BOCES
Cooperative Purchasing Agreement**

All school districts participating in the St. Lawrence/Lewis BOCES Cooperative Purchasing program through annual board resolution, agree to the following:

- 1.) To bid jointly any or all commodities on the attached list together with a number of public school districts comprising Clinton-Essex, Franklin-Essex, Jefferson-Lewis and St. Lawrence-Lewis BOCES in New York State.
- 2.) The school district will participate with other schools in the BOCES listed above in the joint bidding of any or all commodities on the attached list as authorized by General Municipal Law, Section 119-0.
- 3.) The school district agrees to appoint the St. Lawrence/Lewis BOCES Cooperative Purchasing Agent and related committees to assume the responsibility for drafting of specifications, advertising for bids, accepting and opening bids, tabulating bids, reporting results to the boards of education and making recommendations thereon.
- 4.) The Board of Education of the school district agrees to appoint the St. Lawrence/Lewis BOCES Cooperative Purchasing Agent and related committees to represent it in all matters related above.
- 5.) The Board of Education of the school district authorizes the above mentioned to represent it in all matters leading up to the entering into a contract for the purchase of any and /or all commodities on the attached list.
- 6.) The Board of Education agrees to assume its equitable share of the costs of cooperative bidding.
- 7.) The Board of Education agrees:
 - a.) To abide by majority decisions of the participating districts on quality standards;
 - b.) That unless all bids are rejected, it will award contracts according to the recommendations of the St. Lawrence/Lewis BOCES Cooperative Purchasing Agent and related committees.
 - c.) That after the award of contract(s) it will conduct all negotiations with the successful bidder(s).



St. Lawrence-Lewis
BOCES

Building Futures *
Creating Meaningful Lives

Board of Cooperative Educational Services

Thomas R. Burns
District Superintendent
Executive Officer

Cooperative Purchasing

ESC Building
40 W Main Street
PO Box 231
Canton, NY 13617
315-386-4504 ext 10127
E-mail: dbessette@sllboces.org

Darlene Bessette
Supervisor of Purchasing Services

Resolution of Board of Education

Be it resolved that the _____ School District Board of Education agrees to participate in the St. Lawrence/Lewis BOCES Cooperative Purchasing Programs in accordance with the guidelines set forth in the “Cooperative Purchasing Agreement” for the **2024/2025** school year.

Certification of Board Clerk

I, _____, district clerk of the _____ Board of Education, hereby certify that the above resolution was adopted by the required majority vote of the board of education at its meeting held on the ____ day of _____, 2024.

Date

Signature of District Clerk

**St. Lawrence/Lewis BOCES
Bid List**

- ~ A.V. Equipment & Supplies
- ~ Art Supplies
- ~ Athletic Equipment & Supplies
- ~ Bread
- ~ Cafeteria Foods/Frozen Entrees-Meat/Fish
- ~ Computer Supplies
- ~ Construction/Art Paper
- ~ Copy Paper
- ~ Cosmetology Supplies
- ~ Custodial Supplies
- ~ ULS Diesel Fuel / ULS Kero
- ~ ULS Fuel Oil
- ~ Furnishings
- ~ Gasoline
- ~ General School & Office Supplies
- ~ Health Supplies
- ~ Ice Cream
- ~ Institutional Paper
- ~ Milk/Juice
- ~ Musical Instruments
- ~ Natural Gas
- ~ Printed Envelopes
- ~ Produce
- ~ Propane
- ~ Science Classroom Supplies
- ~ Teaching Aids
- ~ Technology & Shop Supplies
- ~ Transportation Supplies

**LIBERTY UTILITIES (ST. LAWRENCE GAS) CORP.
Grant of Easement**

This Easement Agreement (the "Agreement") is made as of this _____ day of _____, 2024 by and between **MADRID WADDINGTON CENTRAL SCHOOL DISTRICT**, a corporation organized under the laws of the State of New York, having its principal place of business and a mailing address of 2582 State Highway 345, Madrid NY 13660, hereinafter referred to as (the "**Grantor**") and **LIBERTY UTILITIES (ST. LAWRENCE GAS) CORP.**, a public service corporation of the State of New York, having its principal office and place of business at 33 Stearns Street, P.O. Box 270, in the Village of Massena, Town of Massena, County of St. Lawrence and State of New York 13662, hereinafter referred to as (the "**Grantee**").

RECITALS

A. **Grantor** is the owner of the property commonly known as Tax Map Parcel No. 30.004-2-6, located at 2582 State Highway 345 in the Town of Madrid, County of St. Lawrence, State of New York, which **Grantor** acquired by Deed dated June 3, 1959 and recorded in the St. Lawrence County Clerk's office on June 4, 1959 n Liber 654 of Deeds at page 164, hereinafter referred to as ("**Grantor's Property**").

B. By this Agreement, **Grantor** is granting to **Grantee** an easement over **Grantor's** Property in the areas described in the attached Schedule A, which is attached hereto and made a part hereof (the "**Easement Area**") for the purposes as set forth below.

NOW THEREFORE, for good and valuable consideration, the receipt of which is hereby acknowledged, the parties agree as follows:

1. **Easement**. **Grantor** does hereby grant and convey to the **Grantee**, its successors and assigns forever:

- (A) the exclusive right-of-way and easement on, over, across, under and through the Easement Area to construct, operate, maintain, inspect, patrol (including aerial patrol), alter, relocate, remove, replace, and repair a buried pipeline or pipelines and all appurtenances, equipment, including telecommunication equipment, or facilities useful or convenient in connection with or incidental thereto, buried or above-ground, for the carriage, storage, transportation and handling of gaseous or liquid hydrocarbons and any product or by-product thereof (such pipeline or pipelines, appurtenances, equipment and facilities are referred to herein collectively as the "**Pipeline**");
- (B) the right to install all necessary service connections from the Easement Area, to include: excavation, restoration, piping, meters, regulators, and all other appurtenances; to serve the premises of **Grantor** and to serve adjacent properties, including properties along both sides of Brady Road, along and/or from either the route of the Pipeline described herein in Schedule A and its extension northeasterly within the bounds of Brady Road to the Madrid Waddington Central School bus garage, said bus garage being located within the premises of the **Grantor** set forth in (A.) above, or, if more convenient, from any service within **Grantor's** Property;
- (C) the right to use such of the Property immediately adjacent to either side of the Easement Area as may reasonably be required by the **Grantee** in connection with the construction and maintenance of the Pipeline;

- (D) the right of ingress and egress at any and all times over, along, across, upon and through the Easement Area; and
- (E) the permanent and perpetual right of reasonable access to the Easement Area over, along, across, upon and through the lands of the **Grantor**, including all existing roads on **Grantor's** Property and other adjacent lands of the **Grantor**, with personnel, vehicles and equipment as may be required for purposes of repairs and maintenance to the Pipeline as installed, with the understanding that the **Grantee** shall be wholly responsible for restoring the lands of the **Grantor** to its former state upon completion of any repairs or maintenance.

The rights, privileges and easements described in Clauses (A), (B), (C), (D), and (E) above are referred to herein collectively as the "**Easement Rights**".

The Easement Rights may be exercised and enjoyed by the **Grantee** and its officers, agents, employees, contractors and subcontractors, on foot and/or with vehicles, supplies, machinery and equipment for all purposes, including surveys, necessary, useful or convenient in connection with or incidental thereto.

2. **Temporary Construction Easement.** **Grantor** further grants and conveys to **Grantee** a temporary construction easement and right-of-way over and across **Grantor's** Property contiguous to the Easement Area, for all purposes set forth in paragraph 1 of this Agreement and incidental thereto until such time as the **Grantee** has completed construction of its facilities. At the termination of any temporary occupancy hereby authorized, the **Grantee** will restore, at its own expense, **Grantor's** Property to as good condition as before **Grantee's** disturbance of the same. Such restoration work shall include the removal of any construction debris, along with the repair or replacement of any structures, fences, driveways or other improvements on **Grantor's** Property that are removed, damaged or destroyed by **Grantee** or others acting for or on behalf of **Grantee**.

3. **Grantee's Rights.** **Grantee** shall have the right to remove, cut, trim, and keep clear all obstructions, trees, brush, and other objects that may injure, endanger or interfere with the construction, operation, maintenance, or removal of the Pipeline. **Grantee** shall retain ownership of and title to the Pipeline notwithstanding that it may be annexed or affixed to the freehold and may at any time and from time to time be removed in whole or in part.

4. **Grantor's Rights.** The **Grantor** shall have the right to use and enjoy the Easement Area in any manner so long as such use does not interfere with the Easement Rights granted to **Grantee** hereunder, provided that the **Grantor** shall not make, construct or place, nor permit to be made, constructed or placed, any excavation, change of grade (including placement of fill material), water impoundment, tree, fence, building or structure or other obstruction on the Easement Area without the prior written consent of the **Grantee**.

5. **Indemnification.** **Grantee** shall indemnify the **Grantor** from all liabilities, damages, and claims arising from the negligence or willful misconduct of the **Grantee**, its officers, agents, employees, contractors, or subcontractors in the construction, operation, or maintenance of the Pipeline.

6. **Abandonment.** In the event of a permanent abandonment of the Pipeline, **Grantee** may, at its option, either leave the Pipeline in place or remove it in whole or in part. After such abandonment, the **Grantee** may, at its option, or shall, upon request of the **Grantor**, and upon any receipt of any necessary governmental approvals, execute and record an instrument releasing

and terminating all rights hereunder. In the event of removal, the **Grantee** shall restore the Easement Area insofar as it is practicable so to do.

7. **As-Built Description**. In the event either the **Grantor** or the **Grantee** determines that a more accurate description of the Easement Area is necessary or desirable upon completion of a survey of the Pipeline as-built, **Grantee** shall prepare a supplemental Grant of Easement or map reflecting such description and record same at the **Grantee's** expense. The **Grantor** agrees to execute, acknowledge, and deliver such supplemental Grant of Easement if necessary to permit same to be recorded.

8. **Compliance with Laws**. **Grantee** shall comply with all applicable laws, ordinances, rules and regulations with respect to its use of the Easement Area and shall be responsible for any and all costs associated with damage to the Easement Area not resulting from the normal use contemplated hereunder caused by **Grantee's** employees, agents, contractors, subcontractors, invitees or licensees or which is a result of the negligence of **Grantee**, its employees, agents, contractors, subcontractors, invitees or licensees.

9. **Run with the Land**. This Easement shall be perpetual in nature, shall in all respects run with the land, shall inure to the benefit of the parties hereto, and their respective heirs, successors, and assigns.

10. **Assignment**. The Easement Rights granted herein may be sold, leased, assigned, pledged, or mortgaged in whole or in part by the **Grantee**.

11. **Abutting Lands**. If the **Grantor** possesses any right or title in the bed of any roads abutting the Property, the **Grantee's** Easement Rights shall extend to the bed of such roads as necessary to permit the **Grantee** to exercise the Easement Rights in conjunction with its easement rights on adjoining lands.

12. **Warranty**. The **Grantor** does forever warrant and defend the above-granted Easement Rights to the **Grantee** against all claims and demands whatsoever.

13. **Miscellaneous**. This Agreement (i) may be executed in any number of counterparts, each of which when taken together shall be deemed one in the same instrument; (ii) shall be construed and enforced under the laws of the State of New York; (iii) may not be modified except by a written instrument executed by the parties hereto; (iv) shall be recorded in the office of the St. Lawrence County Clerk; and (v) has been duly authorized by each party hereto.

14. **Compensation**. **Grantee** shall compensate the **Grantor** for all damages suffered by **Grantor** as a result of the operations of the **Grantee** or others acting for or on behalf of the **Grantee**, including all damage done to any drainage system, crops, pasture, marketable timber, hedges, produce, water wells, artesian springs, livestock, buildings, fences, culverts, bridges, lanes, improvements, or equipment of the **Grantor** on **Grantor's** Property;

15. **Payment**. **Grantee** shall pay to the **Grantor**, at the address shown above, the additional sum of **NO DOLLARS (\$0.00)**.

[Signatures and Notarizations to Follow]

IN WITNESS WHEREOF, Grantor and Grantee have caused their signatures to be affixed hereto on the date above first written.

GRANTOR:
MADRID WADDINGTON CENTRAL SCHOOL DISTRICT

By: _____
Name: Eric Burke
Title: MWCS District Superintendent

GRANTOR ACKNOWLEDGEMENT

STATE OF NEW YORK)
COUNTY OF ST. LAWRENCE) SS.:

On the ___ day of _____ in the year 2024 before me, the undersigned, a Notary Public in and for said State, personally appeared **ERIC BURKE**, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

Notary Public, State of New York

GRANTOR:
MADRID WADDINGTON CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION

By: _____
Name: Bruce Durant
Title: MWCS District BOE President

GRANTOR ACKNOWLEDGEMENT

STATE OF NEW YORK)
COUNTY OF ST. LAWRENCE) SS.:

On the ___ day of _____ in the year 2024 before me, the undersigned, a Notary Public in and for said State, personally appeared **BRUCE DURANT**, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

Notary Public, State of New York

GRANTEE:

LIBERTY UTILITIES (ST. LAWRENCE GAS) CORP.

By: _____

Name: Mark P. Murray

Title: President

GRANTEE ACKNOWLEDGEMENT

STATE OF NEW YORK)
COUNTY OF ST. LAWRENCE) SS.:

On the ____ day of _____ in the year 2024 before me, the undersigned, a Notary Public in and for said State, personally appeared **Mark P. Murray, the President of Liberty Utilities (St. Lawrence Gas) Corp., A New York Corporation**, to me known and known by me to be the person executing the foregoing instrument on behalf of said Corporation, and acknowledged said instrument and the execution thereof, to be his free act and deed in said capacity and the free act and deed of said Corporation.

Notary Public, State of New York

SCHEDULE A.**Real Property Parcel Data.**

Physical Address: 2582 SH 345, Town of Madrid, NY
Tax Map Parcel No.: 30.004-2-6
SWIS Code: 405600

Description of Easement Area.**DISTRIBUTION MAIN EASEMENT FOR SERVICE TO THE MWCS BUS GARAGE OWNED BY THE GRANTOR, TAX PARCEL NO. 30.004-2-6, AND FOR SERVICE TO OTHER PROPERTIES ALONG BRADY ROAD.**

The **Grantor** hereby conveys to the **Grantee** a **RIGHT OF WAY and PERMANENT AND PERPETUAL EASEMENT TEN (10) FEET IN WIDTH**, being five (5) feet either side of the centerline of the as-built Pipeline as installed, the centerline of said Pipeline being generally described as follows:

BEGINNING at a point in the easterly highway bounds of the Madrid-Waddington State Highway Route No. 345 (SH 345), said point being located at the intersection of said easterly highway bounds with the centerline of the existing (2024) natural gas service to Madrid Waddington Central School (see reference to the prior easement from mcAvoy below, Document No. R-2024-00005792),

and runs from thence easterly through the premises of the **Grantor** and along the centerline of the aforesaid existing natural gas service a distance of approximately 35 feet, more or less, to an angle point, said angle point being additionally located southerly a distance of approximately 4 feet, more or less, from the southerly edge of the existing (2024) pavement of the entrance driveway off SH 345 into Madrid Waddington Central School;

thence continuing northerly through the premises of the **Grantor** and crossing the aforesaid paved entrance driveway on the east side of the existing (2024) school sign a distance of approximately 61 feet, more or less, to an angle point;

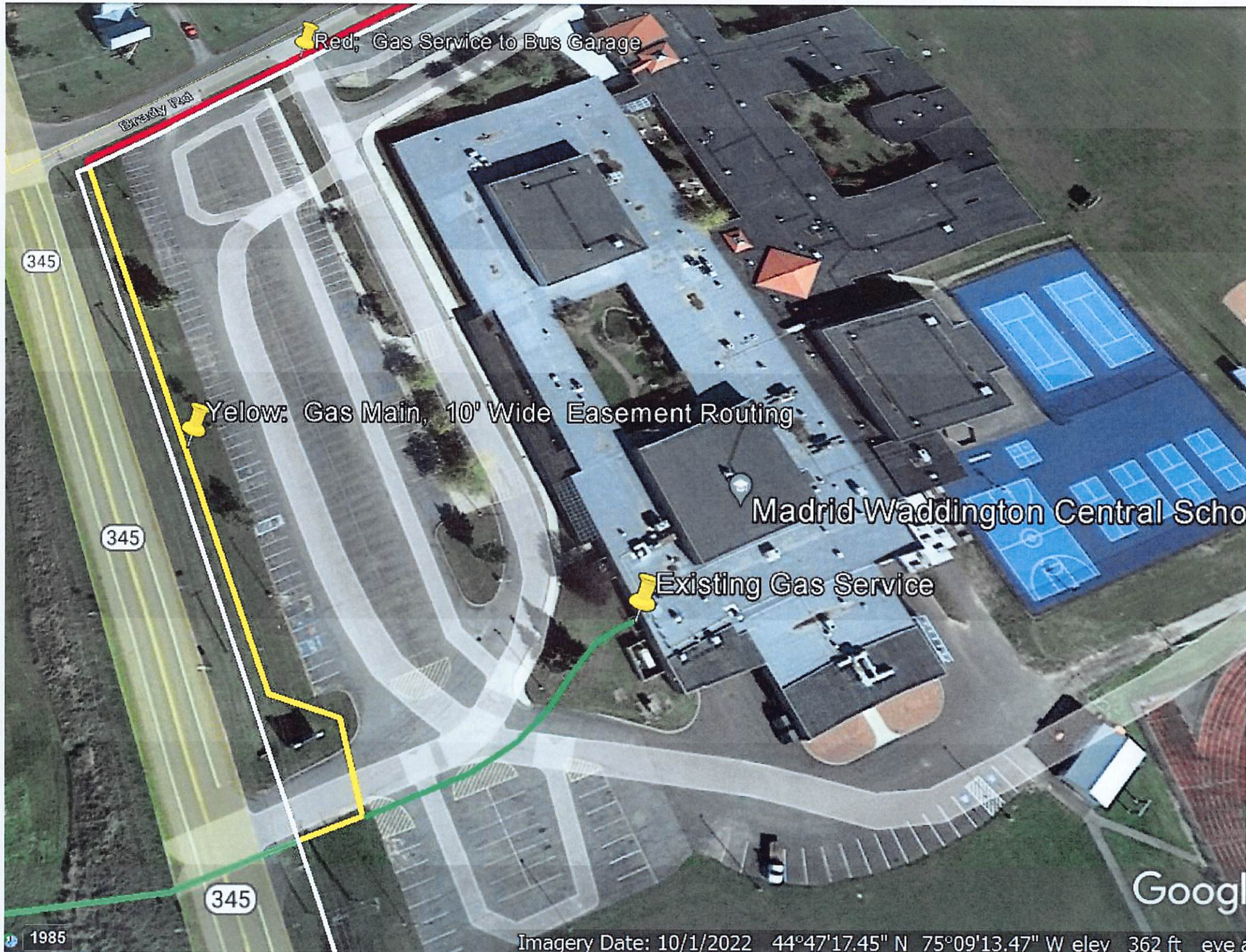
thence continuing northwesterly through the premises of the **Grantor** a distance of approximately 40 feet, more or less, to an angle point, said angle point being located westerly a distance of approximately 24 feet, more or less, as measured perpendicular, from the westerly edge of the existing (2024) paved parking area within the premises of the **Grantor**,

thence continuing northerly and generally parallel with the aforesaid westerly edge of the existing paved parking area a distance of approximately 481 feet, more or less, to a point in the southerly bounds of Brady Road.

BEING a portion of the premises formerly conveyed to the predecessor of the **Grantor**, Central School District No. 1 of the Towns of Madrid, Potsdam and Waddington (now Madrid Waddington Central School District) from Nellie Fullington, Mabel Brady and Joseph Brady by

deed dated June 3, 1959 and recorded in the St. Lawrence County Clerk's office on June 4, 1959 in Liber 654 of Deeds at page 164.

Reference may also be had to an easement from Clarence J. McAvoy and Elizabeth B. McAvoy to St. Lawrence Gas Company, Inc, dated August 18, 1973 and recorded in the St. Lawrence County Clerk's office on June 5, 2024 in Document No. R-2024-00005792, said easement being located on the west side of SH 345 across the former McAvoy lands, and said easement being igranted to provide natural gas service to Madrid Waddington Central School, said gas service being installed in 1973. This unrecorded easement inadvertently remained undiscovered in the files of the **Grantee** until 2024 when it was placed on record.



Red; Gas Service to Bus Garage

Yellow: Gas Main, 10' Wide Easement Routing

Existing Gas Service

Madrid Waddington Central School

Google

Imagery Date: 10/1/2022 44°47'17.45" N 75°09'13.47" W elev 362 ft eye a

345

345

345

1985

KATE I. REID
kreid@bsk.com
P: 315.218.8625
F: 315.218.8925

April 19, 2024

VIA ELECTRONIC MAIL

Eric Burke
Superintendent of Schools
Madrid-Waddington Central School District
2582 NY-345
Madrid, NY 13660

Dear Mr. Burke:

We are pleased to continue our representation of Madrid-Waddington Central School District (the "District") in relation to general legal matters for the 2024-2025 school year. We have found that setting forth the basic terms of our engagement at the outset of our representation benefits both us and the District. Those terms are set forth in the enclosed "Terms of Representation," as well as below.

Our billings with respect to this matter will be based on the time (in tenth hour increments) that our attorneys, paralegals, and other service professionals devote to it. A discounted blended hourly rate for services for those attorneys, paralegals and other service professionals who will work on District matters will be \$245.

If these terms (including the enclosed Terms of Representation) are acceptable, please sign and return a copy of this letter to my attention. Upon receipt of a signed copy of this agreement, our representation of the District will begin.

Again, we appreciate the opportunity to be of service and look forward to working with the District. If you have any questions about this letter, or about any aspect of our representation and arrangement, please do not hesitate to contact me.

Very truly yours,

BOND, SCHOENECK & KING, PLLC



Kate I. Reid

KIR/aaw

Eric Burke
April 19, 2024
Page 2

Attachment

Accepted:

Madrid-Waddington Central School District

Eric Burke, Superintendent of Schools

Dated: _____

SILVER & COLLINS

ATTORNEYS AND COUNSELORS AT LAW

Andrew W. Silver
John K. Collins

REPLY TO CANTON OFFICE

Honorable
George E. Silver
Of Counsel

May 16, 2024

VIA E-MAIL

William M. Duskas
Of Counsel

Mr. Eric Burke, Superintendent
Madrid-Waddington Central School District
PO Box 67
Madrid, New York 13660

Re: Legal services

Dear Eric:

Please let this letter serve as confirmation that I would welcome the opportunity to continue to represent the Madrid-Waddington Central School District for the upcoming 2024-2025 school year.

My services will be billed at the rate of \$150.00 per hour. In addition, my firm will require an annual retainer of \$1,500.00, payable in July 2024.

I am pleased to be able to offer rates and a retainer unchanged from last year.

It is my pleasure to represent the District.

Sincerely,

SILVER & COLLINS

CANTON
44 Court Street
Canton, NY 13617
(315) 386-8506
(315) 386-8507 (FAX)

By Andrew W. Silver

Andrew W. Silver

POTSDAM
4 Elm Street
Potsdam, NY 13676
(315) 265-2264
(315) 265-2611 (FAX)

AWS/esp

OGDENSBURG
201 State Street, Ste 101
Ogdensburg, NY 13669
(315) 339-1630
(315) 393-9675 (FAX)

MORRISTOWN
316 Main Street
P.O. Box 218
Morristown, NY 13664
(315) 375-8836
(315) 375-4021 (FAX)

Madrid-Waddington CSD District Wide Safety Plan

Revision Date: June 2024

Commissioner's Regulations 155.17

DISTRICT-WIDE SCHOOL SAFETY PLAN

INTRODUCTION

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Districts are required to develop a district-wide school safety plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies. The District-wide Plan is responsive to the needs of all schools within the district and is consistent with the more detailed emergency response plans required at the school building level. Districts stand at risk from a wide variety of acts of violence, natural and manmade disasters. To address these threats, the State of New York has enacted the Safety Schools Against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses prevention, response and recovery with respect to a variety of emergencies in each school district and its schools.

Madrid-Waddington ("District") supports the SAVE Legislation, and intends to facilitate the planning process. The District Superintendent of Schools encourages and advocates on-going district-wide cooperation of Project SAVE.

SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

A. Purpose

The Madrid-Waddington District-wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the District Board of Education, the District Superintendent appointed a District-wide School Safety Team and charged it with the development and maintenance of the District-wide School Safety Plan.

B. Identification of School Teams

The District has created a District-wide School Safety Team including the following persons:

Position	Name or Title
Superintendent/Chief Emergency Officer	Eric Burke
Board of Education Representatives	Katie Logan, Amber Sullivan, Chris Pryce
Administration Representatives	Joe Binion and Nicole Weakfall
Teacher Representative	Bryan Huntley
Parent Organization Representative	Ted Schulz
School Safety Personnel	Joe Binion and James Murray
School Nurse	Amber Murphy
School Counselors	Toni Siddon, Katie Hayes
Transportation Department	Shawn Losey
Representatives from Local Fire	Jacob Roome (Madrid) and Kevin Sharlow (Waddington)
Representatives from Local Rescue	Ron Burke (Madrid) and Jacquelyn Brown (Waddington)
Representative from NY State Police	Brian Coakley

C. Concept of Operations

- The District-wide School Safety Plan shall be directly linked to the individual Building-level Emergency Response Plans for each school building. This District-wide School Safety Plan will guide the development and implementation of individual Building-Level Emergency Response plan.
- In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the School Emergency Response Team.
- Upon the activation of School Emergency Response Team, the Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified.
- Emergency response actions including Crisis Response may be supplemented by County and State resources through existing protocols.

