

**ORGANIZATIONAL MEETING
and REGULAR MEETING
BOARD OF EDUCATION
MADRID-WADDINGTON CENTRAL SCHOOL
Wednesday, July 1, 2026
High School Library**

6:00 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

School Physician/Director of School Health Services – Community Health Center
of the North Country – 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 Eric Burke

Civil Rights Compliance Officer(s) (Title VI): Eric Burke

Dignity Act Coordinator (per Policy #7551) – Elementary: Nicole Miller

Jr-Sr High School: Joseph Binion

Federal Funding Coordinator: Eric Burke

Data Protection Officer - Eric Burke

McKinney-Vento Liaison - Toni Siddon

Designated Education Officer - Nicole Miller & Joseph Binion

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

Pesticide Officer - Jason Curran

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
- 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 2026-27**
- X. Acceptance of Minutes of June 9, 2026 regular board meeting**
- XI. Public Comment (3 minute limit per person)**
- XII. Reports**
1. Treasurer's Report
 - Action Item: Approval of Fund Balance Allocation
 - Action Item: Approval of 2025-2026 Reserve Plan
 2. CSE Report
 3. CSE Recommendations
 - Action Item: Acceptance of CSE Recommendations
 4. High School Principal
 - End of Year Report
 5. Elementary School Principal
 - Looking Ahead to 2026-2027
- XIII. Superintendent's Report**
1. Capital Project Update
 2. Portrait of a Graduate
- IX. Discussion of Old or New business**
1. Transportation Request
 - Action Item: Approval of Transportation Request
 2. 2026-2027 District Wide Safety Plan
 - Action Item: Approval of 2026-2027 District Wide Safety Plan
 3. 2026-2027 Building Level Plan
 - Action Item: Approval of 2026-2027 Building Level Plan
 4. 2026-2027 Elementary Student Handbook - 1st Read
 5. 2026-2027 Jr-Sr High Student Handbook - 1st Read

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 19

Aug. 31 & Sept. 1

Sept. 2

Board of Ed meeting 6:00 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 9, 2026. The President of the Board, Robert Smith, called the meeting to order at 6:00 PM.

ROLL CALL Present: Bruce Durant