D. Plan Review and Public Comment

- This plan shall be reviewed and maintained by the District-wide School Safety Team and reviewed on an annual basis on or before July 1 of each year.
- Pursuant to Commissioner's Regulation 155.17(e)(3), this plan will be made available for public comment 30 days prior to its adoption. The District-wide and Building-level plans may be adopted by the School Board only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. The plan must be formally adopted by the Board of Education.
- While linked to the District-wide School Safety Plan, Building-level Emergency Response Plan shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.
- Full copies of the District-wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption. Building-level Emergency Response Plan will be supplied to both local and State Police within 30 days of adoption.

SECTION II: GENERAL EMERGENCY RESPONSE PLANNING

A. Identification of sites of potential emergency

The District has established procedures for the identification of potential sites and the internal and/or external hazards that may be present in them. These procedures are developed in coordination with the local Emergency Management Office, Fire Department and law enforcement agencies, and the use of a Risk Probability Checklist. Appendix 2 of this Plan shows the results of this procedure.

B. Actions in response to an emergency

The District has identified the following general response actions to emergency situations. These actions include school cancellation, early dismissal, evacuation and sheltering. The Building-level Emergency Response Plan includes identification of specific procedures for each action depending upon the emergency.

Emergencies include, but are not limited to:

Lock-down	Sheltering/Evacuation
Threats of Violence	Intruder
Hostage/Kidnapping	Explosive/Bomb Threat
Natural/Weather Related	Hazardous Material
Civil Disturbance	Biological
School Bus Accident	Radiological
Gas Leak	Epidemic
Pandemic	Emergency Remote Instruction Plan
Others as determined by the Building-level School Safety Team	

C. District resources and personnel available for use during an emergency

The District has committed the full inventory of its resources to be available for use during an emergency. These resources will be utilized in accordance with the Incident Command System as deemed appropriate by the Incident Commander. (See Incident Command System Position and Description chart.)

Specific procedures, policies, persons, phone numbers and training are located in the Building-level Emergency Response Plan. The Incident Commander will contact 9-1-1 for advice and assistance when needed.

D. Procedures to coordinate the use of school district resources during emergencies

The District uses the Incident Command System model for emergency actions. For district-wide emergencies the Incident Commander will be the District Superintendent. In building-level emergencies, the administrator in charge or his/her designee will act as the Incident Commander. The Incident Commander is authorized to activate such resources and personnel as are appropriate to the incident. The Incident Commander is empowered to render such decisions as may be necessary in keeping with the response actions as identified in the Building-level Emergency Response Plan. Building-level Incident Command staff are identified in the Building-level Emergency Response Plan.

E. Annual multi-hazard school training for staff and students

The District will conduct annual training for both staff and students in school safety issues. Training will be coordinated by the Health & Safety Office, and may consist of classroom activities, general assemblies, tabletop exercises, full scale drills or other appropriate actions to increase the awareness and preparedness of staff and students. Staff, students, and parents will be provided prior notice as to when these emergency drills will take place.

Drills and other exercises will be coordinated with local, county and state emergency responders and preparedness officials. Existing plans will be revised in response to post-incident critiques of these drills.

Trauma Informed Drills and Exercises

Drills and training will be conducted in a trauma informed, developmentally and age-appropriate manner; drills and training will not include props, actors, simulations, or other tactics intended to mimic a school shooting, incident of violence, or other emergency; and students and staff will be informed when a school is conducting a drill.

Parental Notification of Drills and Exercises

MWCSD provides parents prior notification when emergency drills take place: Lockdown and Emergency Evacuation. This includes an annual letter regarding safety protocols, drills, and parent notification system for emergencies, via ParentSquare

Training procedures and frameworks are included in Appendix 3.

F. Staff development

Each year during the Staff Development Day, training in Violence Prevention and Intervention as well as mental health awareness will be offered. Refresher training in searching for suspicious packages will be provided as needed.

G. Remote Learning Protocols for Emergency Closure Days

Communication:

- **ParentSquare** will be the learning management system used by teachers in PreK-Grade 5.
- **Google Classroom** and **Google Meet** will be the learning management system used by teachers in Grades 6-12.
- Ongoing communication with families will take place through **Google Classroom, email, and/or ParentSquare.**

Jr.-Sr. High School Protocols:

- All students in Grades 6-12 will use their district provided Chromebook to attend live synchronous instruction via Google Meet.
- Students will follow their normal 9-period schedule at these times:

1st: 9:00-9:18 AM	4th: 10:00-10:18 AM	7th: 11:00-10:18 AM
2nd: 9:20-9:38 AM	5th: 10:20-10:38 AM	8th: 11:20-11:38 AM
3rd: 9:40-9:58 AM	6th: 10:40-10:58 AM	9th: 11:40-11:58 AM
- Period attendance will be taken for all students.
- Teachers will also be available for Office Hours from 12:00-1:00 PM to provide additional assistance.
 - Students can reach out to their teachers via **Google Classroom, email, and/or ParentSquare** to inform their teacher that they require additional help.
 - Teachers will respond during Office Hours to provide assistance via **Google Meet, Google Classroom, email, and/or ParentSquare.**

Elementary School Protocols:

- All students in Pre-Kindergarten - Grade 5 will be assigned a Remote Learning Packet to be completed on an Emergency Remote Day. Classroom teachers will provide directions for completion and may be contacted through **ParentSquare or email.**
- Work may be submitted via photos sent in ParentSquare, email, or turned in the following

school day.

- Elementary teachers will be available for office hours from 9:00 AM-1:00 PM. Parents may reach out to teachers via ParentSquare to set up a time to meet and have questions answered.

Responsibilities:

- **Teachers and Related Service Providers will:**
 - Ensure that all students in Pre-K, Kindergarten, and Grades 1-5 receive a Remote Learning Packet.
 - Ensure that all students in grades 6-12 are familiar with the learning management system that will be used.
 - Establish virtual meeting expectations and practice with students in grades 6-12.
 - Remind students and parents of procedures when a remote learning day is announced, and make sure students are prepared with Chromebooks and/or appropriate materials and/or packets.
 - Require elementary students to participate in approximately one-two hours daily independent practice time.
 - Require middle and high school students to participate in approximately three-four hours of daily instruction inclusive of additional independent practice time.
- **Parents will:**
 - Ensure children are prepared to log on to remote instruction should a remote day be called.
 - Notify the school immediately if your family is in need of a hotspot to provide Wi-Fi. Please call (315) 322-5746 ext. 200
 - Remind children of procedures should a remote learning day be announced, and make sure students are prepared with Remote Learning Packets, Chromebooks, and appropriate materials.

******Closures that require remote instruction for more than five days will require us to resort to a full synchronous schedule to the extent practicable.******

SECTION III: RESPONDING TO THREATS AND ACTS OF VIOLENCE

A. Policies and procedures for responding to implied, or direct threats of violence or acts of violence by students, teachers, other school personnel and visitors to the school

The District has enacted policies and procedures dealing with violence. These policies and procedures deal with the safety of the school community as well as the range of discipline of those making the threat of committing the act of violence and are included herein as Appendix 4 of this document.

The Madrid-Waddington School District uses a wide range of methods to ensure that students, staff and parents are made aware of early detection of violent behaviors. Some specific methods include the use of the student handbook, student calendar, code of conduct, PDP handouts and a Health & Safety Committee.

The Incident Commander will, based on the situation, determine the appropriate steps to be taken. These may include, but are not limited to; lock-down, search, evacuation or contacting 9-1-1. Specific steps are outlined in the Building-level Plan. The Incident Commander will monitor the incident, adjust their response as appropriate during the incident and work to protect students and staff.

In accordance with Allyssa's Law, the Madrid-Waddington CSD will annually assess the necessity for classroom teacher and school personnel use of a panic button alert system.

B. Policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident

Law enforcement officials will be contacted by the Incident Commander in line with the Building-level Emergency Response Plan and will be requested based upon the "closest response agency" concept to ensure that the response to the incident is as rapid as possible. The Incident Commander will contact the appropriate law enforcement agency by calling 9-1-1.

Policies are listed in Appendix 4. Specific procedures are outlined in the Building Level Plan.

The district has also considered zero tolerance policies and has determined that Madrid-Waddington School District will not adopt them. Punishment will be judged on a case-by-case basis, the Code of Conduct and other district policies.

C. Appropriate responses to emergencies

The District recognizes that appropriate response to emergencies varies greatly depending upon the actual threat or act as well as the magnitude of such emergency. The district has developed specific procedures for responding to bomb threats, hostage taking, intrusions and kidnappings.

Lock-downs, evacuations and contacting local law enforcement through the Incident Command Structure will be used. Specific steps are found in the Building-level Plan.

D. Policies and procedures to contact parents, guardians or persons in parental relation to the students in the event of a violent incident or an early dismissal

The district has plans and procedures to contact parents and guardians through the use of telephones, radio stations, intercom, fax, emergency alert systems, E-mail, television and written communications. Specific procedures are outlined in the Building-level Plan to handle early dismissals, evacuation and sheltering. Contact phone numbers are listed in the phone directory found in the Building Specific Plans.

Parent and guardian phone numbers are found in the main office.

The Incident Commander, based on the situation, will make the determination as to which form of communication will be used: i.e., television, radio, phone numbers.

SECTION IV: COMMUNICATION WITH OTHERS

A. Obtaining assistance during emergencies from emergency services organizations and local government agencies

During emergencies, local government agencies, including emergency services, can be obtained via the local emergency management office or through the local emergency communication center. The Incident Commander will authorize the procurement of these agencies.

B. Procedures for obtaining advice and assistance from local governmental officials including the county or city officials responsible for implementation of Article 2-B of the Executive Law

Madrid-Waddington School District will work with county and other local officials when an Article 2-B emergency is declared. The Incident Commander, based on the actual Article 2-B situation, will contact the Emergency Management Office for guidance by calling 9-1-1.

C. A system for informing all educational agencies within a school district of a disaster

The District will notify any appropriate educational agencies within its boundaries as well as adjacent to its boundaries in the case of a disaster that would affect any of these agencies. The Incident Commander will determine the extent of notification and delegate its delivery. See Appendices 1 and 10 for the list of educational agencies within the district.

D. In case of a school district, maintaining certain information about each educational agency located in the school district, including information on:

Each Building-level Emergency Response Plan will include the following information:

- School population
- Number of staff
- Transportation needs
- Business and home telephone numbers of key officials of each such educational agency

The Building-level School Safety Teams will ensure that this information is current and accurate.

SECTION V: PREVENTION AND INTERVENTION STRATEGIES

A. Policies and procedures related to school building security, including, where applicable, the use of school safety officers and/or security devices or procedures

Specific policies related to building security are found in Appendix 6. Madrid-Waddington School District currently does not have any special building security at this time; if and when security procedures are added, the plan will be amended with established policies.

The Madrid-Waddington School District does have procedures for lock-down, evacuation and sheltering. The specific procedures are found in the Building-level Plan.

B. Policies and procedures for the dissemination of informative materials

The District is committed to the use of age-appropriate interpersonal violence prevention education programs for the students.

C. Prevention and intervention strategies

The District continues to develop and investigate various strategies regarding violence prevention and intervention. These strategies include, but are not limited to:

- Collaborative agreements with state and local law enforcement officials designed to ensure that staff are adequately trained including being trained to de-escalate potentially violent situations
- Non-violent conflict resolution training programs
- Peer mediation programs and youth courts
- Extended day and other school safety programs

D. Strategies for improving communication among students and between students and staff and reporting of potentially violent incidents

The District recognizes that communication is a vital key in the prevention and intervention of violence in schools. To that end, the District is exploring programs in the following areas:

- Youth-run programs
- Peer mediation
- Conflict resolution
- Creating a forum or designating a mentor for students concerned with bullying or violence
- Establishing anonymous reporting mechanisms for school violence
- Others based on district needs

E. Description of duties, hiring and screening process, and required training of hall monitors and other school safety personnel

The Madrid-Waddington School District currently does not employ hall monitors, SRO's or other security personnel. If and when the school does employ security personnel, duties will be listed.

APPENDICES

Appendix 1

Listing of all school buildings covered by the District-wide School Safety Plan with addresses of buildings and contact names and telephone numbers for building staff.

Building Name	Address	Contact Name	Phone Number
M-W Elementary & Jr./Sr. High	2582 SH 345 Madrid, NY 13660	Eric Burke Joe Binion Nicole Weakfall	315-322-5746

Appendix 2

Building Risk Determination

Appendix 3

Training Policy

Appendix 4

Policies dealing with Violence on School Property

Appendix 5

Regulation References

-155.17 *Executive Law 2-B

Policy (or policy number) regarding building security, school safety officers and dissemination of informative materials here.

Appendix 6

Community Relations Policy

Appendix 7

Description of duties, hiring and screening process, and required training of hall monitors and other school safety personnel.

Appendix 8

Copies of all Building-level Emergency Response Plans. Identification of local and state law enforcement agencies where building-level plans are filed.

Appendix 9

Memoranda of Understanding or agreements relevant to implementation of the District-wide Plan and, where appropriate, Building-level Emergency Response Plan.

Appendix 10

List of local Educational Agencies

Appendix 2

Building Risk Determination

Appendix 2
Building Risk Determination

Building	Address
Madrid-Waddington Central School	PO Box 67 Madrid, New York

Internal Hazards

- Civil Disturbance
- *Bomb Threat
- *Hostage
- *Intruder
- *Kidnapped person/Missing Child
- *Civil unrest
- *Anthrax (bio-terrorism)
- *Lock-down
- *Evacuation
- *Sheltering

Fire and Explosion

- *Explosion
- *Fire

Systems Failure

- *Electrical system failure
- *Fuel shortage
- *Gas leak
- *Heating system failure (loss of heat)
- *Roofing failure (leak)
- *Sewage system failure
- *Structural failure
- *Water system failure

Medical Emergency

- *Allergic reaction/Bleeding/Blow to the head
- *Broken bones/Burns/Choking/Diabetic shock
- *Epileptic convulsions/shock
- *Bites
- *Blood/body fluid exposure (infection control)
- *Electric Shock

Medical Emergency

- *Epidemic shock
- *Food poisoning
- *Heart attack
- *Toxic exposure
- *Death/Suicide

External Hazards

- Weather Related
- *Flood/mudslide
- *Storm/snow/ice/wind/hurricane
- *Thunderstorm
- *Tornado

Environmental Problems

- *Air pollution
- *Flood/mudslide
- *Hazardous material spills/releases
- *Radiological incident
- *Storm/snow/ice/wind/hurricane
- *Extreme cold/heat
- *Thunderstorm/lightning storm
- *Tornado
- *Toxic material spill/releases
- *Water contamination

Other External Hazards

- *Airplane crash
- *School bus accident
- *Earthquake
- *Highways
- Pandemic

Appendix 3

Training

Appendix 3

Training will be provided by the Jefferson-Lewis BOCES Health & Safety Office as required.

Topics that will be offered include:

Two-hour Violence Prevention and Intervention

Incident Command System

Red Cross Shelter Management

Searching for Suspicious Packages

DASA: Dignity for All Students Act

Sexual Harassment

Trauma Informed Practices

Threat Assessment Team: Consultation with At-Risk Global

Appendix 4

Policies Dealing with Violence on School Property

Appendix 4

Board Duties and Responsibilities:	1320	Code of Ethics
Board Policy Development:	1420	Administration in Absence of a Board Policy
Employee Rights:	4020	Drug-Free Workplace
	4030	Prohibition of Smoking and the Use of Tobacco Products
	4040	Dangerous Weapons and Materials in School
	4070	Drug and Alcohol Testing
Employee Responsibilities:	4230	Drivers who Transport Students on an Occasional Basis
	4235	Use of Personal Protective Equipment
Student Rights:	5000	Equal Educational Opportunities for Students
	5010	Sexual Harassment of Students
	5010R	Sexual Harassment of Students Regulation
	5010E	Student Grievance Form for Complaints Alleging Discrimination Based upon Sex
	5020	Discrimination of Students
	5020R	Discrimination of Students Regulation
	5020E	Student Grievance Form for Complaints Alleging Discrimination
	5030	Student Complaint and Grievance Procedure
	5040	Physical Restraint and Corporal Punishment
	5050	Student Records
	5050R	Student Records Regulation
Student Safety:	5120	Suspected Child Abuse, Neglect and Maltreatment
	5120R	Suspected Child Abuse, Neglect and Maltreatment Regulation
Student Responsibilities:	5200	School Conduct and Discipline
	5210	Students Rights and Responsibilities
	5220	Student Suspension
	5230	Alcohol, Tobacco and Substance Abuse
	5231	Prohibition of Smoking and the Use of Tobacco Products
	5240	Dangerous Weapons and Materials in School
Instruction:	6000	The Regents Bill of Rights for Children

Appendix 5

Regulations

Appendix 5

The Madrid-Waddington School District will comply with Article 155.17 and Executive Law 2-B. Copies of the regulations are available in the Health & Safety Office.

Appendix 6

Community Relations Policy

Appendix 6

COMMUNITY RELATIONS

Public Use of District Facilities:

2000	Use of Madrid-Waddington School District Facilities
2000R	Rules and Regulations for Community Use of School Facilities
2005	Public Conduct on Madrid-Waddington School District Property
2005R	Rules and Regulations for Public Conduct on School Property
2010	Use of Madrid-Waddington School District Property
2010E	Request for Permission to Use Madrid-Waddington School Equipment by Outside Agencies and Others

FACILITIES

7000	Emergency Plans
7010	Reporting of Hazards

Appendix 7

Safety Personnel

The Safety Coordinator for Madrid-Waddington School District
is Joe Binion

Appendix 8

Building-level Emergency Response Plans

Please See Separate Building-level Plan

Appendix 8

St. Lawrence County

Copies of the Building-level Emergency Response Plans are filed with the following agencies:
Use only agencies that apply

New York State Police
St. Lawrence County Sheriff
Madrid Fire and Rescue
Waddington Fire and Rescue
St. Lawrence County Public Health

New York State Police Department

29 Stearns Street
Massena, NY 13662 (315) 769-3503

St. Lawrence County Sheriff

48 Court Street
Canton, NY 13617 (315) 379-2365

Madrid Fire Department

10 Church Street
Madrid, NY 13660 (315) 322-4346

Waddington Fire Department

51 Maple Street
Waddington, NY 13694 (315) 388-4441

St. Lawrence County Public Health

80 NY-310
Canton, NY 13617 (315) 386-2325

Appendix 9

Memoranda of Understanding

Appendix 9

Madrid-Waddington School District has agreements in place for sheltering, transportation and shelter management.

The actual agencies for which these plans exist are found in the Building-level Emergency Response Plan.

Appendix 10

Component School District

Appendix 10

Mr. Christopher Rose

Brasher Falls Central School District
1039 State Highway 11C
Brasher Falls, NY 13613
(315) 389-5131 Ext. 29108
<http://www/bfcsd.org>

Ms. Susan Todd

Canton Central School District
99 State Street
Canton, NY 13617
(315) 386-8561 Ext. 44204
<http://www.ccsdk12.org>

Mr. Matthew Southwick

Clifton-Fine Central School District
P.O. Box 75
11 Hall Avenue
Star Lake, NY 13690
(315) 848-3333 Ext. 190
<http://www.cliftonfine.org>

Mr. Jim Nee

Colton-Pierrepont Central School District
4921 State Highway 56
Colton, NY 13625
(315) 262-2100 Ext. 34144
<http://cpcs.k12.ny.us>

Ms. Erin Woods

Edwards-Knox Central School District
2512 County Route 24
Hermon, NY 13652
(315) 562-8130 Ext. 25532
<http://www.ekcsk12.org>

Mrs. Jacquelyn Kelly

Gouverneur Central School District
133 East Barney Street
Gouverneur, NY 13642
(315) 287-4870
<http://gouverneurcentralschool.org>

Mr. Lauren Morley

Hammond Central School District

P.O. Box 185

51 South Main Street

Hammond, NY 13646

(315) 324-5931 Ext. 26100

<http://hammondcsd.schoolwires.net>

Mr. Robert Finster

Harrisville Central School District

P.O. Box 200

Harrisville, NY 13648

(315) 543-2707 Ext. 27901

<http://harrisvillecsd.schoolwires.net>

Mr. Megan Foster

Hermon-DeKalb Central School District

709 East DeKalb Road

DeKalb Junction, NY 13630

(315) 347-3442 Ext. 2320

<http://www.hdcsk12.org>

Mr. Jesse Coburn

Heuvelton Central School District

87 Washington Street

Heuvelton, NY 13654

(315) 344-2414 Ext. 28891

<http://heuvelton.schoolfusion.us>

Mr. Patrick Farrand

Lisbon Central School District

6866 County Route 10

Lisbon, NY 13658

(315) 393-4951 Ext. 23185

<http://lisboncs.schoolwires.com>

Mr. Eric Burke

Madrid-Waddington Central School District

P.O. Box 67

2582 State Highway 345

Madrid, NY 13660

(315) 322-5746 Ext. 35221

<http://www.mwcsk12.org>

Mr. Ronald Burke

Massena Central School District
84 Nightengale Avenue
Massena, NY 13662
(315) 764-3706 Ext. 3008
<http://www.mcs.k12.ny.us>

Ms. Stacey Vaughn

Morristown Central School District
P.O. Box 217
Morristown, NY 13664
(315) 375-8814 Ext. 21001
<http://mcsd.schoolfusion.us>

Mr. James Cruikshank

Norwood-Norfolk Central School District
P.O. Box 194
7852 State Highway 56
Norwood, NY 13668
(315) 353-9951 Ext. 38733
<http://www.nncsk12.org>

Mr. Kevin Kendell

Ogdensburg City School District
1100 State Street
Ogdensburg, NY 13669
(315) 393-0900 Ext. 31901
<http://www.ogdensburgk12.org>

Mr. Steven Coffin

Parishville-Hopkinton Central School District
P.O. Box 187
12 County Route 17
Parishville, NY 13672
(315) 265-4642 Ext. 24402
<http://phcs.neric.org>

Mr. Jerry Griffin

Potsdam Central School District
29 Leroy Street
Potsdam, NY 13676
(315) 265-2000 Ext. 733
<http://www.potsdam.k12.ny.us>

Madrid-Waddington Elementary School

315-322-5746

www.mwcsk12.org



Administration

Mr. Eric Burke, Superintendent

Ms. Nicole Weakfall, Elementary Principal

Board of Education

Bruce Durant, President

Amber Sullivan, Vice President

Wyatt Boswell

Ryan Hayes

Charles Grant

Katie Logan

Christopher Pryce

Mike Ruddy

Robert Smith

Vision

The Madrid-Waddington Central School District, in partnership with home and community, within a safe environment of empathy, compassion, and respect, commits to maximizing each student's achievement in all domains regardless of learning style or ability.

Mission

Madrid-Waddington Central School, with the intent to allow all students to meet or exceed standards, will:

- Embrace challenges
- Resolve problems
- Provide varied opportunities to all students
- Promote global, national and local citizenship
- Develop collaborative and communicative skills
- Prepare students for productive employment and lifelong learning

Visitors to School

All visitors to the school must report to the main office, sign the visitors' register and obtain a visitor's pass which must be displayed at all times. The visitor's pass must be returned to the main office, and the visitor must sign out at the conclusion of the visit.

Student Arrival and Dismissal Procedures

Any tardy student must report to the office **BEFORE** going to his/her classroom. The parent/guardian will sign the student in and submit a written excuse to the nurse for attendance verification purposes.

If anyone seeks the release of a student from school, he/she must report to the office to sign out the student, and wait for the classroom teacher to send the student to the office. No student may be released to the custody of ANY individual who is not the parent or guardian of the student, unless the individual has been authorized to do so by the parent/guardian. The authorization must be in writing.

Attendance

Excessive absences from school are the main cause of failure in school. Unless a student's health prohibits them from attending or there is an emergency situation, students should be in school.

Punctuality and regular school attendance are essential to success in school.

All absences must be verified by a note from a parent or guardian when the student returns to school. The note should contain the date(s) of absence and the reason for the absence. Notes may be handwritten or parents/guardians may respond via ParentSquare to the attendance notice they received notifying them of their child's absence. Legal excuses for absence include personal illness, medical, dental or legal appointments; religious observances; and death in the family.

School Closings

The Superintendent of Schools may close our school or dismiss students/staff early in the event of severe weather or hazardous road conditions. Parents are requested to avoid calling schools on days of poor weather; it is important to keep school phone lines open. School closing and delayed starting times will be announced over local radio and television stations, as well as, the school's website. Notifications will also be sent via ParentSquare.

Report Cards

Report cards will be issued four times during the year. We have paperless report cards. Electronic report cards expedite the process for parents/guardians to monitor their children's progress. Parents/guardians will be notified via ParentSquare when report cards are ready for viewing and parents can log-in to their SchoolTool account to view. Printed report cards will also be sent home in an envelope each quarter. We request that the parent/guardian sign the report card envelope and return it to school.

Procedure to Inspect Records

Parents/Guardians of students may inspect and review educational records upon request. A written request must be submitted to the building principal. If necessary, a hearing will be held to correct educational records. If the school district fails to comply with the above procedures, the parents or students involved have the right to file a complaint with the U.S. Department of Education, Washington, D.C.

Dignity for All Students Act

The Dignity for All Students Act is federal legislation designed to promote civility in public schools, and to prevent and prohibit conduct, which is inconsistent with the district's educational mission. The Dignity Act includes, but is not limited to, acts of discrimination and harassment based on a student's race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, and gender.

Types of Harassment Behaviors

Physical

Hitting, Punching, Tripping
Kicking, Pushing, Scratching
Damaging/Stealing Property

Verbal

Name calling, Teasing, Taunting
Making Offensive/Discriminating Remarks
Verbal Threatening/Intimidation

Social/Emotional

Excluding/Threatening to Exclude
Spreading Rumors/Gossiping
Ostracizing/Alienating
Using Threatening Looks or Gestures
Extortion

Cyberbullying

Use of Internet, Cell Phone, or Other
Technology to Harass and Intimidate

The Madrid-Waddington Elementary School staff will promote a positive school climate that encourages interpersonal and inter-group respect among students and between students and staff. Administration and staff will work to provide all students with a supportive and safe environment in which to grow and thrive academically and socially. Any information regarding the harassment of any student will be taken seriously and any knowledge of incidents involving the harassment of students will be addressed immediately. To comply with the "Dignity for All Students Act", a staff member from each building has been designated as the Dignity Act Coordinator. This individual has been trained in the provisions of the Dignity Act and methods to respond to handling human relations in all covered areas of discrimination. All violations of the act should immediately be reported to the Dignity Act Coordinator assigned to that building.

Dignity Act Coordinators:

UPK/Elementary - Nicole Weakfall

Middle School/High School - Joe Binion

Title IX Officers:

Eric Burke

Julie Abrantes

Student Expectations

- Exercise courtesy, cooperation, and kindness.
- Respect the rights and the property of others.
- Follow classroom rules.
- Walk in an orderly manner at all times.
- Demonstrate responsibility (complete class and homework assignments on time, care for their own money, notes, etc.).
- Deliver all notices from school to your parents/guardians.
- Obey reasonable requests of all staff members. (Reasonable defined: in this instance, something that is legal, inline with, or not contrary to Board of Education Policy, and would be expected of all students in a similar situation.)

Possible Consequences

1. Counseled by teacher and/or principal
2. Notification of parent
3. Possible suspension

Field Trips

Field trips are an important part of the educational program as they can greatly enhance our students' educational experience. We expect students to follow the same school rules on field trips. Students who are unable to maintain appropriate behavior in school may jeopardize their opportunity to go on a field trip. Field trips are a privilege and students who have discipline reports, excessive absences or unfinished work may not be allowed to attend. Parents will be notified prior to a field trip if there are concerns about their child's behavior.

Transportation

Transportation to and from school is provided to all elementary students. In order that the bus ride to and from school may be safe, the following rules must be observed:

1. Keep all noise at a low level.
2. Keep hands, feet, and all possessions to yourself.
3. Obey the bus driver.
4. Remain seated until the bus comes to a complete stop.

The bus driver will refer discipline problems to the principal. The penalty for misbehavior may range from a warning to suspension from riding the bus. All school rules apply while students are riding the buses. All students riding school buses are expected to maintain good conduct while traveling.

For the protection of all of our students and staff, we require any change in how a student is bused to/from school to be in writing from the parents/guardians. The requests should be dated so there is no mistake about when a student is to take a different bus. Only in an emergency, can the school take telephone requests for

bus changes.

Nurse's Office

The services of a registered nurse are available to our students on a daily basis. In the event your child becomes ill during the day, a parent/guardian will be notified and asked to pick up your child. Good attendance is encouraged for all students. The nurse will call when your child misses two days or if a pattern of absences seems to be occurring. New York State Law requires that any child absent from school needs to return with a written note stating the date, reason for the absence, and the signature of a parent.

If there is a time during the school year that your child will need to take medication during the school day, it will be necessary for you to provide the school with a written request from the doctor and another one from you before any medication can be administered. With many medications it can be arranged so the child will not need to take them during the school day.

New York State law requires all students entering the school district for the first time and when entering Pre-K or K, 1st, 3rd, 5th, 7th, 9th and 11th grade to have a health examination by a New York State licensed provider. This examination must be provided to school within 30 days of entry into school or the grade levels indicated above and may be dated anytime within the 12 months prior to the start of the school year. If a copy of the health examination is not on file within 30 days, you will be notified by the school administrator. We recommend that this examination be made by your family health care provider who knows your child best.

The Madrid-Waddington Central School District maintains on site, in each instructional school building, at least one functional automated external defibrillator (AED) for use during emergencies.

If you have a question regarding a health concern, please feel free to call one of our nurses, Mrs. Murphy or Mrs. Burnett, at school (315-322-5746 ext. 35203).

Homework

As we enter the 2024-2025 school year, we are recommitting ourselves to supporting our students to be independent, lifelong learners at all grade levels. In order to support this goal, we have worked together across grade levels to develop some guidelines for homework that allow for more consistency and scaffolded independence from one grade level to the next. These guidelines are meant to help families know what to expect when it comes to homework at each grade level. Please note that the time frames are what we believe should be the **maximum** time spent on homework each night.

As with our instruction here at Madrid-Waddington, homework may be differentiated based on a child's specific learning needs and whether they receive Tier 2, Tier 3 or special education support. The intention is to provide meaningful skill practice for all students, no matter their learning needs. If there are any questions regarding homework, please reach out to your child's classroom teacher.

Grade	Guidelines	Max Time
Pre-K	<ul style="list-style-type: none"> ● Book-It ● Monthly Family Projects 	5-10 minutes
Kindergarten	<ul style="list-style-type: none"> ● Book-It ● Family Engagement Calendar ● Reading (5 minutes - Decodable books) 	5-10 minutes
1st Grade	<ul style="list-style-type: none"> ● Book-It ● Reading (5-10 minutes - Decodable books or High Frequency Words) ● Math Application Worksheet (15 minutes
2nd Grade	<ul style="list-style-type: none"> ● Book-It ● Reading ● Math Fact Practice (flashcards/worksheet/activity) 	15 minutes
3rd Grade	<ul style="list-style-type: none"> ● Book-It ● Reading (15 minutes) ● Math (5-10 computation problems, 1 word problem) ● Studying (5 minutes) 	30 minutes
4th Grade	<ul style="list-style-type: none"> ● Reading (15minutes) ● Math (4-7 problems - 10 minutes) ● Science/SS/Spelling (5-10 minutes) 	35 minutes
5th Grade	<ul style="list-style-type: none"> ● Book-It ● Reading & Comprehension Questions (15 minutes) ● Math Worksheet (15-20 minutes) ● Science Review (10 minutes) ● Social Studies Studying/Project (10 minutes) 	55 minutes
<p>***In Grades 3-5, if homework completion becomes a repeated pattern after the student is given time to complete the homework during the school day, the student will miss only the amount of recess needed to complete the assignments. Teachers will make contact with parents for chronic homework incompleteness.</p>		

If homework is causing difficulty for your family at night or your child is consistently spending more than the max suggested amount of time, please reach out to your child's teacher and share your concerns. Many times, students are given the opportunity to work on homework in class, but not all students choose to use this time wisely. If we know there's a concern, we can help your child get back on track!

Parents and the school share the responsibility for student learning. Parents can assist their children with homework by:

- Providing a study area free of distractions and with good lighting;
- Asking questions about the content of student homework;
- Giving requested assistance, but letting the student do his or her own work;
- Avoiding undue pressure; and helping create a "homework habit" at the same time each night.

If a student knows that he or she will be absent for several days, it is possible for homework assignments to be sent home by contacting the teacher at school.

Academic Intervention Services (AIS)

The district will provide academic intervention services to students who have been identified as being at risk of falling below the state learning standards in English Language Arts, Math, Social Studies, and/or Science. Such services may include additional instruction services and/or student support services such as guidance, counseling, and study skills. A student's eligibility for academic intervention services will be determined based on his or her performance on state assessment examinations, local assessments, and/or teacher recommendation.

When it has been determined that a student needs academic intervention services, the parents will be notified, in writing, by the principal. The notice will outline the reason the student needs such services, the type of services to be provided and the consequences of not achieving the performance standards. Parents will have opportunities to consult with teachers to learn about the student's progress as well as ways to monitor and work with teachers to improve the student's performance.

Use of School Computers and Internet

Each year students in the Madrid-Waddington Elementary School receive weekly classes in keyboarding skills, appropriate use of the internet, and structured introduction and guided use of grade and curriculum appropriate software. The district prohibits the use of any computer hardware/software in any inappropriate or destructive manner.

An acceptable use agreement for student use of the district's computer network is in effect so long as the student maintains enrollment at Madrid-Waddington Central School. It describes the student's access to the network and expectations for acceptable use. Parents are expected to review this agreement with their child. Students are required to sign the agreement to abide by district policy and regulation in the use of the district's computers. Failure to abide by these regulations may result in revocation of computer privileges.

District Website

Madrid-Waddington Central School's website is an opportunity for the school district and staff to showcase learning, events, activities, and accomplishments of students and staff to the world through the Internet. It is also a direct informational link to parents and community members. Please visit our website at (www.mwcsk12.org).

Electronic Devices

We are aware of the increased ownership of electronic devices (such as cell phones, ipods, game consoles etc.) among our students. The usage of these devices during the school day is **not** necessary. All incoming and outgoing emergency calls relating to your child should be made through the school office. If a student brings such a device to school, they will be asked to keep it in their locker at all times. It will not be allowed to be used in the classroom, at recess, or on field trips. Inappropriate use of electronic devices by students will be referred to the elementary principal.

Cafeteria

All students at our school have the opportunity to participate in the National School Breakfast and Lunch Programs, free of charge.

To make breakfast and lunch times more enjoyable for everyone, we ask that all students:

1. Respect the monitor/teacher in charge.
2. Talk in a quiet, conversational voice.
3. Follow posted cafeteria rules. (Do your B.E.S.T.).
4. Keep uneaten food on trays and empty trays carefully.
5. Remain seated until dismissed by the monitor/teacher.

Students who misbehave during lunchtime will be reminded of the rules after their first offense. The second infraction will result in placing the student at a table by him/herself. Students who continue to misbehave will have their parents contacted and may lose cafeteria privileges.

Physical Education

Every student who attends school must take part in a physical education program. If your child has a medical problem and your physician feels he/she should be excluded from physical education class, we require an excuse from the doctor to be kept on file in the nurse's office. If a student must be excused from P.E. classes for less than a week either due to minor injuries or upon returning to school following an illness, the student must deliver a note from the parent/guardian to the physical education teacher and the nurse's office.

Students are expected to dress appropriately in order to participate in physical education classes. Students in grades four and five are expected to change clothing for physical education classes. All students are required to wear sneakers for safety and performance reasons.

Students will not be allowed to call home for a parent to bring clothes in for the student. This is the responsibility of the student. Students who have forgotten a change of clothes will be permitted to participate in physical education activities at the discretion of the physical education teacher depending on the day's planned activities. Students who are not allowed to participate will sit out of the activities in the gym. If a student has forgotten his/her clothes 3 times, a letter will be sent home regarding the need for the change of clothing. It is the student's responsibility to bring the proper clothing.

Recess and Playground Rules

Students may have the opportunity to go outside for recess throughout the school year. It is important that students are dressed appropriately for the weather. For the safety and enjoyment of all students at recess, students are asked to:

1. Stay in a designated playground or area with their teacher/monitor.
2. Respect others, take turns, share allow others to play, and keep hands to self.
3. Maintain a safe distance from playground equipment while being used by others.
4. Refrain from using inappropriate language, offensive names, or put-downs.
5. Follow the directions of the teacher/monitor.

Failure to follow playground rules can result in a loss of playground privileges.

Fire and Emergency Drills

Fire drills will be conducted throughout the year in order to instruct students and staff in exiting the school building in the event of an emergency in the shortest time possible without confusion and panic. Once during the year we will practice a building evacuation drill where students walk to the bus garage. All students are expected to cooperate with staff members during all evacuation drills by leaving the building in a quiet and orderly manner. The exit route is posted in each room. Distracting behavior during a drill will be subject to either teacher and/or administrative discipline.

Notification Regarding Use of Surveillance Cameras in School Buildings, School Buses and on School Grounds

The Board of Education recognizes its responsibility to promote and foster school safety and ensure a safe and effective learning environment. After having carefully considered and balanced the rights of privacy with the District's duty to promote discipline, health, welfare and safety of staff and students, as well as that of the general public who has occasion to use school facilities, the Board supports the use of surveillance cameras in its schools, on its buses and/or on school grounds. District surveillance cameras will only be utilized in public areas where there is no "reasonable expectation of privacy." Recordings may be shared with law enforcement officials in accordance with their official duties and/or as otherwise authorized by law.

District Policy #5683 - Use of Surveillance Cameras in the School District Adopted July 22, 2008

Madrid-Waddington Elementary Student Appearance/Dress Code

The school acknowledges that a correlation exists between good grooming and personal attire and achievement. A similar relationship exists between student dress and acceptable standards of conduct. Recognizing these relationships, the following dress practices are not allowed in school:

- Any clothing that is overtly revealing, poses a safety risk, or can potentially disrupt the educational setting is forbidden. Examples of this may include but not be limited to:
 - Head coverings of any kind (male or female), except for religious or medical reasons
 - Any article of apparel which displays any of the following:
 - Obscene words, pictures or designs
 - Sexually suggestive remarks
 - Pro-alcohol or drug related messages
 - Derogatory comments regarding race, gender, religion, sexual orientation, family members, or school
 - Tube tops/halter tops
 - Underwear worn as outer garments
 - Pants, skirts, or shorts extending far below the intended waistline
 - Bare feet

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and if necessary or practical, replacing it with an acceptable item. Students who refuse to do so shall be subject to discipline, up to and including suspension.

At times there will be exceptions to some of the above rules due to special celebrations initiated by individual teachers with the approval of the administration.

Madrid-Waddington Jr.-Sr. High School



Student Handbook
2024-2025

Madrid-Waddington High School Parent-Student Handbook 2024-25

Available on the School's website at: www.mwcsk12.org

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Madrid-Waddington Central School

Nicole Weakfall
Elementary Principal



Eric Burke
Superintendent

Joe Binion
High School Principal



Bruce Durant
Board President

Dear Parents/Guardians:

According to the Every Student Succeeds Act (ESSA), signed into law December 10th, 2015, schools must provide parents with the following information:

- ❖ Parents/Guardians have the right to request and receive information about the qualifications of the educators who teach students' core subjects.
 - This information must explain whether the teacher:
 - Has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
 - Is teaching under emergency or other provisional status through which state qualifications or licensing criteria have been waived.
 - Is teaching in their field or certification.
 - Whether students are provided services by paraprofessionals (teaching assistants) and if so, their qualifications.
 - Information on each assessment required by the State, including assessments required to comply with the assessments required by the district, including information on the subject, purpose, source of the requirement and, where available, the amount of time students will spend on the assessment, the schedule and the time and format for disseminating results.

For further information regarding the Every Student Succeeds Act (ESSA), please visit: <http://www.ed.gov/essa?src=rn>

Please contact the district office if you would like additional information.

Sincerely,
Eric Burke
Superintendent

Madrid-Waddington High School Parent-Student Handbook 2024-25

The Madrid-Waddington Central School District, in partnership with home and community, within a safe environment of empathy, compassion and respect, commits to maximizing each student's achievement in all domains regardless of learning style or ability

MISSION

Madrid-Waddington Central School, with the intent to allow all students to meet or exceed standards, will:

- Embrace challenges
- Resolve problems
- Provide varied opportunities to all students
- Promote global, national and local citizenship
- Develop collaborative and communicative skills
- Prepare students for productive employment and lifelong learning
- Accept the responsibility to set and monitor attainable goals for staff and students

Graduation Expectations and Indicators

A GRADUATE OF MADRID-WADDINGTON CENTRAL SCHOOL WILL BE:

An Effective Communicator

- Comprehends the written word and responds appropriately;
- Listens effectively and responds appropriately; and
- Writes and speaks clearly and effectively in diverse contexts.

A Socially Responsible Community Member (Who)

- Demonstrates the rights and responsibilities of a good citizen; and
- Demonstrates tolerance of and sensitivity for a cultural diversities and environments in all communities: global, national, local and interpersonal.

A Cooperative Worker/Learner (Who)

- Completes assigned tasks using appropriate resources and technology; and
- Interacts effectively in a group and demonstrates role responsibility and reciprocity.

A Self-Disciplined Person (Who)

- Puts aside immediate gratification and personal desires for long-term success singularly or in a group;
- Sets realistic goals based on reasonable priorities and follows through with what s/he sets out to do; and
- Accepts responsibility for the consequences of his/her own actions.

A Creative Problem Solver (Who)

- Identifies the problem;
- Works independently and cooperatively using effective strategies;
- Gathers information from a wide range of sources; and
- Analyzes solutions and alternatives, and evaluates effectiveness of such using originality, insight and flexibility.

Madrid-Waddington High School Parent-Student Handbook 2024-25

Welcome!

The ultimate purpose of education is to help each student become an effective citizen in a democracy. To develop and accept the responsibilities and obligations of good citizenship, will help us to participate successfully in the world of tomorrow. Grades Pre-K-12 are part of our school at Madrid-Waddington Central. This handbook deals with grades 6-12.

BELL SCHEDULE

Days 1 - 6

7:35 -	Buses Unload	11:59 - 12:40	Period 7
7:42 -	Morning Bell	12:43 - 1:24	Period 8
7:45 - 8:29	Period 1	1:27 - 2:08	Period 9
8:32 - 9:13	Period 2	2:08 - 2:50	Period 10: <i>Early Dismissal for Grades 6 - 12 (Only for students scheduled for a detention period or kept after for extra help, behavior, or scheduled for classes are to be in the building during detention).</i>
9:16 - 9:57	Period 3		
10:00 - 10:41	Period 4		
10:41 - 11:26	Period 5: <i>Lunch Grades 9 - 12 (10:41 - 1:11)</i>		
11:11 - 11:56	Period 6: <i>Lunch Grades 6 - 8 (11:26 - 11:56)</i>		

SCHOOL CALENDAR

September 2nd	Labor Day
September 3rd and 4th	Staff Development Days
September 5th	Opening Day of School
October 14th	Columbus Day
November 8th	Staff Development Day
November 11th	Veterans Day
November 27th - 28th	Thanksgiving Recess
Dec. 23rd - Jan. 1st	Holiday Break
January 2nd	School Resumes
January 20th	Martin Luther King Jr. Day
January 16th - 26th	Mid Terms / Final Exams: End of 1st Semester
January 21st - 24th	Regents Exams
January 29th	Lunar New Year
February 17th - 21st	Mid-Winter Break
March 21st	Staff Development Day
April 18th-25th	Spring Break
April 8 - May 17	ELA, Math, Science: 3-8 State Assessments
May 26th	Memorial Day
June 5th - 16th	Final Exams
June 16th	Last Day of Classes
June 4th - 25th	Regents Exams / Algebra (June 4th)
June 19th	Juneteenth
June 27th	Graduation - 6:00 pm (Rishe Baseball Field)

Marking Period Dates:

1st: September 5th - November 8th
Progress Report: October 4th

2nd: November 11th - January 24th
Progress Report: December 13th

3rd: January 27th - April 11th
Progress Report: March 7th

4th: April 14th - June 25th
Progress Report: May 9th

Madrid-Waddington High School Parent-Student Handbook 2024-25

Superintendent: Eric Burke
Principal/CSE, DASA Coordinator: Joe Binion
CSE Co-Chair/AIS Coordinator: Toni Siddon
School Counselors: Toni Siddon/ Sabrina Pribek-Britton
School Psychologist: Jennifer Nichols
Title IX Coordinator: Eric Burke

Secretary to the Superintendent: Patricia Bogart
Principal/CSE, DASA Coordinator: Nicole Weakfall
High School Secretary/CIO: Jessica White
Guidance/CSE Secretary: Mallory James
Athletic Director: Brenda McCall
Title IX Coordinator: Julie Abrantes

<u>FACULTY MEMBERS</u>	<u>RM</u>	<u>Subject(s)</u>
Mrs. Jennifer Amo	23	Teaching Assistant
Mrs. Katrina Bailey	29	Math
Mr. Kristopher Boettcher	28	Social Studies
Mrs. Jenny Boyer	52	Health/Home Careers
Mrs. Michelle Burke	61	Instructional Technology Specialist
Mrs. Elyse Burnett	203	Nurse
Mrs. Anita Cafarella	55	Art
Mrs. Trudy Caswell-Ryan	48	English
Miss Ashley Chevier	22	Special Education
Mrs. Bonnie Chichester	64	Spanish
Ms. McKenna Daoust	26	English
Mrs. Julie Durham	43	Math
Mr. Conner Eldridge	50	English
Miss Lisa Flack	62	Special Education
Mrs. Crystal Ford	23	Special Education
Mr. Charlie French	44	Math
Mrs. Madison French	63	Teaching Assistant
Mr. Michael Frohm	27	Science
Mrs. Buffy Gabri	42	Teaching Assistant
Mr. Bryan Huntley	45	Science
Ms. Monica Lavoie	62	Teaching Assistant
Mr. Aaron Jones	Gym	Physical Education
Miss Terri Marrama	65	French
Mrs. Brenda McCall	24	Math/Athletic Director
Ms. Julie Moots	Library	Teaching Assistant
Mrs. Amber Murphy	203	Nurse
Mrs. Katie Murray	22	Teaching Assistant
Mrs. Jennifer Scott	119	School Psychologist
Mrs. Sabrina Pribek	15	Guidance Counselor
Mr. Justin Richards	47	Social Studies
Mrs. Jill Roberts	54	Instrumental Music
Mrs. Michelle Robinson	66	Science
Mr. Mark Ruddy	49	English
Mrs. Sandra Ruddy	51	Social Studies
Mrs. Bonnie Sabatini	46	Science
Mr. Ted Schulz	63	Special Education
Mr. Quinn Shoen	Gym	Physical Education
Mrs. Toni Siddon	14	CSE/Guidance Counselor
Mrs. Brianne Sterling	53	Music
Ms. Julia Watson	21	Social Studies
Mrs. Michele Weaver	25	Math

Madrid-Waddington High School Parent-Student Handbook 2024-25

HIGH SCHOOL ACTIVITIES:

- Student Council
- Band - Jr. High and Senior High
- Summer Band
- Chorus - Jr. High and Senior High
- STARDUST
- Spring Musical
- Drama Club
- Key Club
- Honor Society
- National Junior Honor Society
- History Club
- Esports
- The Nest
- Language Club
- Speech and Debate
- Mock Trial
- INDIVIDUAL CLASS ACTIVITIES:
 - Class of 2024 – Seniors (grade 12)
 - Class of 2025 – Juniors (grade 11)
 - Class of 2026 – Sophomores (grade 10)
 - Class of 2027– Freshman (grade 9)
- Varsity Letter Club
- WHIZ QUIZ
- Yearbook
- Outing Club

SPORTS TEAMS:

- Girls Soccer: Modified & Varsity
- Boys Soccer: Modified & Varsity
- Girls Volleyball: Modified, JV & Varsity
- Girls Basketball: Modified, JV & Varsity
- Boys Basketball: Modified, JV & Varsity
- Boys Baseball: Modified & Varsity
- Cheerleading
- Boys Track & Field: Modified & Varsity
- Girls Track & Field: Modified & Varsity
- Golf: Varsity
- Girls Softball: Modified & Varsity
- Merger Sports: Canton
 - Football: Modified, JV & Varsity
 - Boys Cross Country: Modified & Varsity
 - Girls Cross Country: Modified & Varsity
 - Boys Indoor T&F: Modified & Varsity
 - Girls Indoor T&F: Modified & Varsity
 - Wrestling: Modified & Varsity
 - Girls Hockey: Varsity
 - Girls Lacrosse: Modified & Varsity
 - Boys Lacrosse: Modified & Varsity
- Merger Sports: Norwood Norfolk
 - Boys Hockey: Varsity

School Mascot: Yellow Jacket

School Colors: **Blue** and **Gold**

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SMOKING, E-CIGARETTES/VAPING, OR USE OF ANY TOBACCO PRODUCTS IS PROHIBITED IN THE MADRID-WADDINGTON CSD BUILDINGS

ANNOUNCEMENTS

Announcements will be made at the beginning of 1st Period of each school day on the public address system. Students are advised to listen to announcements as this information is for you. Organizations wishing announcements should leave them in the office a day in advance. Only school related announcements will be made. We do not announce birthdays.

ASSEMBLIES

Prior to any assemblies, students will report to their homerooms at the time indicated and then, sit together as a homeroom when called to the auditorium. Any disruptive behavior will result in removal from the auditorium. *Students in Grades 6-12 are not allowed to attend elementary functions and assemblies while their school day is in session. The school cannot condone or endorse the missing of their program, as it constitutes an unexcused absence.*

ATTENDANCE

Absence is the main cause of failure in school. Unless your health forbids or unless some emergency arises at home, you should be in school. Responsibility for making up work lies entirely with you. You should make appointments with your teachers to determine what is to be made up. **The standards and guidelines for make-up work are presented to the students at the beginning of each course they take. Copies of teachers' make-up policies are available upon request in the main office.** You assume the entire burden of getting this work done and handed in to your teachers. Punctuality and regular school attendance are essential to success in school and later on the job. **BE ON TIME AND IN YOUR CLASS EACH DAY.**

All absences must be verified by a note from the parent **within forty-eight hours of your return to school** indicating the reason for absence. **Excused absences** include personal illness, medical, dental, or legal appointments, religious observance and death in the family.

All absence, as well as tardiness and truancy are recorded daily. Car problems, oversleeping and personal reasons are not acceptable excuses for being late. **LATE STUDENTS ARE TO REPORT TO THE OFFICE IMMEDIATELY UPON ARRIVAL.** **UNLESS SCHEDULED FOR AN ACTIVITY – ALL STUDENTS ARE TO LEAVE THE BUILDING AT 2:08 P.M.**

NOTIFICATION REGARDING USE OF SURVEILLANCE CAMERA IN SCHOOL BUILDINGS, SCHOOL BUSES AND ON SCHOOL GROUNDS

The BOE recognizes its responsibility to promote and foster school safety and ensure a safe and effective learning environment. After having carefully considered and balanced the rights of privacy with the District's duty to promote discipline, health, welfare and safety of staff and students, as well as that of the general public who has occasion to use school facilities, the Board supports the use of surveillance cameras in its schools, on its buses and/or on school grounds. District surveillance cameras will only be utilized in public areas where there is no "reasonable expectation of privacy." Recordings may be shared with law enforcement officials in accordance with their official duties and/or as otherwise authorized by law.

District Policy #5683 - Use of Surveillance Cameras in the School District Adopted July 22, 2008

BUS BEHAVIOR

It is the school district's responsibility to provide proper and safe transportation to and from school. Bus drivers are expected to exercise the same degree of authority as a teacher would in a classroom. No student has the right to interfere with the safe and comfortable transportation of another student or the bus driver. Such actions as fighting, shouting, objectionable language, smoking, or any other behavioral problems may result in restrictions or losing the right to ride the bus.

Students are to only ride the bus they are assigned. The High School Office must approve any changes. Generally students are allowed to ride another bus to the home of a friend, relative, etc. These requests should be made in writing by a parent/guardian.

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CAFETERIA/LUNCH/FOOD/BEVERAGES

Student behavior in the school cafeteria should be based on courtesy and cleanliness. This means leaving the area neat and in a condition you would like to live in. Each student is scheduled for a one-half hour lunch period. Students must go through the cafeteria line and pay for their choice of foods. Once you have eaten you may leave the cafeteria. The gym is available for students wishing to participate in limited activities. Appropriate behavior is expected.

As a general rule, food should not leave the cafeteria. Arrangements to eat in other locations must be made in advance. Students are not to go into areas where classes are being held during their lunch period. Each month the lunch menu is printed and is available to each student in the main office.

Students are subject to restrictions regarding food and beverages. During the regular school day, consumption *should mostly occur only during the designated lunch and breakfast periods. Though there are numerous exceptions and special circumstances.* The school reserves the right to control foods and beverages purchased on or off school grounds.

MEAL CHARGING AND PROHIBITION AGAINST LUNCH SHAMING:

It is the policy of the Board of Education at Madrid-Waddington Central to provide students with access to nutritious no- or low-cost meals each school day and to assure that a student whose parent/guardian has unpaid meal charges is not shamed or treated differently than a student whose parent/guardian does not have unpaid meal charges.

District Policy #5660 – Meal Charging and Prohibition Against Meal Shaming

SCHOOL DANCES

Throughout the school year, dances may be held in the school on Friday or Saturday evenings. Sign up for the use of this activity must be done through the high school office, well in advance of the date requested. Permission for school dances will be given only to existing clubs and class organizations at the High School.

Each of the following regulations will be in effect:

1. Dances are for MWCS students only, unless special approval is obtained from the main office. The sponsoring organization may designate grade level.
2. No drinking of alcoholic beverages or use of drugs before or during will be permitted. A violation may result in restriction from all extra-curricular events, as well as possible legal action.
3. Students exhibiting unbecoming conduct may be asked to leave school grounds.
4. Dances will be from 8:00-11:00 p.m., unless otherwise approved.
5. Students admitted to the dance will not be allowed to leave and return later.

10th PERIOD

The official school day at the high school ends at 2:50 p.m. Students whose work is complete, are not involved in extracurricular activities after school, or have not been assigned detention by the office or a teacher, should go home on the early dismissal bus at 2:08 p.m. Students may stay for extra help or for other reasons that have been approved by a teacher that has granted permission to do so.

Students assigned to 10TH PERIOD are to report to their teacher immediately at the bell. **STUDENTS ARE NOT TO REMAIN AFTER SCHOOL TO VISIT WITH TEACHERS, FRIENDS, CLEAN LOCKERS, USE THE LIBRARY, ETC.** At 2:50, all high school students must report to the high school cafeteria before dismissal on the elementary bus.

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DISCIPLINE CODE

It is the policy of the Board of Education at Madrid-Waddington Central that disciplinary actions be progressive in nature to allow growth and change in student behavior. It recognizes, however, that some serious misbehavior may require an action not within the normal progression.

The following behaviors and corresponding disciplinary actions will apply to all students on school property and at school-sponsored activities. The primary goal is to bring about responsible and productive student behavior, which will result in a positive learning environment for all students in attendance.

These violations and disciplinary actions are a “GUIDE” to the School Administration. In certain situations, the code may be modified or changed due to extenuating circumstances. The High School Administrator would determine this decision.

INFRACTIONS WHICH RECEIVE PENALTIES ACCORDING TO THE CODE MAY ALSO INCLUDE NOTIFICATION OF PARENTS.

INAPPROPRIATE DISPLAY OF AFFECTION:

1st referral:	Conference with the Principal or a call home	3rd referral:	2 Detentions
2nd referral:	1 Detention	4th referral:	3 Detentions

ASSAULT (UNWARRANTED PHYSICAL ATTACK ON A STUDENT BY ANOTHER STUDENT, WHICH CAUSES SERIOUS BODILY INJURY):

1st referral:	3 days out of school suspension
2 nd referral:	5 days out of school suspension and possible recommendation to the Superintendent for possible formal/informal meeting with the Superintendent

UNAUTHORIZED USE OF CELL PHONES OR OTHER PERSONAL ELECTRONIC DEVICES:

1st referral:	Confiscation & conference with Principal	3rd referral:	2 Detentions & Parent Pick up
2nd referral:	1 day detention and parent pick up	4th referral:	3 Detentions & Loss of Privilege

DELIBERATE DESTRUCTION AND/OR DEFACEMENT OF SCHOOL PROPERTY, INCLUDING TEXTBOOKS:

1 ST referral:	2 detentions and restitution
2 nd referral:	4 detentions and restitution
3 rd referral:	6 detentions and restitution

REPEATED CLASS DISRUPTION:

1 st referral:	2 detentions	3 rd referral:	5 detentions
2 nd referral:	4 detentions	4 th referral:	1 day of in-school suspension

FIGHTING:

1 st referral:	3 days out of school suspension
2 nd referral:	5 days out of school suspension and possible recommendation to the Superintendent for possible formal/informal meeting with the Superintendent

VERBAL OR PHYSICAL HARASSMENT, INTIMIDATING, MENACING, THREATENING, OR BULLYING (NAME CALLING, THREATS, PHYSICAL CONTACT SHORT OF FIGHTING):

1 st referral:	2 detentions	3 rd referral:	1 day in-school suspension
2 nd referral:	5 detentions	4 th referral:	3 days in-school suspension

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INSUBORDINATION TOWARDS STAFF (REFUSAL TO FOLLOW A REASONABLE ORDER OR REQUEST BY A STAFF MEMBER):

1 st referral:	Remainder of the day in ISS
2 nd referral:	Remainder of the day in ISS and an additional day of ISS
3 rd referral:	Remainder of the day in ISS and 2 additional days of ISS
4 th referral:	Remainder of the day of OSS and an additional day of OSS

LOITERING (REST ROOMS, HALLWAYS, OUTSIDE THE BUILDING, ETC...):

1 st referral:	1 detention	3 rd referral:	3 detentions
2 nd referral:	2 detentions	4 th referral:	5 detentions

LYING (SPOKEN or WRITTEN- INCLUDES FORGING PASSES, CHEATING ON SCHOOL WORK, ETC...):

1 st referral:	1 detention	3 rd referral:	3 detentions
2 nd referral:	2 detentions	4 th referral:	4 detentions

POSSESSION AND/OR USE OF ILLEGAL DRUGS, INCLUDING MARIJUANA, ALCOHOLIC BEVERAGES AND DRUG PARAPHERNALIA ON SCHOOL PROPERTY, OR AT SCHOOL SPONSORED ACTIVITIES:

1 st referral:	5 days out of school suspension and/or referral to law enforcement
2 nd referral:	5 days out of school suspension and possible recommendation to the Superintendent for possible formal/informal meeting with the Superintendent

ATTENDANCE AT SCHOOL OR SCHOOL SPONSORED ACTIVITIES UNDER THE INFLUENCE OF ILLEGAL DRUGS, MARIJUANA OR ALCOHOL:

1 st referral:	Parental conference and 5 days alternate education (in-school suspension)
2 nd referral:	5 days out of school suspension and possible recommendation to the Superintendent for possible formal/informal meeting with the Superintendent

SWEARING, UNACCEPTABLE LANGUAGE OR GESTURES ON SCHOOL PROPERTY, OR AT SCHOOL SPONSORED ACTIVITIES:

1 st referral:	2 detentions	3 rd referral:	5 detentions
2 nd referral:	3 detentions	4 th referral:	5 days in-school suspension

SCHOOL TRUANCY OR LEAVING SCHOOL WITHOUT AUTHORIZATION (ALL OR PART OF A DAY):

1 st referral:	5 detentions
2 nd referral:	3 days alternate education in-school suspension
3 rd referral:	5 days alternate education in-school suspension

TRUANCY FROM CLASS:

1 st referral:	2 detentions	3 rd referral:	1 day in-school suspension
2 nd referral:	4 detentions	4 th referral:	3 days in-school suspension

TRUANCY FROM DETENTION AND DISRUPTION IN DETENTION:

1 st referral:	2 periods of <i>additional</i> detention	3 rd referral:	5 detentions
2 nd referral:	3 periods of <i>additional</i> detention	4 th referral:	1 day in-school suspension

POSSESSION OR USE OF TOBACCO PRODUCTS (SNUFF, E-CIGARETTES/VAPE, CHEWING TOBACCO, ETC...) ON SCHOOL PROPERTY OR AT SCHOOL SPONSORED ACTIVITIES:

1 st referral:	1 day in-school suspension	3 rd referral:	3 days out of school suspension
2 nd referral:	3 days in-school suspension	4 th referral:	5 days out of school suspension and possible recommendation to the Superintendent

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REPEATED UNAUTHORIZED TARDINESS TO SCHOOL (AFTER THREE INCIDENTS):

1 st referral:	2 detentions
2 nd referral:	3 detentions
3 rd referral:	5 detentions

UNAUTHORIZED TARDINESS TO CLASS (EVERY 3 OFFENSES IN A 5-WEEK PERIOD):

1st referral:	1 teacher detention	4th referral:	1 day in-school suspension
2nd referral:	2 teacher detentions	5 th referral:	3 days in-school suspension
3rd referral:	3 office detentions		

THEFT:

1 st referral:	3 detentions and restitution
2 nd referral:	5 detentions and restitution
3 rd referral:	3 days in-school suspension

THROWING FOOD OR OBJECTS IN CLASSROOMS OR CAFETERIA:

1 st referral:	Community Service: Clean the Cafeteria	3 rd referral:	1 day in-school suspension, loss of lunch privileges
2 nd referral:	Community Service: Clean the Cafeteria and 3 Lunch Detentions	4 th referral:	3 days in-school suspension, loss of lunch privileges

REPEATEDLY UNPREPARED FOR CLASS: (EVERY 3 OFFENSES IN A 5-WEEK PERIOD):

1 st referral:	1 teacher detention	3 rd referral:	5 office detentions
2 nd referral:	3 office detentions	4 th referral:	1 day in-school suspension

UNSAFE DRIVING ON SCHOOL PROPERTY:

1 st referral:	Removal of driving and parking privileges on school property for <i>one semester</i> , possible legal referral
2 nd referral:	Removal of driving and parking privileges on school property for <i>one year</i> , possible legal referral

USE OF OFF-ROAD RECREATIONAL VEHICLES ON SCHOOL PROPERTY (SNOWMOBILES, 4 WHEELERS, DIRT BIKES, ETC...):

1 st referral:	Conference with student and contact with Parent
2 nd referral:	3 detentions
3 rd referral:	5 detentions

MISUSE OF BATHROOM AND/OR HALLWAY PRIVILEGES:

1 st referral:	Warning
2 nd referral:	1 Teacher Detention
3 rd referral:	Limitation of Privilege to Supervised Times

PROMOTING/INCITING HARASSING OR VIOLENT INCIDENTS BY RECORDING AND/OR POSTING TO SOCIAL MEDIA:

1 st referral:	Loss of phone privileges and 1 day ISS
2 nd referral:	2 days out of school suspension and possible formal/informal meeting with the Superintendent

This discipline code also applies to bus transportation, along with the added option of suspension of transportation privileges when warranted.

ALL out-of-school-suspensions should include parental conferences before students are allowed back in school, where possible.

Any student, who is involved in an out-of-school suspension, or in-school suspension (Alternate Education), will be denied participation in, or attendance at ALL school related activities or events.

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For any “violation” not covered above, which in the judgment of the Building Principal constitutes a clear and present danger to the safety of pupils, school employees, property or to the normal educational process, ***disciplinary action will be administered accordingly.***

Teachers handling minor discipline problems in their classrooms will not be following the above discipline code, but should record all offenses in the School Tool discipline module.

IN-SCHOOL SUSPENSION (ISS) GUIDELINES:

1. **Have proper materials to complete work while assigned to ISS:**
 - Bring all assignments, books, papers, writing utensils needed to complete work.
 - Assignments will be requested from your teachers
2. **Be on Time:**
 - You will be in the ISS room upon arrival to school.
 - All privileges are revoked in ISS.
3. **No Talking or Communicating with others**
 - If you need assistance, raise your hand and the ISS attendant will assist you.
4. **No Electronic Devices:**
 - Phones, Ipods, MP3 Players, kindles, headphones, etc... If you are found with one, it will be confiscated.
 - Use of Chromebooks for school work is allowed, but will be monitored.
5. **No Sleeping:**
 - Laying your head down counts as sleeping.
6. **No Vandalism:**
 - Marking on a desk, wall, seats or other property belonging to the school will be considered vandalism.
7. **Meals:**
 - Students will be accompanied to the cafeteria for Breakfast and Lunch, but they will return to the ISS room to eat. This will be when the rest of the students are not present in the cafeteria.
 - Students must use their lunch number or bring from home. Students who eat at the school may use the same food program (including free and reduced) they use during regular lunch period.
8. **Failure to Comply With ISS Guidelines:**
 - Students will be sent home for Insubordination and will have to reserve the day in ISS.

DOWN IN TWO:

- Every 5-weeks, there is an academic check. Progress Reports at the midway point of each marking period and Report Card grades at the end of the marking period.
- Students that are on the Down in Two list may lose some privileges in order to improve their academics.
 - **Extra Curricular Activities:** Students will complete a weekly rubric to monitor their attempts to improve their grades. If progress has not been made, the student can be removed from the activity.
 - **Attending School Events:** Students will complete a weekly rubric to monitor their attempts to improve their grades. If progress has not been made, the student may not be allowed to attend after school events.
- **Study Halls:** Students will not be allowed to go to the library from the study hall. They will remain in study hall in order to improve their grades. Seniors and Honor Society Members will not be allowed to use the courtyard during their study halls. Students will not be allowed to have their cell phones during study hall when Down in Two. Cell phones should be kept in lockers or turned over to the teacher.

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UNACCEPTABLE BEHAVIORS:

The following behaviors are considered unacceptable at Madrid-Waddington Central School and may result in one of the disciplinary actions as outlined in the progression of discipline.

1. Profane and/or vulgar language will not be tolerated. Appropriate disciplinary action will be taken by the building principal.
2. Kissing and embracing by students in school is considered unacceptable behavior.
3. Insubordination or disrespect to a staff member will not be tolerated.
4. Student fighting or harassment of each other will not be tolerated.
5. No student will use physical force or attempt to use physical force against a staff member.
6. Stealing or entering a locker, classroom, or school building without permission will not be tolerated. If a student uses another student's property without authorization, it may be considered stealing. Students guilty of this infraction will be required to pay for the property.
7. Destroying, defacing school, staff or student property will not be tolerated.
8. **COMPUTERS:** Unauthorized, inappropriate, or illegal use of computer facilities will not be tolerated and will be reported to the building principal.
9. Students tardy to school and/or class will not be tolerated and will initially be dealt with by the teacher in charge.
10. Skipping classes, school, or failure to report to an assigned class or study hall will not be tolerated. Teachers should also deal with the student individually who skips their class. Habitual skipping is truancy and will be dealt with by the Administration.
11. Weapons and dangerous objects of any type are not permitted in school the school building or on school grounds of the District without Administrative authorization. In accordance with the Gun-Free Schools Act of 1994, any student who, after a hearing held pursuant to Education Law #3214, is found guilty of bringing a firearm onto the premises of any school owned or controlled by this school district will be subject to a penalty of at least a one year suspension from school. However, in determining an appropriate penalty, the Superintendent of Schools may modify the suspension requirement on a case-by-case basis, considering, among other things, the totality of circumstances surrounding the offense and the student's previous record.
12. In accordance with state law, students are forbidden to **use or possess** tobacco and tobacco-related products (also known as "smokeless" or "chewing" tobacco, including e-cigarettes/vaping products) on school premises, on school buses, or at school-sponsored activities.
13. Students will not possess or be under the influence of alcohol, drugs, or controlled substances or bring alcohol beverages, drugs, or drug related paraphernalia onto school grounds or into school buildings or school owned vehicles. **Students will not misuse, sell or distribute prescription or non-prescription drugs, over the counter medications, or any other substance or fluid intended to or reputed to have a metabolic impact on the human body.** Violations of this rule may result in suspension and legal action.
14. Any electronic devices considered disruptive to the learning process are restricted in school and on the school buses. *Students are discouraged from bringing any non-essential digital or electronic devices to school, as they are always at risk to be damaged or stolen. Staff members may, at any time, restrict the use of such devices and also may ask a student to turn the device over to them. Such matters will reach their ultimate resolution through the building principal.*
15. Any action on the part of students that disrupts the educational process at Madrid-Waddington Central School will not be tolerated.
16. The student's record of behavior will be used to determine the severity of a penalty.
17. Misbehavior may result in more than one penalty.

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A STUDENT'S RIGHTS AND RESPONSIBILITIES

1. ACCESS TO RECORDS

Parents of students or eligible students may inspect and review educational records upon request. A written request must be submitted to the building principal. A copy of the Student Records Policy, outlining this procedure, and also including the type, location, and custodians of educational records in this district, is available at the High School Office. The disclosure of educational records as well as the correction and appeals procedure is also included in this policy.

2. RULES

RIGHTS: A student has the right to know all the rules in advance that govern his or her conduct in school.

RESPONSIBILITY: Rules must be obeyed promptly. A student has the responsibility to read school rules. He or she is responsible for remembering the rules. A student is required to obey the teacher's reasonable requests or directions.

3. SUSPENSION

RIGHTS: five days or less

A.) A student has the right to know why he or she has been suspended. The building principal normally informs the student of the reason for suspension.

B.) A student has the right to explain his or her side.

RESPONSIBILITY: Correcting improper behavior is the student's responsibility. A student has the responsibility to make sure misbehavior does not occur again. The responsibility for an appeal belongs with the student or his/her parents.

4. SUSPENSION

RIGHTS: five days or more - this type of suspension can only be done by the Board of Education or the Superintendent. A student has the right to the following:

A. A hearing

B. Reasonable notice indicating what he or she is accused of doing.

C. Present evidence and ask witnesses to testify.

D. Cross examine witnesses who testify against him or her.

E. Appeal the decision of the Principal, Superintendent and Board of Education to the Commissioner of Education.

RESPONSIBILITY: A student is responsible for conducting himself/herself in a courteous and respectful manner.

5. EXCLUSION FROM EXTRACURRICULAR ACTIVITIES

RIGHTS: A student may not be excluded from activities unless there is a legitimate basis to do so.

RESPONSIBILITY: Mature and considerate conduct is required at all school functions.

6. ACADEMIC PENALTIES

RIGHTS: An academic penalty may not be used as a punishment for general misconduct. A student may not be disciplined for misbehavior by assigning extra homework, by lowering a grade or withholding a grade unless the misbehavior is related to the penalty.

RESPONSIBILITY: Honesty and integrity are required of a student in all academic areas. Each student has the responsibility to help maintain a learning atmosphere in the classroom.

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7. RIGHT TO AN EDUCATION

RIGHTS: A student has the right to a free education until twenty-one years of age, or until he/she graduates from High School. This includes the right to a free BOCES education. Also included is the right to remediation when a student falls below the State Standard on certain tests.

RESPONSIBILITY: This right can be forfeited by conduct that is harmful to the best interest of the school's welfare, safety and health.

8. PREGNANCY OR ILLNESS

RIGHTS: A pregnant student has the right to remain in school before and after the birth of the baby. A student has the right to request a tutor after an extended illness.

RESPONSIBILITY: A student is responsible for maintaining an adequate level of performance for meeting course and grade requirements. The student or parents must request or make arrangements with the building principal for a tutor, and must verify an extended illness through a physician.

9. DISCRIMINATION/HARASSMENT/BULLYING

RIGHTS: Students have the right to equal treatment in school *without respect to race, sex, sexuality, gender identity, religion, color, national origin, or physical or mental ability.*

RESPONSIBILITY: Discrimination against a fellow student is not allowed. A student is responsible for treating all people in school with respect and dignity. *Harassing behavior, sexual or otherwise, should be reported immediately to a school staff member with the understanding that the main office will ultimately be informed.*

Based upon the principle that every student is entitled to be treated with dignity and respect, bullying of a student by another student is strictly prohibited on school property, in school buildings, on school buses, at school sponsored events and/or activities whether occurring on or off campus.

10. DEFINITION/EXAMPLES OF PROHIBITED CONDUCT

For purposes of this regulation, the term “bullying” among children is defined, in general, as: “a variety of negative acts carried out repeatedly over time. It involves a real or perceived imbalance of power, with a more powerful child or group attacking those who are less powerful.” Bullying can take three forms:

1. Physical (including, but not limited to, hitting, kicking, spitting, pushing, taking personal belongings);
2. Verbal (including, but not limited to, taunting, malicious teasing, name calling, making threats);
3. Psychological (including, but not limited to, spreading rumors; manipulating social relationships; or engaging in social exclusion, extortion, or intimidation)

The District also prohibits “Internet bullying” (also referred to as “cyber-bullying”) including the use of instant messaging, email, websites, chat rooms, and text messaging when such use interferes with the operation of the school; or infringes upon the general health, safety and welfare of District students or employees.

11. STUDENT PUBLICATIONS

RIGHTS: Students have the right to express their views in speech, writing, or through any other medium or form, limited solely by those restrictions imposed on all citizens generally and those specifically applicable to children and youths in a school setting. Students have a right to distribute literature on school grounds and in school buildings provided such distribution does not interfere with or disrupt the educational process.

RESPONSIBILITY: All student publications must comply with the rules for responsible journalism. Libelous statements, unfounded charges and accusations, obscenity, false statements, materials advocating racial or religious prejudice, hatred, violence, the breaking of laws and school policies and/or regulations, or materials designed to disrupt the educational process will not be permitted. The Board of Education reserves the right to edit or delete such speech, which it feels is inconsistent with the district's basic educational mission. No literature may be distributed unless a copy is submitted in advance to the Superintendent of Schools and the Building Principal.

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12. SYMBOLIC EXPRESSION

RIGHTS: Buttons and armbands for self-expression for a legitimate issue are permitted.

RESPONSIBILITY: An orderly and reasonably quiet atmosphere is necessary for many learning situations. The student is required to help maintain this atmosphere. Interference with the educational process may cause the loss of this right.

13. PLEDGE OF ALLEGIANCE

RIGHTS: A person does not have to say the Pledge to the Flag. Students have the right to stand quietly, remain seated or leave the room, if he or she has a political, philosophical or religious objection to saying the pledge.

RESPONSIBILITY: A student has the responsibility to exercise right in a serious manner based on personal convictions and conscience. He or she also has the responsibility to obey the directions of the teacher.

14. PERSONAL APPEARANCE

RIGHTS: The choice of personal clothing generally belongs to the individual.

RESPONSIBILITY: Clothing or clothing graphics and other aspects of an appearance must not cause a disruption, be unsafe, unhealthy, or otherwise undermine the school's basic educational mission.

15. SEARCHES

RIGHTS: Lockers and personal property will only be searched with reasonable cause.

RESPONSIBILITY: A student is responsible for keeping illegal or harmful material out of the school, school buses, school functions or areas under the supervision of the school.

16. POLICIES AND INTERROGATIONS

RIGHTS: The student has the right to decline a police interview for activities outside the school. However, he/she may be questioned on school property if the investigation involves a crime on school property. The student has the right to remain silent under criminal arrest.

RESPONSIBILITIES - Students have an obligation to obey laws and school rules. It is each student's responsibility to respect the rights of others. A student is required to answer the questions of administration and staff members honestly and respectfully.

17. ATTENDANCE

RIGHTS – Every student has the right to enjoy the privileges available to them during the school day, as well as the right to participation in extracurricular activities.

RESPONSIBILITIES – Students are expected to be in school, on time. Students who are late or have excessive absences or appointments, excused or unexcused, may see their privileges limited or completely taken away.

GRADUATION RECOGNITION AND HONORS

Honors will be awarded to students based upon completion of high school and Regents program. Class ranking and honors will be based on a rounded weighted average after seven semesters, four semesters of which must be at Madrid-Waddington.

Cum Laude:

90 GPA average or above

Magna Cum Laude:

93 GPA average or above

Summa Cum Laude:

95 GPA average or above

DRIVING TO SCHOOL

Students who drive, as well as riders, are required to be in the building and seated in their 1st period class at 7:45 a.m. Any lateness to school due to driving or riding may require detention period make-up time. Repeated instances of tardiness may result in loss of driving/riding privileges and students may be required to use school transportation.

Driving/riding privileges may also be revoked for unsafe operation of the vehicle, loitering in the parking lot,

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truancy and leaving school without permission. All cars are to be parked in the main parking lot in front of the high school building. **Snowmobiles and ATV vehicles are not allowed on school property.**

LEAVING SCHOOL

Upon boarding the school bus and/or arriving at school a student is subject to the rules and regulations of the school. Students may not leave school before the end of the day without permission of the office. *A parental note* or telephone call **must be** presented to the office prior to the time the student is scheduled to leave. **Notes after the fact will not be accepted.** Before a student leaves the school grounds he/she must checkout in the office. *Parents or their designees who are picking up and transporting students will be required to sign them out in the main office.*

LIBRARY

The high school library is open each day from 7:50 a.m. to 2:08 p.m. Students may sign out of study hall or come to the library for reference work, research work, computer use or to borrow a book. Books may be signed out for a two-week period. Students will be expected to pay for lost library materials. No passes will be issued from the library.

For grades 8-12 students that want to leave their study hall for the library, must sign up on the appropriate sheet for their study hall period before going to homeroom. The student reports directly to the library at the beginning of the period.

Attendance is taken in the library and reported to the study hall teacher.

- *Sign-ups must be completed before the homeroom bell.*
- *Do not sign other students' names.*
- *Do not sign up for more than one study hall period per day.*
- *Students who are late to the library will be sent back to study hall.*

Pre-signed passes (Grades 6-12):

- *Students who did not sign up for the library, but who have a pre-signed reference pass should report directly to the library, and give their pass to the librarian.*
- *Late passes will not be accepted.*
- *Students must work on the assigned project for the entire period.*

LOCKERS & BACKPACKS

Each student is assigned a hall locker and a gym locker at the beginning of the school year. Hall lockers are for storage of books, coats, and notebooks. **A hall locker or a gym locker is not a safe.** Students are reminded not to leave valuable items or money in lockers. Lockers are assigned to the students for their use, but remain the property of the school. The high school administration has the right to search any locker if reasonable cause exists. ***Additionally, backpacks are to be stored in lockers throughout the day and should not be carried by students.***

HIV POLICY

The Board of Education recognizes the public concern over the health issues surrounding Acquired Immune Deficiency Syndrome (AIDS) and Human Immunodeficiency Virus Infection (HIV). The Board also recognizes, based upon the current state of medical knowledge, that the virus associated with AIDS is not easily transmitted and there is no evidence that AIDS or HIV virus can be transmitted by casual social contact in the open school setting.

The board acknowledges the rights of those students diagnosed as having AIDS or HIV infection to continue their education as well as the rights of all students in the school district to learn and participate in school activities without being subjected to significant risks to their health. The Board also takes notice that under current law and regulations the disclosure of confidential AIDS and/or HIV-related information must be strictly limited.

Accordingly, it is the policy of the Board of Education that no student shall be denied the opportunity to attend school, continue his/her education or take part in school-related activities solely on the basis of being diagnosed as having AIDS or HIV infection.

In accordance with current state law and regulations, it is also the policy of the Board of Education to prevent

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any student from being subjected to adverse or discriminatory treatment or stigma because he or she has been diagnosed as having AIDS or being HIV-infected.

HEALTH

- The Nurse's Office will be open each school day from 7:40 until 3:15 daily.
- In the event of an accident or injury at any time:
 1. Notify the teacher in charge of the class
 2. Proceed (with the teacher if necessary) to the nurse's office or the main office.

REPORT CARDS TO PARENTS

The school district is now paperless. No longer will parents/guardians receive a paper copy of school progress reports or report cards. **Parents wishing to receive a paper copy should contact the guidance office.** All student correspondence regarding grades, discipline, and attendance records will now be accessed on the Madrid-Waddington Central School District website through the student management system SchoolTool. If you do not have SchoolTool access or have forgotten your password, please be sure to contact the Superintendent's Office to create an account.

EMERGENCY SCHOOL CLOSING

In the event it is necessary to close the school building for severe winter weather conditions or for an unexpected emergency, parents and students will be notified by the school through Parent Square, local radio stations WMSA and WYBG in Massena, WSLB and WPAC in Ogdensburg, WSLU in Canton, and WPDM in Potsdam. Closings are also listed on television stations (WWNY, Spectrum News, and WWTI), and online at <http://www.wwnytv.net/WEBClose.htm> and on the school website at www.mwcsk12.org.

TWO HOUR DELAY SCHEDULE:

Period 1 – 9:45 - 9:57	Period 3 – 10:14 - 10:26
Period 2 – 10:00 - 10:12	Period 4 – 10:29 - 10:41

SCIENCE LAB REQUIREMENTS

It is the requirement of the Science Bureau of the State of Education Department that students complete lab requirements for Earth Science, Biology, Chemistry, and Physics. These are prerequisites for taking the Regents Examinations in these subjects. Instructors will set the completion dates.

STUDENT APPEARANCE/DRESS CODE

The school acknowledges that a correlation exists between good grooming and personal attire and achievement. A similar relationship exists between student dress and acceptable standards of conduct. Recognizing these relationships, the following dress practices ARE NOT ALLOWED IN SCHOOL.

1. Head coverings (baseball caps, winter hats, etc...) of any kind (male or female), except for religious or medical reasons.
2. Any article of apparel which displays the following:
 - Obscene words, pictures, symbols, or designs
 - Sexually suggestive remarks
 - Pro-alcohol or drug related messages
 - Derogatory comments regarding race, gender, religion or sexual orientation, or disability
3. Sunglasses, unless prescribed by a physician
4. Clothing that is transparent or is deemed to be too revealing or disruptive as worn throughout the day
5. Pants, skirts or shorts worn below the intended waistline or inside out.
6. No pajamas/sleepwear of any kind.
7. Bare feet. Footwear must be worn at all times and securely fastened.
8. Any item that may be considered disruptive to the educational process.

STUDENT MEDICATIONS

Drugs and medication prescribed by a Physician are to be reported and left with either the School Nurse or in the Main office. No more than the daily requirement should be brought to school.

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STUDY HALL REGULATIONS

Students are required to use this time to the best educational advantage. Sleeping, socialization, card playing and non-class activities are not permitted. Pre-signed teacher passes are required to leave study hall. Student passes will be issued for lockers, restrooms, and offices only. Passes are not to be issued or accepted for a classroom area except for specific remedial and/or make-up work (pre-signed pass required). Passes to the music area, stage, gym, and shops may require permission of the main office.

SENIOR LOUNGE:

- The privilege of creating a study hall exclusively for students in 12th grade.
- Seniors are allowed to use the cafeteria or a classroom where a teacher has allowed them to be there during their planning time.
- Members of the senior class have the responsibility of informing the office where the senior lounge will be located for each period of the day.

WORK PERMITS

Work permits are available through the Main Office. Any student ages 11-18 is eligible for a work permit if he/she is employed. Students should check with their employer and/or the main office for details.

SUMMER SCHOOL

Summer school provides the opportunity for students to enroll in courses that they have not had time for in their yearly schedule, to make up credits and improve grades, and to accelerate their high school program. Generally students from this District attend summer school in Ogdensburg. Students must register through our Guidance Office and then, through the office at the school they have chosen to attend. Information on all of the summer schools is usually available by the first week in June.

ONLINE COURSES

It is possible for credits earned through online courses to be applied towards graduation requirements.

TEXTBOOKS

Basic textbooks are loaned to the students for their use during the school year. Some workbooks and related supplies may be charged to the students. Textbooks are to be kept clean and handled carefully. Please be sure that your name, grade, and the school are written in the book in case the book is misplaced. Students will be required to pay for lost or damaged books.

TELEPHONE

Students will not be allowed to use the office phone except in **cases of emergency**. In the event that a student receives a call he/she will be called out of class only if an emergency exists. The hall phone is available for limited student use **after 3:00 p.m.** to make necessary local calls. The High School Office or the student's classroom teacher must approve use during other times. Student access to phones, both school and personal, may be limited or restricted for misuse, over-use, or anything deemed to interfere with the educational process or climate.

VISITORS

School, in an educational sense, is a place of business and the students and staff are rarely in a position to host visitors for purely social purposes. With the exception of academic, professional and parental visitors, all other visitation is expected to occur outside of school hours.

Regardless of the nature of the visit, all visitors must report to and sign in at either the high school or elementary main office.

LOST AND FOUND

Students losing personal possessions at school should report this to the office as soon as possible. Any school equipment such as textbooks, sports equipment, etc. should also be reported. It is strongly suggested that valuable possessions not be brought to school. In the event that it is necessary to bring money into the building it may be left in the office until needed. **AGAIN - A LOCKER IS NOT A SAFE!!!**

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HOMEWORK ASSIGNMENTS WHEN YOU ARE ABSENT

If a student is absent from school for 1-3 days, we suggest they obtain homework assignments through a fellow classmate who is able to pick up the necessary assignments, worksheets etc. from teachers. (These arrangements should be made with a fellow classmate the night after the first day of absence.)

If a student is absent from school for a long period of time (**3 or more days at a time**), parents may contact the high school office and we will assist in getting assignments together for a parent/guardian to pick up. Due to the time element involved, we ask for your cooperation in this matter.

ACCESS TO RECORDS

As a parent or a student over 18 years of age, you should be aware of your right to:

1. Inspect and review the student's educational records.
2. The right to exercise a limited control over other people's access to the student's educational records.
3. The right to seek to correct the student's educational records, through a hearing, if necessary.
4. The right to file a complaint with the U.S. Department of Education, Washington, D.C. if the school district fails to comply with the act.
5. A copy of the District's student record policy may be obtained in the High School Guidance Office.

NATIONAL JUNIOR HONOR SOCIETY

- **Section 1:** Membership in local chapters is an honor bestowed upon a student. Selection for membership is by Faculty Council and is based on outstanding scholarship, leadership, service, character, and citizenship. Once selected, members have the responsibility to continue to demonstrate these qualities.
- **Section 2:** Candidates eligible for election to this chapter must be members of the sixth, seventh, or eighth grade class. Candidates eligible for election to the chapter shall have a minimum scholarship average of 90 percent or its equivalent. This scholastic level of achievement shall remain fixed, and shall be the required minimum scholastic level of achievement for admission to candidacy. All students who can rise in scholarship to or above this standard may be admitted to candidacy for election of membership. Scholastically eligible students are contacted and requested to complete and submit a Student Activity Information Sheet. Their eligibility shall then be considered on their service, leadership, and character.
- **Section 3:** Candidates eligible for election to this chapter will be evaluated by their teachers using a rating guide. Students will be evaluated on leadership, service, and character. Those candidates who receive an acceptable rating will be given the application packet for membership.
- **Section 4:** The Faculty Council shall reserve the right to award honorary membership to school officials, principals, teachers, NJHS advisers, adults, students with disabilities, or foreign exchange students in recognition of achievement and/or outstanding service rendered to the school in keeping with the purposes of the National Junior Honor Society. Honorary members shall have no voice or vote in chapter affairs.
- **Section 5:** Candidates become members when inducted at a special ceremony.
- **Section 6:** An NJHS member who transfers to another school and brings a letter from the principal or chapter adviser to the new school advisor shall be accepted automatically as a member in the new school's chapter. Transfer members must meet the new chapter's standards within one semester in order to retain membership.
- **Section 7:** Members who resign or are dismissed are never again eligible for NJHS Membership or its benefits. Resignation or dismissal from NJHS has no bearing on future consideration for membership in NHS in high school.

NATIONAL HONOR SOCIETY

The procedure for selection of students for the National Honor Society is directly derived from the Society Handbook in conjunction with the rules and expectations delineated in the constitution of the Kathryn E. Fay Chapter. The following are integral aspects of this selection process.

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Membership in the National Honor Society (NHS) is one of the highest honors that can be awarded to a high school student. Our chapter strives to give practical meaning to the Society's standards of scholarship, service, leadership, and character. These four ideals are considered as the basis for selection. No student is inducted simply because of a high academic average. The NHS strives to recognize the total student - one who excels in all of these areas. The standards used for selection are:

- **Scholarship:** 87.0 cumulative average This is the average of all credit bearing courses taken since the 9th grade, not solely the current Honor Roll, which is based upon a 10 week average.
- **Leadership, Service, and Character:** as demonstrated by activities, teacher/community evaluations, an essay, and a personal interview.

Membership, however, is more than an honor. It is an ongoing responsibility and an obligation to continue to demonstrate those outstanding qualities that result in a student's selection. Membership also carries a responsibility to the chapter. If our NHS chapter is to be effective and meaningful, each member **MUST** become involved.

Membership & Chapter Obligations:

- Maintain an 87.0 cumulative average
- Attend meetings once a month
- Participate in chapter fundraising
- Participate in chapter community service projects
- Complete a minimum of 30 community service hours outside of chapter projects
 - A minimum of 15 will need to be completed each semester
 - A minimum of 10 will need to be completed in your local community (a non-school related activity)
- Complete and turn in all paperwork by assigned deadlines
- Complete and return community service evaluation form
- Exhibit the highest standards of moral character and serve as role models to fellow students.
- Exhibit the characteristics of a leader through attitude, effort, and the willingness to serve others
- Maintain communication with chapter advisor (you must check your email)
- Probation and Dismissal - Members may be placed on probation and/or dismissed for falling below the minimum GPA, insufficient community service and leadership positions, poor or no attendance at meetings, poor or no participation in chapter events, and inappropriate school behavior or violating school rules.

Selection Process Summary

Becoming a member of NHS is a four step process. The procedure for selection of students for NHS membership is directly derived from the Society Handbook in conjunction with the rules and expectations delineated in the constitution of the Kathryn E. Fay Chapter. The following are integral aspects of this selection process:

1. Students' academic records are reviewed by the guidance counselor to determine scholastic eligibility which is based upon the most recent cumulative grade point average.
2. All high school faculty members are asked to complete student evaluation forms based upon the necessary criteria of Leadership, Service, and Character.
3. Based on the results of the faculty evaluations and Honor Council recommendations, scholastically eligible students are contacted and requested to complete and submit a Student Activity Information Form, Outside Activity Evaluation, and essay.
4. The Honor Council then reviews information concerning the potential candidates after which potential candidates may be scheduled for an interview with the Honor Council. Candidates must receive a majority vote of the Honor Council to be inducted into the local chapter of NHS.

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Selection for membership in NHS is an honor extended by the Honor Council. There may be times that an academically eligible student is not selected. This situation may arise because of the need to meet all the requirements of the selection process as evaluated by the Council members. It is clearly stated in the NHS policy that all eligible students must have a fair and equal opportunity to be considered, not necessarily to be selected. Special efforts will be made to explain the selection process to an individual student and/or parent who is dissatisfied. However, the chapter is not obligated to share information concerning specific students not selected for membership in the society.

It is clearly stated in National Honor Society policy that all eligible students must have a fair and equal opportunity to be considered, not to be selected. Special efforts will be made to explain the selection process to an individual student and/or parents who are dissatisfied. However, the chapter is not obligated to share information concerning specific students not selected for membership in the society.

PUBLIC CONDUCT ON SCHOOL PROPERTY

Madrid-Waddington Central School expects a high standard of conduct from its students, faculty and support staff, as well as visitors to the schools. The school will enforce a code of conduct, which governs the conduct of all persons, whether or not their presence is authorized, upon any premises or property under the control of the district and used in its teaching, administrative, cultural, recreational, athletic, and other programs and activities.

Prohibited Conduct: No person, either alone or with others, shall:

1. Cause or threaten physical injury to any other person, for the purpose of compelling or inducing such other person to refrain from any act which he/she has a lawful right to do, or to do any act which he/she has a lawful right not to do.
2. Use, possess, sell or distribute alcohol, illegal drugs and drug paraphernalia;
3. Smoke or use tobacco,
4. Physically restrain or detain any other person, nor remove such person from any place where he/she is authorized to remain, except that students may be restrained as permitted by Commissioner's Regulations (see 5314, Corporal Punishment)
5. Damage or destroy property of the district or under its jurisdiction, nor remove or use such property without authorization;
6. Without permission, expressed or implied, enter into any private office of an administrative officer, member of the faculty or staff member;
7. Enter upon and remain in any building or facility for any purpose other than its authorized uses or in such manner as to obstruct its authorized use by others;
8. Without authorization, remain in any building or facility after it is normally closed;
9. Refuse to leave any building or facility after being required to do so by an authorized administrative officer, member of the faculty or staff member;
10. Obstruct the free movement of persons and vehicles in any place to which these rules apply;
11. Disrupt or prevent the peaceful and orderly conduct of classes, lectures, and meetings or deliberately interfere with the freedom of any person to express his/her views, including invited speakers;
12. Have in his/her possession upon any premises to which these rules apply, any rifle, shotgun, pistol, revolver, or other firearm or weapon without the written authorization of the Superintendent of Schools, whether or not a license to possess the same has been issued to such person;
13. Incite others to commit any of the acts herein prohibited with specific intent to procure them to do so; and/or
14. Violate any law, regulation or Board policy.

Penalties: Anyone who violates any of the provisions of these rules is subject to appropriate penalties, up to and including time-out, verbal reprimand, written reprimand, detention, withholding of privileges, suspension, ejection, arrest, and/or prosecution.

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DIGNITY FOR ALL STUDENTS (DASA):

Since July 2012, New York State has provided an official framework for how schools respond to negative behavior, such as bullying, harassment, intimidation, taunting, or discrimination. The Dignity for All Students Act, or DASA, outlines requirements for reporting and investigation, requires staff training on prevention and intervention, and identifies related communications for notifying parents and students about DASA-related topics.

DASA specifically calls for the protection of students from harassment, bullying (including cyberbullying), or discrimination by employees or other students. According to the New York State Education Department, the aim of DASA is not to increase punishment, but rather to foster social interaction among students as a way to maintain a safe learning environment that results in less bullying, an increased ability to identify individual students who are being bullied, and an instilled responsibility to inform the necessary authorities when a peer is a victim of bullying, harassment, or discrimination.

The District encourages and expects students, parents, and staff who have observed, been subjected to, or been informed of harassment, bullying, or discrimination to report the incident(s) by completing the form below.

DASA Reporting Form: <https://forms.gle/rjDr2zYZuBFNNxed6>

STATEMENT OF PESTICIDE USE THROUGH THE INTEGRATED PEST MANAGEMENT PLAN (IPM) DURING A SCHOOL YEAR

What is Integrated Pest Management?

IPM is an effective and environmentally sensitive approach to pest management that relies on a combination of common sense practices. IPM programs use current and comprehensive information on the life cycles of pests and their interactions with the environment. This information, in combination with available pest control methods is used to manage pest damage by the least economical means that pose the least possible hazard to people, property and the environment. IPM programs take advantage of all pest management options possible which include but are not limited to the judicious use of pesticides. Understanding a pest's needs is essential in implementing IPM effectively. Pests seek habitats that provide basic needs such as air, moisture, food and shelter. Pest populations can be prevented or controlled by creating inhospitable environments by removing some of the basic elements pests need to survive or by simply blocking their access into buildings. In the event that these actions are not effective, IPM may require that pests be managed by other methods such as traps, vacuums, biological controls or pesticides. This notice is to inform you of the Integrated Pest Management Program of this school. Schools are required to maintain a list of staff and parents who wish to receive forty-eight hour prior written notification of pesticide applications at relevant facilities and procedures on how to register with the school to be on a list for notification.

To be placed on a list to receive 48-hour prior notice of pesticide application, please contact Eric Burke (Superintendent) at 315-322-5746-ext. 35221.

MWCS STUDENT INTERNET SAFETY POLICY

We are pleased to offer students of the Madrid-Waddington Central School access to the district computer network for electronic mail and the Internet. It is the intention of the Board of Education (1) to insure that users will not have access to inappropriate materials when using the internet, email, chat rooms and other forms of direct electronic communications provided by MWCS; (2) to prevent unauthorized access and other unlawful activities by users online; (3) to prevent unauthorized disclosure, use and dissemination of personal identification information regarding users, and (4) to comply with the Children's Internet Protection Act. [20USC6801 and 47USC254(h)].

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To gain independent access (the use of the Internet during a student's free time) to email and the Internet, all students must obtain parental permission and must sign and return the attached form to the appropriate principal's office.

DEFINITIONS:

1. **Child Pornography** - Any visual depiction which involves the use of a minor engaging in sexually explicit conduct; or where a depiction appears to be of a minor or has been created, adapted or modified to appear that a minor is engaging in such conduct; or is advertised, promoted, presented, described or distributed in a manner that conveys the impression that the material is or contains a visual depiction of a minor engaging in sexually explicit conduct.
2. **Harmful to Minors** - "Any picture, image, graphic image file or other visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and taken as a whole lacks serious literary, artistic, political or scientific value as to minors."
3. **Inappropriate Materials** - Any material that is obscene, child pornography or harmful to minors.
4. **Obscene** - Any material or performance when, considered as a whole, predominantly appeals to a prurient interest in sex; or that depicts or describes in a patently offensive manner actual or simulated sexual acts, sexual contact, nudity, sadism, masochism, excretion or a lewd exhibition of the genitals; and that lacks serious literary, artistic, political or scientific value.
5. **Technology Protection Measures** - A specific technology that blocks or filters Internet access.

PREVENTION OF ACCESS TO INAPPROPRIATE MATERIALS

Technology protection measures shall be used, to the extent practicable, to block or filter access to the internet, email, chat rooms, and other forms of direct electronic communications by MWCS students and other users and by students and other users in schools receiving computer or data processing services from MWCS. Technology protection measures shall be used for the following purposes.

1. **Safety for Minors** - To prevent access to visual depictions that are obscene, child pornography, or otherwise harmful to minors.
2. **Safety For All Users** - To prevent access to visual depictions that are obscene or child pornography.
3. **Protect Confidential Information** - To prevent unauthorized disclosure, use and dissemination of personal identification information regarding minors.
4. **Prevent Unauthorized Access** - To prevent unauthorized access, including "hacking," and other unlawful activities online.

Access to the Internet will enable students to explore thousands of libraries, databases, and educational websites throughout the world. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. **While our intent is to make Internet access available to further educational goals and objectives, it is possible for students, either accidentally or otherwise, to access other materials as well.** Instruction and guidelines to ensure proper and safe use of the Internet are presented to MWCS students. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Madrid-Waddington Central School teachers who utilize the Internet for instruction will review the guidelines for its use. We also reaffirm that parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Madrid-Waddington Central School supports and respects each family's right to decide whether or not to apply for independent access.

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DISTRICT INTERNET RULES

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school library. General school rules for behavior apply. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right. Access entails responsibility. Individual users of the district computer networks are responsible for their behavior and communications over those networks.

Network storage areas may be treated like school lockers. Network administrators may at any time review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private. Within reason, freedom of speech and access to information will be honored. **During school, teachers of younger students will guide them toward appropriate materials.**

GUIDELINES FOR ACCEPTABLE USE

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

1. Be polite. Do not get abusive in messages. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Racist, sexist and threatening language are inappropriate, and forbidden.
2. Illegal activities are strictly forbidden.
3. Do not reveal personal address or phone number or that of other students or staff members.
4. Note that a user's electronic mail (email) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the network in such a way that would disrupt the use of the network by other users.
6. Do not access, alter, or destroy other users' files.
7. Use must be in support of education and research and be consistent with the educational objectives of Madrid-Waddington Central School. For example, users shall not play games for recreational purposes or use Internet Relay Chats (IRC's) at any time or use Multi-User Dimensions (MUD's).
8. Do not use other users' network ID's and passwords.
9. Respect all copyright laws (e.g., as in any type of research, credit should be given to all sources used) and license agreements (do not copy or install software without authorization).
10. Do not intentionally waste limited resources.
11. Do not employ the network for commercial purposes.
12. Report the discovery of inappropriate material (e.g., in email, in personal folders, or on the Internet) to the teacher in charge or the system administrator.

SANCTIONS

1. Violations will result in a loss of access at the discretion of the building principal. The system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff of Madrid-Waddington Central School District may request the system administrator to deny, revoke, or suspend specific user accounts.
2. Additional disciplinary action may be applied in keeping with the school's discipline policy. This may range from verbal reprimand to out-of-school suspension
3. When applicable, law enforcement agencies may be involved.
4. Parents and guardians will be notified of any and all disciplinary actions.
5. Disciplinary actions may be appealed to the Superintendent/Superintendent's designee.

Parent/Guardian signature on this document is also a release for photographs of student activities and special events (such as concerts, graduations, and field trips) to be posted on the Madrid-Waddington Website (<http://www.mwsk12.org>). Student names are **NOT POSTED**.

CODE OF CONDUCT



MWCS 2024-2025 DIGNITY FOR ALL STUDENTS ACT COORDINATORS

Nicole Weakfall, Principal
Elementary School
315-322-5746, ext 35201

Joseph Binion, Principal
Jr-Sr High School
315-322-5746, ext 35200

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INTRODUCTION

The Madrid Waddington Board of Education is committed to providing a safe and orderly school environment where students may receive and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents and other visitors is essential to achieving this goal.

The district has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity.

The Board recognizes the need to clearly define these expectations for acceptable conduct on school property, identify the possible consequences of unacceptable conduct, and to ensure that discipline, when necessary, is administered promptly and fairly. To this end, the Board adopts this code of conduct (“code”).

Unless otherwise indicated, this code applies to all students, school personnel, parents and other visitors when on school property or attending a school function.

DEFINITIONS

For purposes of this code, the following definitions apply.

“Disruptive student” means an elementary or secondary student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher’s authority over the classroom.

“Parent” means parent, guardian or person in parental relation to a student.

“School property” means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school, or in or on a school bus, as defined in Vehicle and Traffic Law §142.

“School function” means any school-sponsored extra-curricular event or activity.

“Violent student” means a student under the age of 21 who:

- 1. Commits an act of violence upon a school employee, or attempts to do so.**
- 2. Commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at the school function, or attempts to do so.**
- 3. Possess, while on school property or at a school function, a weapon.**

4. **Displays, while on school property or at a school function, what appears to be a weapon.**
5. **Threatens, while on school property or at a school function, to use a weapon.**
6. **Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function.**
7. **Knowingly and intentionally damages or destroys school district property.**

“Weapon” means a firearm as defined in 18 USC §921 for purposes of the Gun-Free Schools Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutters, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death when used to cause physical injury or death.

STUDENT RIGHTS AND RESPONSIBILITIES

A. Student Rights

The district is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all district students have the right to:

1. **Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender or sexual orientation or disability.**
2. **Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.**
3. **Access school rules and, when necessary, receive an explanation of those rules from school personnel.**

B. Student Responsibilities

All district 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.**

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. **Ensure 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.**

B. Teachers

All district teachers are expected to:

1. **Maintain a climate of mutual respect and dignity for all students**

regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex, which will strengthen students' self-concept and promote confidence to learn.

2. Be prepared to teach.
3. Demonstrate interest in teaching and concern for student achievement.
4. Know school policies and rules, and enforce them in a fair and consistent manner.
5. Communicate to students and parents:
 - a. Course objectives and requirements
 - b. Marking/grading procedures
 - c. Assignment deadlines
 - d. Expectations for students
 - e. Classroom discipline plan.
6. Communicate regularly with students, parents and other teachers concerning growth and achievement.
7. Maintain confidentiality in conformity with federal and state law.
8. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee or any person who is lawfully on school property or at a school function.

C. Guidance Counselors

1. Assist students in coping with peer pressure and emerging personal, social and emotional problems.
2. Initiate teacher/student/counselor conferences and parent/teacher/student/counselor conferences, as necessary, as a way to resolve problems.
3. Regularly review with students their educational progress and career plans.
4. Provide information to assist students with career planning.
5. Encourage students to benefit from the curriculum and extracurricular programs.
6. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
7. Make known to students and families the resources in the community that are available to meet their needs.
8. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.

D. Other School Personnel

- 1. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.**
- 2. Maintain confidentiality in accordance with federal and state law.**
- 3. Be familiar with the code of conduct.**
- 4. Help children understand the district's expectations for maintaining a safe, orderly environment.**
- 5. Participate in school-wide efforts to provide adequate supervision in all school spaces.**
- 6. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.**
- 7. Address personal biases that may prevent equal treatment of all students.**

E. Principals

- 1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.**
- 2. Ensure that students and staff have the opportunity to communicate regularly with the Principal and approach the Principal for redress of grievances.**
- 4. Evaluate on a regular basis all instructional programs.**
- 4. Support the development of and student participation in appropriate extracurricular activities.**
- 5. Be responsible for enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.**
- 6. Maintain confidentiality in accordance with federal and state law.**
- 7. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.**

F. Superintendent

- 1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.**

2. **Review with district administrators the policies of the Board of education and state and federal laws relating to school operations and management.**
3. **Inform the Board about educational trends relating to student discipline.**
4. **Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.**
5. **Work with district administrators in enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.**
6. **Maintain confidentiality in accordance with federal and state law.**
7. **Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.**

G. Board of Education

1. **Promote a safe, orderly and stimulating school environment, supporting active teaching and learning for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.**
2. **Maintain confidentiality in accordance with federal and state law.**
3. **Develop and recommend a budget that provides programs and activities that support achievement of the goals of the code of conduct.**
4. **Collaborate with student, teacher, administrator, and parent organizations, school safety personnel and other school personnel to develop a code of conduct that clearly defines expectations for the conduct of students, district personnel and visitors on school property and at school functions.**
5. **Adopt and review at least annually the district's code of conduct to evaluate the code's effectiveness and the fairness and consistency of its implementation.**
6. **Lead by example by conducting Board meetings in a professional, respectful, courteous manner.**
7. **Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function**

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 district 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:

- 1. Be safe, appropriate and not disrupt or interfere with the educational process.**
- 2. Recognize that extremely brief garments are not appropriate.**
- 3. Include footwear at all times. Footwear that is a safety hazard will not be allowed.**
- 4. Not include the wearing of hats in the classroom except for a medical or religious purpose.**
- 5. 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.**
- 6. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.**

Each Building Principal or his/her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

Students who violate the student dress code shall 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 suspension. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline.

PROHIBITED STUDENT CONDUCT

The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

The Board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct.

Students may be subject to disciplinary action, up to and including suspension from school, when they:

- A. Engage in conduct that is disorderly. Examples of disorderly conduct include, but are not limited to:**
 - 1. Running in hallways.**
 - 2. Making unreasonable noise.**
 - 3. Using language or gestures that are profane, lewd, vulgar or abusive.**
 - 4. Obstructing vehicular or pedestrian traffic.**
 - 5. Engaging in any willful act which disrupts the normal operation of the school community.**
 - 6. Trespassing. Students are not permitted in any area of the building unless there is a scheduled and supervised activity.**
 - 7. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the district's acceptable use policy.**

- B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include, but are not limited to:**
 - 1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.**
 - 2. Lateness for, missing or leaving school without permission.**
 - 3. Skipping detention.**

- C. Engage in conduct that is disruptive. Examples of disruptive conduct include, but are not limited to:**
 - 1. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.**

- D. Engage in conduct that is violent. Examples of violent conduct include, but are not limited to:**
 - 1. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator or other school employee or attempting to do so.**
 - 2. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person lawfully on school property or attempting to do so.**

- 3. Possessing a weapon.**
 - 4. Displaying what appears to be a weapon.**
 - 5. Threatening to use any weapon.**
 - 6. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.**
 - 7. Intentionally damaging or destroying school district property.**
- E. Engage in any conduct that endangers the safety, physical or mental health or welfare of others. Examples of such conduct include, but are not limited to:**
- 1. Subjecting other students, school personnel or any other person lawfully on school property or attending a school function to danger by recklessly engaging in conduct which creates a substantial risk of physical injury.**
 - 2. Stealing or attempting to steal the property of other students, school personnel or any other person lawfully on school property or attending a school function.**
 - 3. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.**
 - 4. Discrimination, which includes using race, color, creed, national origin, ethnic group, religion, religious practice, sex, gender (identity and expression), sexual orientation, weight or disability to deny rights, equitable treatment or access to facilities available to others.**
 - 5. Harassment (or Bullying), is the creation of a hostile environment by conduct or threats, intimidation or abuse.**
 - 6. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.**
 - 7. Hazing, which includes an induction, initiation or membership process involving harassment.**
 - 8. Selling, using, distributing or possessing obscene material.**
 - 9. Using vulgar or abusive language, cursing or swearing.**
 - 10. Smoking a cigarette, cigar, pipe or using chewing or smokeless tobacco, or the use of any form of e-cigarette or vape.**
 - 11. Possessing, consuming, selling, offering, manufacturing, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any synthetic version thereof, whether specifically illegal or not, commonly referred to as "designer drugs" which are substances designed and synthesized to mimic the intended effects and usages of, which are chemically substantially similar to, illegal drugs, which may or may not be labeled for human consumption.**

12. **Inappropriately using or sharing prescription and over-the-counter drugs.**
 13. **Gambling.**
 14. **Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.**
 15. **Initiating a report warning of fire or other catastrophe without valid cause, misuse of 99, or discharging a fire extinguisher.**
- F. Engage in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on district buses, to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated.**
- G. Engage in any form of academic misconduct. Examples of academic misconduct include, but not limited to:**
1. **Plagiarism.**
 2. **Cheating.**
 3. **Copying.**
 4. **Altering records.**
 5. **Assisting another student in any of the above actions.**
- H. Bullying: Peer Abuse in the Schools**

Bullying of a student by another student is strictly prohibited on school property, in school buildings and on school buses, at school sponsored events and/or activities whether occurring on or off campus.

Bullying can take three forms:

- 1) **Physical (including, but not limited to, hitting, kicking, spitting, pushing, taking personal belongings);**
- 2) **Verbal (including, but not limited to, taunting, malicious teasing, name calling, making threats);**
- 3) **Psychological (including, but not limited to spreading rumors; manipulating social relationships; or engaging in social exclusion, extortion, or intimidation).**

Bullying may also occur as various forms of harassment and/or hazing of students by other students (including “pledging” and/or a student’s initiation into or affiliation with a school or student related organization or team.)

The District also prohibits “Internet bullying” (also referred to as “cyber-bullying”) including the use of instant messaging, e-mail, web sites, chat rooms, and text messaging when such use can reasonably be expected to substantially disrupt the

educational process in the school or a school function.

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 or 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.

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 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 may be made by telephone, followed by a letter mailed on same day as the telephone call is made. The notification must identify the student and explain the conduct that violated the code of conduct and constituted a crime.

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, unless the discipline is consistent with the student's individualized education plan (IEP).

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. Verbal 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, Superintendent
4. Detention – teachers, Principal, Superintendent
5. Suspension from transportation – Director of Transportation, Principal, Superintendent
6. Suspension from athletic participation – coaches, Principal, Superintendent
7. Suspension from social or extracurricular activities – activity director, Principal, Superintendent
8. Suspension of other privileges – Principal, Superintendent
9. In-school suspension – Principal, Superintendent
10. Removal from classroom by teacher – teachers, Principal
11. Short-term (five days or less) suspension from school – Principal, Superintendent, Board
12. Long-term (more than five days) suspension from school – Superintendent, Board

13. 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.

Students who are to be given penalties other than an oral warning, written warning or written notification to their parents are entitled to additional rights before the penalty is imposed. These additional rights are explained below.

1. Detention

Teachers, Principals and the Superintendent may use after school detention as a penalty for student misconduct in situations where removal from the classroom or suspension would be inappropriate. Detention will be imposed as a penalty only after the student's parent has been notified to confirm that there is no parental objection to the penalty and the student has appropriate transportation home following detention.

2. Suspension from transportation

If a student does not conduct himself/herself properly on a bus, the bus driver is expected to bring such misconduct to the Principal's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the Principal or the Superintendent or their designees.

In such cases, the student's parent will become responsible for seeing that his or her child gets to and from school safely. Should the suspension from transportation amount to a suspension from attendance, the district will make appropriate arrangements to provide for the student's education.

A student subjected to a suspension from transportation is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the Principal or the Principal's designee to discuss the conduct and the penalty involved.

3. Suspension from athletic participation, extra-curricular activities and other privileges

A student subjected to a suspension from athletic participation, extra-curricular activities or other privileges is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the district official imposing the suspension to discuss the conduct and the penalty involved.

4. In-school Suspension

The Board recognizes the school must balance the need of students to attend school and the need for order in the classroom to establish an environment conducive to learning. As such, the Board authorizes Principals and the Superintendent to place students who would otherwise be suspended from school as the result of a code of conduct violation in "in-school suspension."

A student subjected to an in-school suspension is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the district official imposing the in-school suspension to discuss the conduct and the penalty involved.

5. Teacher Disciplinary Removal of Disruptive Students

A student's behavior can affect a teacher's ability to teach and can make it difficult for other students in the classroom to learn. In most instances the classroom teacher can control a student's behavior and maintain or restore control over the classroom by using good classroom management techniques. These techniques may include practices that involve the teacher directing a student to briefly leave the classroom to give the student an opportunity to regain his or her composure and self-control in an alternative setting. Such practices may include, but are not limited to: (1) short-term "time out" in an elementary classroom or in an administrator's office; (2) sending a student into the hallway briefly; (3) sending a student to the Principal's office for the remainder of the class time only; or (4) sending a student to a guidance counselor or other district staff member for counseling. Time-honored classroom management techniques such as these do not constitute disciplinary removals for purposes of this code.

On occasion, a student's behavior may become disruptive. For purposes of this code of conduct, a disruptive student is a student who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom. A substantial disruption of the educational process or substantial interference with a teacher's authority occurs when a student demonstrates a persistent unwillingness to comply with the teacher's instructions or repeatedly violates the teacher's classroom behavior rules.

A classroom teacher may remove a disruptive student from class for up to two days. The removal from class applies to the class of the removing teacher only.

If the disruptive student does not pose a danger or ongoing threat of disruption to the academic process, the teacher must provide the student with an explanation for why he or she is being removed and an opportunity to explain his or her version of the relevant events before the student is removed. Only after the informal discussion may a teacher remove a student from class.

If the student poses a danger or ongoing threat of disruption, the teacher may order the student to be removed immediately. The teacher must, however, explain to the student why he or she was removed from the classroom and give the student a chance to present his or her version of the relevant events within 24-hours.

The teacher must complete a district-established disciplinary removal form and meet with the Principal or his or her designee as soon as possible, but no later than the end of the school day, to explain the circumstances of the removal and to present the removal form. If the Principal or designee is not available by the end of the same school day, the teacher must leave the form with the secretary and meet with the Principal or designee prior to the beginning of classes on the next school day.

Within 24 hours after the student's removal, the Principal or another district administrator designated by the Principal must notify the student's parent, in writing, that the student has been removed from class and why. The notice must also inform the parent that he or she has the right, upon request, to meet informally with the Principal or the Principal's designee to discuss the reasons for the removal.

The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the student's removal at the last known address for the parent. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting parents.

The Principal may require the teacher who ordered the removal to attend the informal conference.

If at the informal meeting the student denies the charges, the Principal or the Principal's designee must explain why the student was removed and give the student and the student's parents a chance to present the student's version of the relevant events. The informal meeting must be held within 48 hours of the student's removal. The timing of the informal meeting may be extended by mutual agreement of the parent and Principal.

The Principal or the Principal's designee may overturn the removal of the student from class if the Principal finds any one of the following:

- 1. The charges against the student are not supported by substantial evidence.**
- 2. The student's removal is otherwise in violation of law, including the district's**

code of conduct.

- 3. The conduct warrants suspension from school pursuant to Education Law §3214 and a suspension will be imposed.**

The Principal or his/her designee may overturn a removal at any point between receiving the referral form issued by the teacher and the close of business on the day following the 48-hour period for the informal conference, if a conference is requested. No student removed from the classroom by the classroom teacher will be permitted to return to the classroom until the Principal makes a final determination, or the period of removal expires, whichever is less.

Any disruptive student removed from the classroom by the classroom teacher shall be offered continued educational programming and activities until he or she is permitted to return to the classroom.

Each teacher must keep a complete log (on a district provided form) for all cases of removal of students from his/her class. The Principal must keep a log of all removals of students from class.

Removal of a student with a disability, under certain circumstances, may constitute a change in the student's placement. Accordingly, no teacher may remove a student with a disability from his or her class until he or she has verified with the Principal or the chairperson of the Committee on Special Education that the removal will not violate the student's rights under state or federal law or regulation.

6. Suspension from School

Suspension from school is a severe penalty, which may be imposed only upon students who are insubordinate, disorderly, violent or disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare of others.

The Board retains its authority to suspend students, but places primary responsibility for the suspension of students with the Superintendent and the Principals.

Any staff member may recommend to the Superintendent or the Principal that a student be suspended. All staff members must immediately report and refer a violent student to the Principal or the Superintendent for a violation of the code of conduct. All recommendations and referrals shall be made in writing unless the conditions underlying the recommendation or referral warrant immediate attention. In such cases a written report is to be prepared as soon as possible by the staff member recommending the suspension.

The Superintendent or Principal, upon receiving a recommendation or referral for suspension or when processing a case for suspension, shall gather the facts relevant to the matter and record them for subsequent presentation, if necessary.

a) Short term (five days or less) Suspension from School

When the Superintendent or Principal (referred to as the “suspending authority”) proposes to suspend a student charged with misconduct for five days or less pursuant to Education Law §3214(3), the suspending authority must immediately notify the student orally. If the student denies the misconduct, the suspending authority must provide an explanation of the basis for the proposed suspension. The suspending authority must also notify the student’s parents in writing that the student may be suspended from school. The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the decision to propose suspension at the last known address for the parents. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting the parents.

The notice shall provide a description of the charges against the student and the incident for which suspension is proposed and shall inform the parents of the right to request an immediate informal conference with the Principal. Both the notice and informal conference shall be in the dominant language or mode of communication used by the parents. At the conference, the parents shall be permitted to ask questions of complaining witnesses under such procedures as the Principal may establish.

The notice and opportunity for an informal conference shall take place before the student is suspended unless the student’s presence in school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process. If the student’s presence does pose such a danger or threat of disruption, the notice and opportunity for an informal conference shall take place as soon after the suspension as is reasonably practicable.

After the conference, the Principal shall promptly advise the parents in writing of his or her decision. The Principal shall advise the parents that if they are not satisfied with the decision and wish to pursue the matter, they must file a written appeal to the Superintendent within 10 business days, unless they can show extraordinary circumstances precluding them from doing so. The Superintendent shall issue a written decision regarding the appeal within 10 business days of receiving the appeal. If the parents are not satisfied with the Superintendent’s decision, they must file a written appeal to the Board of education with the District Clerk within 10 business days of the date of the Superintendent’s decision, unless they can show extraordinary circumstances precluding them from doing so. Only final decisions of the Board may be appealed to the Commissioner of Education within 30 days of the decision.

b) Long term (more than five days) Suspension from School

When the Superintendent or Principal determines that a suspension for more than five days may be warranted, he or she shall give reasonable notice to the student and the

student's parents of their right to a fair hearing. At the hearing the student shall have the right to be represented by counsel, the right to question witnesses against him or her and the right to present witnesses and other evidence on his or her behalf.

The Superintendent shall personally hear and determine the proceeding or may, in his or her discretion, designate a hearing officer to conduct the hearing. The hearing officer shall be authorized to administer oaths and to issue subpoenas in conjunction with the proceeding before him or her. A record of the hearing shall be maintained, but no stenographic transcript shall be required. A tape recording shall be deemed a satisfactory record. The hearing officer shall make findings of fact and recommendations as to the appropriate measure of discipline to the Superintendent. The report of the hearing officer shall be advisory only, and the Superintendent may accept all or any part thereof.

An appeal of the decision of the Superintendent may be made to the Board that will make its decision based solely upon the record before it. All appeals to the Board must be in writing and submitted to the district clerk within 10 business days of the date of the Superintendent's decision, unless the parents can show that extraordinary circumstances precluded them from doing so. The Board may adopt in whole or in part the decision of the Superintendent. Final decisions of the Board may be appealed to the Commissioner of Education within 30 days of the decision.

c.) Permanent suspension

Permanent suspension is reserved for extraordinary circumstances such as where a student's conduct poses a life-threatening danger to the safety and well-being of other students, school personnel or any other person lawfully on school property or attending a school function.

d.) Procedure after suspension

The Board may condition a student's early return from a suspension on the student's voluntary participation in counseling or specialized classes, such as anger management or dispute resolution. The Board retains discretion in offering this opportunity. If and when the student and/or parent/guardian agrees to this option, the terms and conditions shall be specified in writing.

7. Minimum Periods of Suspension

1. Students who bring a weapon to school

Any student, other than a student with a disability, found guilty of bringing a weapon onto school property will be subject to suspension from school for at least one calendar year. Before being suspended, the student will have an opportunity for a hearing

pursuant to Education Law §3214. The Superintendent has the authority to modify the one-year suspension on a case-by-case basis. In deciding whether to modify the penalty, the Superintendent may consider the following:

- 1. The student's age.**
- 2. The student's grade in school.**
- 3. The student's prior disciplinary record.**
- 4. The Superintendent's belief that other forms of discipline may be more effective.**
- 5. Input from parents, teachers and/or others.**
- 6. Other extenuating circumstances.**

A student with a disability may be suspended only in accordance with the requirements of state and federal law.

2. Students who commit violent acts other than bringing a weapon to school

Any student, other than a student with a disability, who is found to have committed a violent act, other than bringing a weapon onto school property, shall be subject to suspension from school for at least five days. If the proposed penalty is the minimum five-day suspension, the student and the student's parent will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parent will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The Superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the Superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

3. Students who are repeatedly substantially disruptive of the educational process or repeatedly substantially interferes with the teacher's authority over the classroom

Any student, other than a student with a disability, who repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom will be suspended from school for at least five days. For purposes of this code of conduct, "repeatedly is substantially disruptive" means engaging in conduct that results in the student being removed from the classroom by teacher(s) pursuant to Education Law § 3214 (3-a) and this code on four or more occasions during a semester, or three or more occasions during a trimester. If the proposed penalty is the minimum five-day suspension, the student and the student's parent will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parent will be given the same notice and opportunity for a hearing given to all students subject to a long-term

suspension. The Superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the Superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

8. Referrals

1. Counseling

The Guidance Office shall handle all referrals of students to counseling.

2. PINS Petitions

The district may file a PINS (person in need of supervision) petition in Family Court on any student under the age of 18 who demonstrates that he or she requires supervision and treatment by:

- a. Being habitually truant and not attending school as required by part one of Article 65 of the Education Law.**
- b. Engaging in an ongoing or continual course of conduct which makes the student ungovernable, or habitually disobedient and beyond the lawful control of the school.**
- c. Knowingly and unlawfully possesses marijuana in violation of Penal Law § 221.05. A single violation of § 221.05 will be a sufficient basis for filing a PINS petition.**

3. Juvenile Delinquents and Juvenile Offenders

The Superintendent is required to refer the following students to the County Attorney for a juvenile delinquency proceeding before the Family Court:

- a. Any student under the age of 16 who is found to have brought a weapon to school, or**
- b. Any student 14 or 15 years old who qualifies for juvenile offender status under the Criminal Procedure Law § 1.20 (42).**

The Superintendent is required to refer students age 16 and older or any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities.

ALTERNATIVE INSTRUCTION

When a student of any age is removed from class by a teacher or a student of compulsory attendance age is suspended from school pursuant to Education Law §3214, the district will take immediate steps to provide alternative means of instruction for the student.

DISCIPLINE OF STUDENTS WITH DISABILITIES

The Board recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities who violate the district's student code of conduct, and/or to temporarily remove a student with disabilities from his or her current placement because maintaining the student in that placement is substantially likely to result in injury to the student or to others. The Board also recognizes that students with disabilities deemed eligible for special education services under the IDEA and Article 89 of New York's Education Law enjoy certain procedural protections that school authorities must observe when they decide to suspend or remove them. Under certain conditions those protections extend, as well, to students not currently deemed to be a student with a disability but determined to be a student presumed to have a disability for discipline purposes.

Therefore, the Board is committed to ensuring that the district follows suspension and removal procedures that are consistent with those protections. The code of conduct for students is intended to afford students with disabilities and students presumed to have a disability for discipline purposes the express rights they enjoy under applicable law and regulations.

A. Authorized Suspensions or Removals of Students with Disabilities

- 1. For purposes of this section of the code of conduct, the following definitions apply.**

A "suspension" means a suspension pursuant to Education Law § 3214.

A "removal" means a removal for disciplinary reasons from the student's current educational placement other than a suspension and change in placement to an interim alternative educational setting (IAES) ordered by an impartial hearing officer because the student poses a risk of harm to himself/herself or others.

An "IAES" means a temporary educational placement for a period of up to 45 days, other than the student's current placement at the time the behavior precipitating the IAES placement occurred, that enables the student to continue to progress in the general curriculum, although in another setting, to continue to receive those services and modifications, including those described on the student's current individualized education program (IEP), that will enable the student to meet the goals set out in such

IEP, and include services and modifications to address the behavior which precipitated the IAES placement that are designed to prevent the behavior from recurring.

2. School personnel may order the suspension or removal of a student with a disability from his or her current educational placement as follows:

- a. The Board, the district (BOCES) Superintendent of Schools or a Principal may order the placement of a student with a disability into an IAES, another setting or suspension for a period not to exceed five consecutive school days and not to exceed the amount of time a non-disabled student would be subject to suspension for the same behavior.**
- b. The Superintendent may order the placement of a student with a disability into an IAES, another setting or suspension for up to 10 consecutive school days, inclusive of any period in which the student has been suspended or removed under subparagraph (a) above for the same behavior, if the Superintendent determines that the student has engaged in behavior that warrants a suspension and the suspension or removal does not exceed the amount of time non-disabled students would be subject to suspension for the same behavior.**
- c. The Superintendent may order additional suspensions of not more than 10 consecutive school days in the same school year for separate incidents of misconduct, as long as those removals do not constitute a change of placement.**
- d. The Superintendent may order the placement of a student with a disability in an IAES to be determined by the committee on special education (CSE), for the same amount of time that a student without a disability would be subject to discipline, but not more than 45 days, if the student carries or possesses a weapon to school or to a school function, or the student knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function.**

(1) "Weapon" means the same as "dangerous weapon" under 18 U.S.C. § 930(g)(w) which includes "a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, except...[for] a pocket knife with a blade of less than 2 1/2 inches in length."

(2) "Controlled substance" means a drug or other substance identified in certain provisions of the federal Controlled Substances Act specified in both federal and state law and regulations applicable to this policy.

(3) "Illegal drugs" means a controlled substance except for those legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under the Controlled Substances Act or any other federal law.

3. Subject to specified conditions required by both federal and state law and regulations, an impartial hearing officer may order the placement of a student with a disability in an IAES setting for up to 45 days at a time, if maintaining the student in his or her current educational placement poses a risk of harm to the student or others.

B. Change of Placement Rule

1. A disciplinary change in placement means a suspension or removal from a student's current educational placement that is either:

- a. for more than 10 consecutive school days; or**
- b. for a period of 10 consecutive school days or less if the student is subjected to a series of suspensions or removals that constitute a pattern because they cumulate to more than 10 school days in a school year and because of such factors as the length of each suspension or removal, the total amount of time the student is removed and the proximity of the suspensions or removals to one another.**

2. School personnel may not suspend or remove a student with disabilities if imposition of the suspension or removal would result in a disciplinary change in placement based on a pattern of suspension or removal.

However, the district may impose a suspension or removal, which would otherwise result in a disciplinary change in placement, based on a pattern of suspensions or removals if the CSE has determined that the behavior was not a manifestation of the student's disability, or the student is placed in an IAES for behavior involving weapons, illegal drugs or controlled substances.

C. Special Rules Regarding the Suspension or Removal of Students with Disabilities

1. The district's Committee on Special Education shall:

- a. Conduct functional behavioral assessments to determine why a student engages in a particular behavior, and develop or review behavioral intervention plans whenever the district is first suspending or removing a student with a disability for more than 10 school days in a school year or imposing a suspension or removal that constitutes a disciplinary change in placement, including a change in placement**

provided notice to the parents of such determination, in the manner required by applicable law and regulations.

If there is no basis for knowledge that the student is a student with a disability prior to taking disciplinary measures against the student, the student may be subjected to the same disciplinary measures as any other non-disabled student who engaged in comparable behaviors.

However, if a request for an individual evaluation is made while such non-disabled student is subjected to a disciplinary removal, an expedited evaluation shall be conducted and completed in the manner prescribed by applicable federal and state law and regulations. Until the expedited evaluation is completed, the non-disabled student who is not a student presumed to have a disability for discipline purposes shall remain in the educational placement determined by the district, which can include suspension.

- 3. The district shall provide parents with notice of disciplinary removal no later than the date on which a decision is made to change the placement of a student with a disability to an IAES for either misconduct involving weapons, illegal drugs or controlled substances or because maintaining the student in his/her current educational setting poses a risk of harm to the student or others; or a decision is made to impose a suspension or removal that constitutes a disciplinary change in placement.**

The procedural safeguards notice prescribed by the Commissioner shall accompany the notice of disciplinary removal.

- 4. The parents of a student with disabilities subject to a suspension of five consecutive school days or less shall be provided with the same opportunity for an informal conference available to parents of non-disabled students under the Education Law.**
- 5. Superintendent hearings on disciplinary charges against students with disabilities subject to a suspension of more than five school days shall be bifurcated into a guilt phase and a penalty phase in accordance with the procedures set forth in the Commissioner's regulations incorporated into this code.**
- 6. The removal of a student with disabilities other than a suspension or placement in an IAES shall be conducted in accordance with the due process procedures applicable to such removals of non-disabled students, except that school personnel may not impose such removal for more than 10 consecutive days or for a period that would result in a disciplinary change in placement, unless the CSE has determined that the behavior is**

not a manifestation of the student's disability.

- 7. During any period of suspension or removal, including placement in an IAES, students with disabilities shall be provided services as required by the Commissioner's regulations incorporated into this code.**

D. Expedited Due Process Hearings

- 1. An expedited due process hearing shall be conducted in the manner specified by the Commissioner's regulations incorporated into this code, if:**

- a. The district requests such a hearing to obtain an order of an impartial hearing officer placing a student with a disability in an IAES where school personnel maintain that it is dangerous for the student to be in his or her current educational placement, or during the pendency of due process hearings where school personnel maintain that it is dangerous for the student to be in his or her current educational placement during such proceedings.**
- b. The parent requests such a hearing from a determination that the student's behavior was not a manifestation of the student's disability, or relating to any decision regarding placement, including but not limited to any decision to place the student in an IAES.**

(1) During the pendency of an expedited due process hearing or appeal regarding the placement of a student in an IAES for behavior involving weapons, illegal drugs or controlled substances, or on grounds of dangerousness, or regarding a determination that the behavior is not a manifestation of the student's disability for a student who has been placed in an IAES, the student shall remain in the IAES pending the decision of the impartial hearing officer or until expiration of the IAES placement, whichever occurs first, unless the parents and the district agree otherwise.

(2) If school personnel propose to change the student's placement after expiration of an IAES placement, during the pendency of any proceeding to challenge the proposed change in placement, the student shall remain in the placement prior to removal to the IAES, except where the student is again placed in an IAES.

- 2. An expedited due process hearing shall be completed within 15 business days of receipt of the request for a hearing. Although**
- 3. the impartial hearing officer may grant specific extensions of such**

time period, he or she must mail a written decision to the district and the parents within five business days after the last hearing date, and in no event later than 45 calendar days after receipt of the request for a hearing, without exceptions or extensions.

E. Referral to law enforcement and judicial authorities

In accordance with the provisions of IDEA and its implementing regulations:

- 1. The district may report a crime committed by a child with a disability to appropriate authorities, and such action will not constitute a change of the student's placement.**
- 2. The Superintendent shall ensure that copies of the special education and disciplinary records of a student with disabilities are transmitted for consideration to the appropriate authorities to whom a crime is reported.**

CORPORAL PUNISHMENT

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any district employee is strictly forbidden.

However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used to:

- 1. Protect oneself, another student, teacher or any person from physical injury.**
- 2. Protect the property of the school or others.**
- 3. Restrain or remove a student whose behavior interferes with the orderly exercise and performance of school district functions, powers and duties, if that student has refused to refrain from further disruptive acts.**

The District will file all complaints about the use of corporal punishment with the Commissioner of Education in accordance with Commissioner's regulations.

STUDENT SEARCHES AND INTERROGATIONS

The Board of Education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the district code of conduct. Students are not entitled to any sort of "Miranda"-type warning before being questioned by school officials, nor are school officials required to contact a student's parent before questioning the student. However, school officials will tell all students why they are being questioned.

In addition, the Board authorizes the Superintendent of Schools, Building Principals, the school nurse and district security officials to conduct searches of students and their belongings, in most instances, with exceptions set forth below in A. and B., if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the district code of conduct.

An authorized school official may conduct a search of a student's belongings that is minimally intrusive, such as touching the outside of a book bag, without reasonable suspicion, so long as the school official has a legitimate reason for the very limited search.

An authorized school official may search a student or the student's belongings based upon information received from a reliable informant. Individuals, other than the district employees, will be considered reliable informants if they have previously supplied information that was accurate and verified, or they make an admission against their own interest, or they provide the same information that is received independently from other sources, or they appear to be credible and the information they are communicating relates to an immediate threat to safety. District employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate.

Before searching a student or the student's belongings, the authorized school official should attempt to get the student to admit that he or she possesses physical evidence that they violated the law or the district code, or get the student to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought.

Whenever practicable, searches will be conducted in the privacy of administrative offices and students will be present when their possessions are being searched.

A. Student Lockers, Desks and other School Storage Places

The rules in this code of conduct regarding searches of students and their belongings do not apply to student lockers, desks and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means that student lockers, desks and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

B. Strip searches

A strip search is a search that requires a student to remove any or all of his or her clothing, other than an outer coat or jacket. A request to remove an outer coat or jacket

does not constitute a strip search. Strip searches are intrusive in nature and are not permissible. If school authorities believe there is an emergency situation that could threaten the safety of others, the student shall, to the extent practicable, be isolated and secured. Police and parents will be contacted immediately.

C. Documentation of Searches

The authorized school official conducting the search shall be responsible for promptly recording the following information about each search:

- 1. Name, age and grade of student searched.**
- 2. Reasons for the search.**
- 3. Name of any informant(s).**
- 4. Purpose of search (that is, what item(s) were being sought).**
- 5. Type and scope of search.**
- 6. Person conducting search and his or her title and position.**
- 7. Witnesses, if any, to the search.**
- 8. Time and location of search.**
- 9. Results of search (that is, what items(s) were found).**
- 10. Disposition of items found.**
- 11. Time, manner and results of parental notification.**

The Principal or the Principal's designee shall be responsible for the custody, control and disposition of any illegal or dangerous item taken from a student. The Principal or his or her designee shall clearly label each item taken from the student and retain control of the item(s), until the item is turned over to the police. The Principal or his or her designee shall be responsible for personally delivering dangerous or illegal items to police authorities.

D. Police Involvement in Searches and Interrogations of Students

District officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials, however, have limited authority to interview or search students in schools or at school functions, or to use school facilities in connection with police work. Police officials may enter school property or a school function to question or search a student or to conduct a formal investigation involving students only if they have:

- 1. A search or an arrest warrant; or**
- 2. Probable cause to believe a crime has been committed on school property or at a school function; or**

Before police officials are permitted to question or search any student, the Principal or his or her designee shall first try to notify the student's parent to give the parent the opportunity to be present during the police questioning or search. If the student's parent cannot be contacted prior to the police questioning or search, the questioning or search shall not be conducted. The Principal or designee will also be present during any police questioning or search of a student on school property or at a school function.

Students who are questioned by police officials on school property or at a school function will be afforded the same rights they have outside the school. This means:

- 1. They must be informed of their legal rights.**
- 2. They may remain silent if they so desire.**
- 3. They may request the presence of an attorney.**

E. Child Protective Services Investigations

Consistent with the District's commitment to keep students safe from harm and the obligation of school officials to report to child protective services when they have reasonable cause to suspect that a student has been abused or maltreated, the district will cooperate with local child protective services workers who wish to conduct interviews of students on school property relating to allegations of suspected child abuse, and/or neglect, or custody investigations.

All requests by child protective services to interview a student on school property shall be made directly to Principal or his or her designee. The Principal or designee shall set the time and place of the interview. The Principal or designee shall decide if it is necessary and appropriate for a school official to be present during the interview, depending on the age of the student being interviewed and the nature of the allegations. If the nature of the allegations is such that it may be necessary for the student to remove any of his or her clothing in order for the child protective services worker to verify the allegations, the school nurse or other district medical personnel must be present during that portion of the interview. No student may be required to remove his or her clothing in front of a child protective services worker or school district official of the opposite sex.

A child protective services worker may not remove a student from school property without a court order, unless the worker reasonably believes that the student would be subject to danger of abuse if not he or she were not removed from school before a court order can reasonably be obtained. If the worker believes the student would be subject to danger of abuse, the worker may remove the student without a court order and without the parent's consent.

VISITORS TO THE SCHOOLS

The Board recognizes that the success of the school program depends, in part, on support by the larger community. The Board wishes to foster a positive climate where members of the community have the opportunity to observe the hard work and accomplishments of the students, teachers and other staff. Since schools are a place of work and learning, however, certain limits must be set for such visits. The Principal or his or her designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the school:

- 1. Anyone who is not a regular staff member or student of the school will be considered a visitor.**
- 2. All visitors to the school must enter through the designated single point of entry and report to the office of the Principal upon arrival at the school. There they will be required to present photo identification, sign the visitor's register and will be issued a visitor's identification sticker, which must be worn at all times while in the school or on school grounds. The visitor must return to the Principal's office to sign out at the visitor's register.**
- 3. Visitors attending school functions that are open to the public after regular hours, such as parent-teacher organization meetings or public gatherings, are not required to report.**
- 4. Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher(s) and the building principal, so that class disruption is kept to a minimum.**
- 5. Teachers are expected not to take class time to discuss individual matters with visitors.**
- 6. Any unauthorized person on school property will be reported to the Principal or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.**
- 7. All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct.**

PUBLIC CONDUCT ON SCHOOL PROPERTY

The District is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of this section of the code, "public" shall mean all persons when on school property or attending a school function including students, teachers and district personnel.

The restrictions on public conduct on school property and at school functions contained in this code are not intended to limit freedom of speech or peaceful assembly. The district recognizes that free inquiry and free expression are indispensable to the objectives of the district. The purpose of this code is to maintain public order and

prevent abuse of the rights of others.

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property.

A. Prohibited Conduct

No person, either alone or with others, shall:

- 1. Intentionally injure any person or threaten to do so.**
- 2. Intentionally damage or destroy school district property or the personal property of a teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.**
- 3. Disrupt the orderly conduct of classes, school programs or other school activities.**
- 4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.**
- 5. Intimidate, harass or discriminate against any person on the basis of actual or perceived race, creed, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (including gender identity and expression).**
- 6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.**
- 7. Obstruct the free movement of any person in any place to which this code applies.**
- 8. Violate the traffic laws, parking regulations or other restrictions on vehicles.**
- 9. Possess, consume, sell, offer, manufacture, distribute or exchange alcoholic beverages, controlled or illegal substances or any synthetic versions (whether or specifically illegal or labeled for human consumption), or be under the influence of either on school property or at a school function.**
- 10. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the school district.**
- 11. Loiter on or about school property.**
- 12. Gamble on school property or at school functions.**
- 13. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.**
- 14. Willfully incite others to commit any of the acts prohibited by this code.**
- 15. Violate any federal or state statute, local ordinance or Board policy while**

on school property or while at a school function.

B. Penalties

Persons who violate this code shall be subject to the following penalties:

- 1. Visitors - Their authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection.**
- 2. Students - They shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements.**
- 3. Tenured faculty members - They shall be subject to disciplinary action as the facts may warrant in accordance with Education Law § 3020-a or any other legal rights that they may have.**
- 4. Staff members in the classified service of the civil service entitled to the protection of Civil Service Law § 75 - They shall be subject to immediate ejection and to disciplinary action as the facts may warrant in accordance with Civil Service Law § 75 or any other legal rights that they may have.**
- 5. Staff members other than those described in subdivisions 4 and 5 - They shall be subject to warning, reprimand, suspension or dismissal as the facts may warrant in accordance with any legal rights they may have.**

C. Enforcement

The Principal or his/her designee shall be responsible for enforcing the conduct required by this code.

When the Principal or his or her designee sees an individual engaged in prohibited conduct, which in his or her judgment does not pose any immediate threat of injury to persons or property, the Principal or designee shall tell the individual that the conduct is prohibited and attempt to persuade the individual to stop. The Principal or designee shall also warn the individual of the consequences for failing to stop. If the person refuses to stop engaging in the prohibited conduct, or if the person's conduct poses an immediate threat of injury to persons or property, the Principal or designee shall have the individual removed immediately from school property or the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person.

The district shall initiate disciplinary action against any student or staff member, as appropriate, with the "Penalties" section above. In addition, the district reserves its right to pursue a civil or criminal legal action against any person violating the code.

DISSEMINATION AND REVIEW

A. Dissemination of Code of Conduct

The Board will work to ensure that the community is aware of this code of conduct by:

- 1. Providing copies of an age-appropriate, written in plain language, summary of the code to all students at an assembly held at the beginning of each school year.**
- 2. Providing a plain language language summary to all parents at the beginning of the school year, and thereafter on request.**
- 3. Posting the complete code of conduct on the district's website.**
- 4. Providing all current teachers and other staff members with a copy of the code and a copy of any amendments to the code as soon as practicable after adoption.**
- 5. Providing all new employees with a copy of the current code of conduct when they are first hired.**
- 6. Making copies of the code available for review by students, parents and other community members.**

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

B. Review of Code of Conduct

The Board will review this code of conduct every year and update it as necessary. In conducting the review, the Board will consider how effective the code's provisions have been and whether the code has been applied fairly and consistently.

The Board may appoint an advisory committee to assist in reviewing the code and the district's response to code of conduct violations. The committee will be made up of representatives of student, teacher, administrator, and parent organizations, school safety personnel and other school personnel.

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

The code of conduct and any amendments to it will be filed with the Commissioner of Education no later than 30 days after adoption.

APPENDIX A:

MWCS HIGH SCHOOL

ATTENDANCE

Absence is the main cause of failure in school. Unless your health forbids or unless some emergency arises at home, you should be in school. Responsibility for making up work lies entirely with you. You should make appointments with your teachers to determine what is to be made up. You assume the entire burden of getting this work done and handed in to your teachers. Punctuality and regular school attendance are essential to success in school and later on the job. **BE ON TIME AND IN YOUR CLASS EACH DAY.**

All absences must be verified by a note from the parent within forty-eight hours of your return to school indicating the reason for absence. Legal excuses for absence include personal illness, medical, dental or legal appointments, religious observance and death in the family.

All absence, as well as tardiness and truancy is recorded daily. Car problems, oversleeping and personal reasons are not acceptable excuses for being late. **LATE STUDENTS ARE TO REPORT TO THE OFFICE IMMEDIATELY UPON ARRIVAL, UNLESS SCHEDULED FOR AN ACTIVITY. ALL STUDENTS ARE TO LEAVE THE BUILDING AT 2:08 PM.**

NOTIFICATION REGARDING USE OF SURVEILLANCE CAMERA IN SCHOOL BUILDINGS, SCHOOL BUSES AND ON SCHOOL GROUNDS

The Board of Education recognizes its responsibility to promote and foster school safety and ensure a safe and effective learning environment. After having carefully considered and balanced the rights of privacy with the District's duty to promote discipline, health, welfare and safety of staff and students, as well as that of the general public who has occasion to use school facilities, the Board supports the use of surveillance cameras in its schools, on its buses and/or on school grounds. District surveillance cameras will only be utilized in public areas where there is no "reasonable expectation of privacy." Recordings may be shared with law enforcement officials in accordance with their official duties and/or as otherwise authorized by law.

**District Policy #5683 — Use of Surveillance Cameras in the School District
Adopted July 22, 2008**

BUS BEHAVIOR

It is the school district's responsibility to provide proper and safe transportation to and from school. Bus drivers are expected to exercise the same degree of supervision as a teacher would in a classroom. No student has the right to interfere with the safe and comfortable transportation of another student or the bus driver. Such actions as fighting, shouting, objectionable language, smoking, or any other behavioral problem may result in restrictions or losing the right to ride the bus.

Students are to ride only the bus they are assigned. The High School Office must approve any changes. Generally students are allowed to ride another bus to the home of a friend, relative, etc. These requests should be made in writing by a parent/guardian.

CAFETERIA/LUNCH/FOOD/BEVERAGES

Student behavior in the school cafeteria should be based on courtesy and cleanliness. This means leaving the area neat and in a condition you would like to live in. Each student is scheduled for a one-half hour lunch period. Students must go through the cafeteria line and pay for their choice of foods. Once you have eaten you may leave the cafeteria. The gym is available for students wishing to participate in limited activity. Appropriate behavior is expected.

As a general rule, food should not leave the cafeteria. Arrangements to eat in other locations must be made in advance. Students are not to go into areas where classes are being held during their lunch period. Each month the lunch menu is printed and is available to each student in the main office.

Students are subject to restrictions regarding food and beverages. During the regular school day, consumption *should mostly occur only during the designated lunch and breakfast periods. Though there are numerous exceptions and special circumstances.* The school reserves the right to control foods and beverages purchased on or off school grounds.

SCHOOL DANCES

Throughout the school year, dances may be held in the school on Friday or Saturday evenings. Sign up for the use of this activity must be done through the high school office, well in advance of the date requested. Permission for school dances will be given only to existing clubs and class organizations at the High School.

Each of the following regulations will be in effect:

1. Dances are for MWCS students only, unless special approval is obtained from the main office. The sponsoring organization may designate grade level.
2. No drinking of alcoholic beverages or use of drugs before or during will be permitted. A violation may result in restriction from all extra-curricular events, as well as possible legal action.
3. Students exhibiting unbecoming conduct may be asked to leave school grounds.
4. Dances will be from 8:00-11:00 p.m., unless otherwise approved.
5. Students admitted to the dance will not be allowed to leave and return later.

10th PERIOD

The official school day at the high school ends at 2:50 p.m. Students whose work is complete, are not involved in extracurricular activities after school, or have not been assigned detention by the office or a teacher, are **expected** to leave on their regular dismissal bus at 2:08 p.m.

Students assigned to 10TH PERIOD are to report to their teacher immediately at the bell. **STUDENTS ARE NOT TO REMAIN AFTER SCHOOL TO VISIT WITH TEACHERS, FRIENDS, CLEAN LOCKERS, USE THE LIBRARY, ETC.** At 2:50 PM all high school students must report to the office to pick up detention bus pass for transportation home.

DISCIPLINE CODE

It is the policy of the Board of Education at Madrid-Waddington Central that disciplinary actions be progressive in nature to allow growth and change in student behavior. It recognizes, however, that some serious misbehavior may require an action not within the normal progression. The progression of discipline would generally follow this pattern: teacher reprimand, detention, curtailment of privileges, parental contact, short term suspension (five days or less), long term suspension, legal action, Superintendent's Hearing or Board of Education Hearing.

UNACCEPTABLE BEHAVIORS:

The following behaviors are considered unacceptable at Madrid-Waddington Central School and may result in one of the disciplinary actions as outlined in the progression of discipline.

1. Profane and/or vulgar language will not be tolerated. Students using this

type of language may be assigned school detention or suspension. If the language is directed at staff member, the staff member will immediately report the incident to the building principal. Appropriate disciplinary action will be taken by the building principal.

2. Kissing and embracing by students in school is considered unacceptable behavior. Persistent violations will be referred to the building principal for disciplinary action.
3. Insubordination or disrespect to a staff member will not be tolerated.
4. Student fighting or harassment of each other may result in detention or suspension. These behaviors may also result in legal action being taken.
5. No student will use physical force or attempt to use physical force against a staff member. Instances may result in detention, suspension, Superintendent's hearing or Board of Education hearing.
6. Stealing or entering a locker, classroom, or school building without permission may result in detention, suspension or legal action. If a student uses another student's property without authorization, it may be considered stealing. Students guilty of this infraction will be required to pay for the property.
7. Destroying, defacing school, staff or student property may require restitution. Offenses of this type may result in detention, suspension or legal action.
8. **COMPUTERS:** Unauthorized, inappropriate, or illegal use of computer facilities will not be tolerated and will be reported to the building principal.
9. Students tardy to school and/or class will not be tolerated and will initially be dealt with by the teacher in charge.
10. Skipping classes, school, or failure to report to an assigned class or study hall will not be tolerated. Teachers should also deal with the student individually who skips their class. Habitual skipping is truancy and will be dealt with by the Administration.
11. Weapons and dangerous objects of any type are not permitted in school the school building or on school grounds of the District without Administrative authorization. In accordance with the Gun-Free Schools Act of 1994, any student who, after a hearing held pursuant to Education Law #3214, is found guilty of bringing a firearm onto the premises of any school owned or controlled by this school district will be subject to a penalty of at least a one year suspension from school. However, in determining an appropriate penalty, the Superintendent of Schools may modify the suspension requirement on a case- by-case basis, considering, among other things, the totality of circumstances surrounding the offense and the student's previous record.

12. Due to the health hazards associated with smoking, and in accordance with federal and state law, students are forbidden to use or possess tobacco, tobacco-related products (also known as “smokeless” or “chewing” tobacco), or any form of e cigarette or “vape” on school premises, on school buses, or at school-sponsored activities.
13. Students will not possess or be under the influence of alcohol, drugs, or controlled substances or bring alcohol beverages, drugs, or drug related paraphernalia onto school grounds or into school buildings or school owned vehicles. Students will not misuse, sell or distribute prescription or non-prescription drugs, over the counter medications, or any other substance or fluid intended to or reputed to have a metabolic impact on the human body. Violations of this rule may result in suspension and legal action.
14. Any electronic devices considered disruptive to the learning process are restricted in school and on the school buses. Students are discouraged from bringing any non-essential digital or electronic devices to school, as they are always at risk to be damaged or stolen. Staff members may, at any time, restrict the use of such devices and also may ask a student to turn the device over to them. Such matters will reach their ultimate resolution through the building principal.
15. Any willful action on the part of students that disrupts the educational process at Madrid-Waddington Central School will not be tolerated.
16. The student’s record of behavior will be used to determine the severity of a penalty.
17. Misbehavior may result in more than one penalty.

A STUDENT’S RIGHTS AND RESPONSIBILITIES

1. ACCESS TO RECORDS

Parents of students or eligible students may inspect and review educational records upon request. A written request must be submitted to the building principal. A copy of the Student Records Policy, outlining this procedure, and also including the type, location, and custodians of educational records in this district, is available at the High School Office. The disclosure of educational records as well as the correction and appeals procedure is also included in this policy.

2. RULES

RIGHTS — A student has the right to know all the rules in advance that govern

his or her conduct in school.

RESPONSIBILITY — Rules must be obeyed promptly. A student has the responsibility to read school rules. He or she is responsible for remembering the rules. A student is required to obey the teacher's reasonable requests or directions.

3. SUSPENSION

RIGHTS — five days or less

A.) A student has the right to know why he or she has been suspended. The building principal normally informs the student of the reason for suspension.

B.) A student has the right to explain his or her side.

RESPONSIBILITY — Correcting improper behavior is the student's responsibility. A student has the responsibility to make sure misbehavior does not occur again. The responsibility for an appeal belongs with the student or his/her parents.

4. SUSPENSION

RIGHTS — five days or more — this type of suspension can only be done by the Board of Education or the Superintendent. A student has the right to the following:

A.) A hearing

B.) Reasonable notice indicating what he or she is accused of doing.

C.) Present evidence and ask witnesses to testify.

D.) Cross examine witnesses who testify against him or her.

E.) Appeal the decision of the Principal, Superintendent and Board of Education to the Commissioner of Education.

RESPONSIBILITY — A student is responsible for conducting himself/herself in a courteous and respectful manner.

5. EXCLUSION FROM EXTRACURRICULAR ACTIVITIES

RIGHTS — A student may not be excluded from activities unless there is a legitimate basis to do so.

RESPONSIBILITY — Mature and considerate conduct is required at all school functions.

6. ACADEMIC PENALTIES

RIGHTS — An academic penalty may not be used as a punishment for general misconduct. A student may not be disciplined for misbehavior by assigning extra homework, by lowering a grade or withholding a grade unless the misbehavior is related to the penalty.

RESPONSIBILITY — Honesty and integrity are required of a student in all academic areas. Each student has the responsibility to help maintain a learning atmosphere in the classroom.

7. RIGHT TO AN EDUCATION

RIGHTS — A student has the right to a free education until twenty-one years of age, or until he/she graduates from High School. This includes the right to a free BOCES education. Also included is the right to remediation when a student falls below the State Standard on certain tests.

RESPONSIBILITY — This right can be forfeited by conduct that is harmful to the best interest of the school's welfare, safety and health.

8. PREGNANCY OR ILLNESS

RIGHTS — A pregnant student has the right to remain in school before and after the birth of the baby. A student has the right to request a tutor after an extended illness.

RESPONSIBILITY — A student is responsible for maintaining an adequate level of performance for meeting course and grade requirements. The student or parents must request or make arrangements with the building principal for a tutor, and must verify an extended illness through a physician.

9. DISCRIMINATION

RIGHTS — Students have the right to equal treatment in school *without respect to race, sex, religion, color, national origin, or physical or mental ability.*

RESPONSIBILITY — Discrimination against a fellow student is not allowed. A student is responsible for treating all people in school with respect and dignity. *Harassing behavior, sexual or otherwise, should be reported immediately to a school staff member with the understanding that the main office will ultimately be informed.*

10. STUDENT PUBLICATIONS

RIGHTS — Students have the right to express their views in speech, writing, or through any other medium or form, limited solely by those restrictions imposed on all citizens generally and those specifically applicable to children and youths in a school setting. Students have a right to distribute literature on school grounds and in school buildings provided such distribution does not interfere with or disrupt the educational process.

RESPONSIBILITY — All student publications must comply with the rules for responsible journalism. Libelous statements, unfounded charges and accusations, obscenity, false statements, materials advocating racial or religious prejudice, hatred, violence, the breaking of laws and school policies and/or regulations, or materials designed to disrupt the educational process will not be permitted. The Board of Education reserves the right to edit or delete such speech, which it feels is inconsistent with the district's basic educational mission. No literature may be distributed unless a copy is submitted in advance to the Superintendent of Schools and the Building Principal.

11. SYMBOLIC EXPRESSION

RIGHTS — Buttons and armbands for self-expression for a legitimate issue are permitted.

RESPONSIBILITY — An orderly and reasonably quiet atmosphere is necessary for many learning situations. The student is required to help maintain this atmosphere. Interference with the educational process may cause the loss of this right.

12. PLEDGE OF ALLEGIANCE

RIGHTS — A person does not have to say the Pledge to the Flag. Students have the right to stand quietly, remain seated or leave the room, if he or she has a political, philosophical or religious objection to saying the pledge.

RESPONSIBILITY — A student has the responsibility to exercise right in a serious manner based on personal convictions and conscience. He or she also has the responsibility to obey the directions of the teacher.

13. PERSONAL APPEARANCE

RIGHTS — The choice of personal clothing generally belongs to the individual.

RESPONSIBILITY — Clothing or clothing graphics and other aspects of an appearance must not cause a disruption, be unsafe, unhealthy, or otherwise undermine the school's basic educational mission.

14. SEARCHES

RIGHTS — Lockers and personal property will only be searched with reasonable cause.

RESPONSIBILITY — A student is responsible for keeping illegal or harmful material out of the school, school buses, school functions or areas under the supervision of the school.

15. POLICIES AND INTERROGATIONS

RIGHTS — The student has the right to decline a police interview for activities outside the school. However, he or she may be questioned on school property if the investigation involves a crime on school property. The student has the right to remain silent under criminal arrest.

RESPONSIBILITIES — Students have an obligation to obey laws and school rules. It is each student's responsibility to respect the rights of others. A student is required to answer the questions of administration and staff members honestly and respectfully.

DRIVING TO SCHOOL

Students who drive, as well as riders, are required to be in the building and seated in homeroom at **7:40 a.m.** Any lateness to school due to driving or riding may require detention period make-up time. Repeated instances of tardiness may result in loss of driving/riding privileges and students may be required to use school transportation.

Driving/riding privileges may also be revoked for unsafe operation of the vehicle, loitering in the parking lot, truancy and leaving school without permission. All cars are to be parked in the main parking lot in front of the high school building. **Snowmobiles and ATV vehicles are not allowed on school property.**

LEAVING SCHOOL

Upon boarding the school bus and/or arriving at school a student is subject to the rules and regulations of the school. Students may not leave school before the end of the day without permission of the office. A parental note or telephone call must be presented to the office prior to the time the student is scheduled to leave. Notes after the fact will not be accepted. Before a student leaves the school grounds he/she must check out in the office. Parents or their designees who are picking up and transporting students will be required to sign them out in the main office.

LIBRARY

The high school library is open each day from 7:50 a.m. to 2:08 p.m. Students may sign out of study hall or come to the library for reference work, research work, computer use or to borrow a book. Books may be signed out for a two-week period. Students will be expected to pay for lost library materials. No passes will be issued from the library.

For grades 8-12 students that want to leave their study hall for the library, must sign up on the appropriate sheet for their study hall period before going to homeroom. The student reports directly to the library at the beginning of the period. Attendance is taken in the library and reported to the study hall teacher.

- *Sign-ups must be completed before the homeroom bell.*
- *Do not sign other students' names.*
- *Do not sign up for more than one study hall period per day.*
- *Students who are late to the library will be sent back to study hall.*

Pre-signed passes (Grades 6-12):

- *Students who did not sign up for library, but who have a pre-signed reference pass should report directly to the library, and give their pass to the librarian.*
- *Late passes will not be accepted.*
- *Students must work on the assigned project for the entire period.*
-

LOCKERS & BACKPACKS

Each student is assigned a hall locker and a gym locker at the beginning of the school year. Hall lockers are for storage of books, coats, and notebooks. **A hall locker or a gym locker is not a safe.** Students are reminded not to leave valuable items or money in lockers. Hall lockers are assigned to the students for their use, but remain the property of the school.

The high school administration has the right to search any locker if reasonable cause exists. Grade 6 and 7 students may use a school lock by paying a security deposit. If a lock is brought from home, circumstances may require it to be cut from the locker. Lockers with built in locks are **NOT** to be tampered with in an effort to interfere with their proper operation.

Backpacks, in their use and storage, can be a difficult thing to manage. MWCS does not allow wheeled devices for books and materials. We also caution that over-sized backpacks not be crammed into lockers and may not be the best-suited

for school. We urge students to be responsible in their use and placement of backpacks. Unattended backpacks are at risk for theft and tampering.

HIV POLICY

The Board of Education recognizes the public concern over the health issues surrounding Acquired Immune Deficiency Syndrome (AIDS) and Human Immunodeficiency Virus Infection (HIV). The Board also recognizes, based upon the current state of medical knowledge, that the virus associated with AIDS is not easily transmitted and there is no evidence that AIDS or HIV virus can be transmitted by casual social contact in the open school setting.

The Board acknowledges the rights of those students diagnosed as having AIDS or HIV infection to continue their education as well as the rights of all students in the school district to learn and participate in school activities without being subjected to significant risks to their health. The Board also takes notice that under current law and regulations the disclosure of confidential AIDS and/or HIV-related information must be strictly limited.

Accordingly, it is the policy of the Board of Education that no student shall be denied the opportunity to attend school, continue his/her education or take part in school-related activities solely on the basis of being diagnosed as having AIDS or HIV infection.

In accordance with current state law and regulations, it is also the policy of the Board of Education to prevent any student from being subjected to adverse or discriminatory treatment or stigma because he or she has been diagnosed as having AIDS or being HIV-infected.

HEALTH

The Nurse's Office will be open each school day from 7:30 until 3:15 daily.

In the event of an accident or injury at any time:

1. Notify the teacher in charge of the class
2. Proceed (with the teacher if necessary) to the nurse's office or the main office.

REPORT CARDS TO PARENTS

Each student receives a report card for each six-week marking period. Students will bring their report cards home for the first, second, fourth and fifth six —week periods. Report cards in January and June will be mailed home.

EMERGENCY SCHOOL CLOSING

In the event it is necessary to close the school building for severe winter weather conditions or for an unexpected emergency, parents and students will be notified through the local radio stations: WMSA and WYBG in Massena, WSLB and WNCQ in Ogdensburg, WSLU in Canton and WPDM in Potsdam. Closings are also listed on television stations (WWNY, WWTI and NEWS10 NOW). Emergency closings will be displayed on the school website: www.mwcsk12.org.

SCIENCE LAB REQUIREMENTS

It is the requirement of the Science Bureau of the State of Education Department that students complete lab requirements for Earth Science, Biology, Chemistry, and Physics. These are prerequisites for taking the Regents Examinations in these subjects. Instructors will set the completion dates.

STUDENT APPEARANCE/DRESS CODE

The school acknowledges that a correlation exists between good grooming and personal attire and achievement. A similar relationship exists between student dress and acceptable standards of conduct. Recognizing these relationships, the following dress practices ARE NOT ALLOWED IN SCHOOL.

1. Headwear or head coverings of any kind (male or female).
2. Any article of apparel which displays the following:
 - Obscene words, pictures or designs
 - Sexually suggestive remarks
 - Pro-alcohol or drug related messages
 - Derogatory comments regarding race, gender, religion or sexual orientation
3. Tube tops, halter-tops, spaghetti straps, strapless or backless dresses or any garment that exposes under garments.
4. Dresses, skirts or shorts that are not longer than fingertip length will not be permitted. (Hands at sides)
5. Clothing that is transparent or exposes the midriff, navel or cleavage.
6. Underwear worn as outer garments.
7. Pants, skirts or shorts worn below the intended waistline or inside out.
8. No pajamas/sleepwear of any kind.
9. Cut-up shorts, pants or shirts with slits, rips or holes.
10. Bare feet. Footwear must be worn at all times and securely fastened.
11. Any item that may be considered disruptive to the educational process.

STUDENT MEDICATIONS

Drugs and medication prescribed by a Physician are to be reported and left with either the School Nurse or in the Main office. No more than the daily requirement should be brought to school.

STUDY HALL REGULATIONS

Students are required to use this time to the best educational advantage. Sleeping, socialization, card playing and non-class activities are not permitted. Pre-signed teacher passes are required to leave study hall. Student passes will be issued for lockers, restrooms, and offices only. Passes are not to be issued or accepted for a classroom area except for specific remedial and/or make-up work (pre-signed pass required). Passes to the music area, stage, gym, and shops may require permission of the main office. PERMANENT PASSES TO ANY AREA ARE NOT ALLOWED.

WORK PERMITS

Work permits are available through the Main Office. Any student ages 11-18 is eligible for a work permit if he/she is employed. Students should check with their employer and/or the main office for details.

SUMMER SCHOOL

Summer school provides the opportunity for students to enroll in courses that they have not had time for in their yearly schedule, to make up credits and improve grades, and to accelerate their high school program. Generally students from this District attend summer school in Massena. Students must register through our Guidance Office and then, through the office at the school they have chosen to attend. Information on all of the summer schools is usually available by the first week in June.

ON LINE COURSES

It is possible for credits earned through online courses to be applied towards graduation requirements. However, the following conditions must be met:

- ALL online course work must receive written approval from the High School Office in advance.

- All online course work must be done through MWCS approved, online affiliates.
- All course work for June graduation must be completed and results returned to guidance office by the last day of regular school finals, in advance of Regents week.

TEXTBOOKS

Basic textbooks are loaned to the students for their use during the school year. Some workbooks and related supplies may be charged to the students. Textbooks are to be kept clean and handled carefully. Please be sure that your name, grade, and the school are written in the book in case the book is misplaced. Students will be required to pay for lost or damaged books.

TELEPHONE

Students will not be allowed to use the office phone except in **cases of emergency**. In the event that a student receives a call he/she will be called out of class only if an emergency exists. The non-pay phone is available for limited student use during **lunch period** and **study halls** to make necessary local calls. The High School Office or the student's classroom teacher must approve use during other times. Student access to phones may be limited or restricted for engaging in lengthy calls or for excessive use.

VISITORS

School, in an educational sense, is a place of business and the students and staff are rarely in a position to host visitors for purely social purposes. With the exception of academic, professional and parental visitors, all other visitation is expected to occur outside of school hours.

Regardless of the nature of the visit, all visitors must report to and sign in at either the high school or elementary main office.

LOST AND FOUND

Students losing personal possessions at school should report this to the office as soon as possible. Any school equipment such as textbooks, sports equipment, etc. should also be reported. It is strongly suggested that valuable possessions not be brought to school. In the event that it is necessary to bring money into the building it may be left in the office until needed. **AGAIN — A LOCKER IS NOT A SAFE!!!**

HOMEWORK ASSIGNMENTS WHEN YOU ARE ABSENT

If a student is absent from school for 1-3 days, we suggest they obtain homework assignments through a fellow classmate who is able to pick up the necessary assignments, worksheets etc. from teachers. (These arrangements should be made with a fellow classmate the night after the first day of absence.)

If a student is absent from school for a long period of time (3 or more days at a time), parents may contact the high school office and we will assist in getting assignments together for a parent/guardian to pick up. Due to the time element involved, we ask your cooperation in this matter.

ACCESS TO RECORDS

As a parent or a student over 18 years of age, you should be aware of your right to:

1. Inspect and review the student's educational records.
2. The right to exercise a limited control over other people's access to the student's educational records.
3. The right to seek to correct the student's educational records, through a hearing, if necessary.
4. The right to file a complaint with the U.S. Department of Education, Washington, D.C. if the school district fails to comply with the act.
5. A copy of the District's student record policy may be obtained in the Central office located in the High School building.

NATIONAL HONOR SOCIETY

The procedure for selection of students for the National Honor Society is directly derived from the Society Handbook in conjunction with the rules and expectations delineated in the constitution of the Kathryn E. Fay Chapter. The following are integral aspects of this selection process.

1. The guidance counselor reviews the student's academic records to determine scholastic eligibility. This is based upon the most recent cumulative grade point average.
2. Scholastically eligible students are contacted and requested to complete and submit a Student Activity Information Sheet.
3. All high school faculty members are asked to complete student evaluation forms based upon the necessary criteria of Leadership, Service, and

Character.

4. Members of the Honor Council then review information concerning the potential candidates. Candidates must receive a majority vote of the Honor Council to be inducted into the local chapter of the Honor Society.

Selection for membership in the National Honor Society is an honor extended by the Honor Council. There may be times that an academically eligible student is not selected. This situation is bound to arise because of the need to meet all the requirements of the selection process as evaluated by the council members.

It is clearly stated in National Honor Society policy that all eligible students must have a fair and equal opportunity to be considered, not to be selected. Special efforts will be made to explain the selection process to an individual student and/or parents who are dissatisfied. However, the chapter is not obligated to share information concerning specific students not selected for membership in the society.

PUBLIC CONDUCT ON SCHOOL PROPERTY

Madrid-Waddington Central School expects a high standard of conduct from its students, faculty and support staff, as well as visitors to the schools. The school will enforce a code of conduct, which governs the conduct of all persons, whether or not their presence is authorized, upon any premises or property under the control of the district and used in its teaching, administrative, cultural, recreational, athletic, and other programs and activities.

Prohibited Conduct—No person, either alone or with others, shall:

1. Cause or threaten physical injury to any other person, for the purpose of compelling or inducing such other person to refrain from any act which he/she has a lawful right to do, or to do any act which he/she has a lawful right not to do.
2. Use, possess, sell or distribute alcohol, illegal drugs and drug paraphernalia;
3. Smoke or use tobacco,
4. Physically restrain or detain any other person, nor remove such person from any place where he/she is authorized to remain, except that students may be restrained as permitted by Commissioner's Regulations (see 5314, Corporal Punishment)
5. Damage or destroy property of the district or under its jurisdiction, nor remove or use such property without authorization;
6. Without permission, expressed or implied, enter into any private office of an

administrative officer, member of the faculty or staff member;

7. Enter upon and remain in any building or facility for any purpose other than its authorized uses or in such manner as to obstruct its authorized use by others;
8. Without authorization, remain in any building or facility after it is normally closed;
9. Refuse to leave any building or facility after being required to do so by an authorized administrative officer, member of the faculty or staff member;
10. Obstruct the free movement of persons and vehicles in any place to which these rules apply;
11. Disrupt or prevent the peaceful and orderly conduct of classes, lectures, and meetings or deliberately interfere with the freedom of any person to express his/her views, including invited speakers;
12. Have in his/her possession upon any premises to which these rules apply, any rifle, shotgun, pistol, revolver, or other firearm or weapon without the written authorization of the Superintendent of Schools, whether or not a license to possess the same has been issued to such person;
13. Incite others to commit any of the acts herein prohibited with specific intent to procure them to do so; and/or
14. Violate any law, regulation or Board policy.

Penalties: Anyone who violates any of the provisions of these rules is subject to appropriate penalties, up to and including time-out, verbal reprimand, written reprimand, detention, withholding of privileges, suspension, ejection, arrest, and/or prosecution.

APPENDIX B

MWCS ELEMENTARY

STUDENT BEHAVIOR CODE OF CONDUCT

GOALS: To establish a positive learning atmosphere for all; to ensure understanding and respect for the rights of all persons; to protect rights of all; to promote individual responsibility and self-control; to maximize teaching and learning time for all.

RESPONSIBILITIES:

Parent Responsibility: To have a knowledge of student expectations thereby demonstrating interest in their child's behavior by supporting these expectations.

Board of Education Responsibility: To adopt and review a uniform policy for positive and appropriate conduct in school.

Educator Responsibility: To inform students of expectations and establish and enforce appropriate rules and consequences according to the particular grade level.

Student Responsibility: To know, abide by, and demonstrate appropriate conduct as stated in student expectations.

GENERAL BUILDING INSTRUCTIONS:

1. The school day begins at 8:45 A.M. Students should plan to arrive no earlier than 8:25 A.M.
2. Use proper entrances when you come in and leave the school building.
3. Walk quietly in the halls and keep to the right. Running in the halls is dangerous.
4. Consider others and use the bathrooms properly. Help keep them clean.

5. Keep the water fountains clean. Be orderly when you line up to take a drink. Pushing is dangerous.
6. Fire drills are for your safety. Line up quietly and quickly. Move quickly.
7. If you see strangers in the building or on the school grounds, tell your teacher or the office at once.

USE OF SCHOOL PHONE:

Students will be allowed to use the phone only in extreme emergencies. It is the student's responsibility to remember lunch money, gym clothes, appropriate notes, instruments, homework, after-school programs, etc.

***** IMPORTANT ~ PLEASE NOTE *****

For the protection of all of our students and staff, we require any change in how a student is bused to/from school **to be in writing** from parents/guardians. The requests should be dated so there is **no mistake** about when a student is to take a different bus. **ONLY IN AN EMERGENCY** can the school take telephone requests for bus changes.

STUDENT EXPECTATIONS:

1. Walk in an orderly manner at all times.
2. Respect the rights and the property of others.
3. Exercise courtesy, cooperation, and kindness.
4. Demonstrate responsibility; complete class and homework assignments, care for own money, notes, etc.
5. Follow classroom rules.
6. Obey reasonable requests of any/all staff members.
7. All notices from school should be delivered to your parents/guardians.

LOSS OR DESTRUCTION OF SCHOOL PROPERTY:

Students and their parents are responsible to make restitution for district-owned property which is damaged or destroyed by students.

TEXTBOOKS: All textbooks are on loan to students for use during the school year. Each student is responsible for the textbooks issued to him/her. All textbooks must be returned or fines paid for lost or damaged books, before the student may receive his/her report card. Therefore, it is in the student's best interest to keep textbooks clean and care for them properly.

All School materials should be properly maintained. This includes art, music, physical education, library and cafeteria materials. **No writing** on textbooks is allowed.

ELECTRONIC DEVICES:

We are aware of the increased ownership of electronic devices *(such as cell phones, iPods, game consoles, etc.) among our students. The usage of these devices during the school day is **not** necessary. All incoming and outgoing emergency calls relating to your child should be made through the school office. Inappropriate use of electronic devices by students will be referred to the Elementary Principal.

INSTRUCTIONAL SUPPLIES:

It is the parent/guardian responsibility to supply the basic items for school. A list of supplies for your child's upcoming grade level will be sent home when available.

VISITORS:

We encourage parents/guardians to visit our school and observe it in action. However, we request that you make an appointment through the elementary office and stop in the office before proceeding to the classroom.

FAMILY VACATIONS:

We do not recommend vacations be taken while school is in session. The staff at Madrid-Waddington feels strongly that students who complete school work at home due to missed school receive minimal learning due to lost classroom instruction. In the event a child is to be absent, for anything other than a legal excuse, the elementary principal should be notified.

MEDICATIONS:

Students may not bring any medication to school. All medication should be brought to school by parent/guardian, in the original container.

If it is necessary for a student to take medication during school hours, **state law requires:**

1. **The parent/guardian provide the school nurse with a written request from the doctor, indicating the medication dosage and the time to administer.**
2. **Over-the-counter medications must be accompanied by a note from the parent/guardian. This includes cough drops.**

CAFETERIA RULES:

1. Follow directions the first time given.
2. Use good manners.
3. Do not throw food or other objects.
4. Use classroom voice and stay in your seat.
5. Do not leave the cafeteria without permission from the monitor or your

teacher.

6. No spitting.
7. No fighting.
8. No pushing in line or running in the dining room.

CONSEQUENCES:

1. First time: warning given.
2. Second time: put at a table by himself/herself.
3. Third time: sent to the Principal.

REASONABLE REQUEST BY STAFF MEMBERS:

All students shall be expected and required to fulfill any reasonable request issued by any staff member. Failure to comply will be considered insubordination. (Reasonable defined: in this instance, something that is legal, in line with, or not contrary to Board of Education policy, and would be expected of all students in a similar situation.)

CONSEQUENCES:

1. Disciplined by principal
2. Call to parent
3. Possible suspension

NOTIFICATION REGARDING USE OF SURVEILLANCE CAMERA IN SCHOOL BUILDINGS, SCHOOL BUSES AND ON SCHOOL GROUNDS

The Board of Education recognizes its responsibility to promote and foster school safety and ensure a safe and effective learning environment. After having carefully considered and balanced the rights of privacy with the District's duty to promote discipline, health, welfare and safety of staff and students, as well as that of the general public who has occasion to use school facilities, the Board supports the use of surveillance cameras in its schools, on its buses and/or on school grounds. District surveillance cameras will only be utilized in public areas where there is no "reasonable expectation of privacy." Recordings may be shared with law enforcement officials in accordance with their official duties and/or as otherwise authorized by law.

**District Policy #5683 — Use of Surveillance Cameras in the School District
Adopted July 22, 2008**

Substitute Pay Rates				
		7/1/2022	7/1/2023	7/1/2024
Substitutes for:		2022-2023	2023-2024	2024-2025
Custodian		\$15.00	\$15.00	\$17.50
Cafeteria Worker		\$15.00	\$15.00	\$16.50
Cleaner		\$15.00	\$15.00	\$16.50
Clerical		\$15.00	\$15.00	\$17.50
Clerical (Retired)		\$15.00	\$15.00	\$18.00
Driver		\$17.00	\$17.00	\$20.50
Teacher Aide		\$15.00	\$15.00	\$15.50
Monitor		N/A	N/A	\$16.50
Registered Nurse		\$125.00/day	\$130.00/day	\$145.00/day
Other health care (ie, LPN)		\$100.00/day	\$120.00/day	\$135.00/day
Teacher (Certified)		\$125.00/day	\$130.00/day	\$140.00/day
Teacher (Retired)		\$135.00/day	\$140.00/day	\$150.00/day
Teacher (Non-certified) / Teaching Asst		\$110.00/day	\$115.00/day	\$130.00/day
Fitness Center Supervisor		\$14.20	\$15.00	\$15.50
Fitness Center Security		\$15.00	\$15.00	\$15.50
NYS Minimum Wage		\$13.20/\$14.20	\$14.20/\$15.00	\$15.00/\$15.50

MADRID WADDINGTON CENTRAL SCHOOL

**COMMITTEE ON SPECIAL EDUCATION
Madrid, New York 13660**

Summary of CSE Activity for 2023-2024

1. The CSE had 19 referrals. Of these referrals, 7 were classified and 11 were not classified.
2. Thirteen classified students transferred into our school from other districts. We had sixteen classified students transfer out of our district.
3. Six classified students graduated this year – Five students received regents with CTE endorsement and 1 student receive a regents diploma. Of the six students, 5 will attend a 2 year NYS College and 1 will enter the work force
4. Three 504 students graduated this year. Two students received regents diplomas with CTE endorsement and 1 student received an advanced regents diploma. Of the three students, 1 will attend a 2 year NYS college, 1 will attend a 4 year NYS college, and 1 will enter the work force.
5. One student was declassified during the school year.
6. We currently have forty-two students who have 504 Accommodation Plans. There were 10 referrals to the 504 Committee, and we identified 8 students.
7. Five special education school students received a total of 17 days of out of school suspension.
8. As of June 30, 2023, there were 97 CSE students and forty-two 504 students for a total of 139 special needs students. Of the CSE students, 7 received services in out of district BOCES (all-day) programs and 3 student received services at another district (2 in Ogdensburg and 1 in Potsdam).
9. From the period of September 1 through June 30 the CSE and 504 Committee 168 meetings.

Recommendations to the School Board

CSE, SUB-CSE, and CPSE

Membership Requirements

2024 - 2025

Committee on Special Education Membership

[Section 614 of IDEA]

2024 - 2025

CSE Chairperson – Nicole Weakfall & Joseph Binion

Sub CSE Chairperson – Toni Siddon

Sub CSE Chairperson – Eric Burke

504 Chairperson-Toni Siddon

Claxton-Hepburn Hospital

Dr. John Duffy– School Physician

Angel Young – Parent Member

Virginia Boyer – Parent Member - Alternate

Jennifer Scott - School Psychologist

Surrogate Parent - Jennifer Milburn

AND

- ❖ **the parent of the child;**
- ❖ **at least one regular education teacher of such child (if the child is, or may be, participating in the regular education environment);**
- ❖ **at least one special education teacher, or where appropriate, at least one special education provider (i.e., related services provider) of such child;**
- ❖ **a representative of the local educational agency who is qualified to provide, or supervise the provision of, specially designed instruction to meet the unique needs of children with disabilities who is knowledgeable about the general curriculum and about the availability of resources of the local education agency;**
- ❖ **an individual who can interpret the instructional implications of evaluation results, who may be a member of the team selected from the regular education teacher, the special education teacher or provider of the school district representative described above;**

- ❖ **at the discretion of the parent of the local education agency, other individuals who have knowledge or special expertise regarding the child, including related services personnel as appropriate;**
- ❖ **whenever appropriate, after age 14 and for transition planning, the student with a disability.**

Sub-Committee on Special Education

Representative of the school district who is qualified to provide, administer or supervise specialized instruction to meet the unique needs of children with disabilities who is knowledgeable about the general curriculum and about the availability of resources of the district.

Child's Special Education Teacher

School Psychologist

(Only if a new psychologist evaluation is reviewed or a change to a more intense staff/student ratio is considered pursuant to Part 200.6)

Parent of the Child

(Any matter in which a parent disagrees must be immediately referred to CSE)

Child's Regular Education Teacher

(if child is, or may be, participating in regular education environment)

**Individual who can interpret instructional implications of evaluation results
(who may also be another member of the CSE)**

At the discretion of the parent of the district, **other individuals who have knowledge or special expertise** regarding the child, including related services personnel, as appropriate.

Child with a disability, whenever appropriate
(14 years old or older)

Sub-committee reports annually to the CSE.

Members of SUB/CSE for BOE Approval [200.3.(a)(1)] should read as follows:

Sub-committee on Special Education

2024 - 2025

CSE Chairperson

AND

Pupil's special education teacher as defined in 300.344 of Federal regulations.

Parent of the child

Child's regular education teacher

Related Service personnel as appropriate

Child with disability, when appropriate

**School Psychologist – only if a new evaluation by a psychologist is reviewed,
or a change to a more intense staff/student ratio is considered pursuant to Part
200.6.**

**NOTE: Sub CSE reports to CSE committee. CSE is responsible for supervision
and monitoring of Sub-CSE activities.**

MADRID WADDINGTON CENTRAL SCHOOL

P. O. Box 67, 2582 State Highway 345

MADRID, NEW YORK 13660

Fax: (315) 322-4462

**Eric Burke
Superintendent**

**Joseph Binion
High School Principal
(315) 322-5746**

**Nicole Weakfall
Elementary Principal
(315) 322-5746**

COMMITTEE ON PRESCHOOL SPECIAL EDUCATION

2024 - 2025

CPSE Chairperson/Coordinator.....Nicole Weakfall

CPSE Assistant.....Patricia Bogart

Parent Representative.....Angel Young

Parent Representative (Alternate).....Virginia Boyer

Early Childhood Educator..... Lisa Maskell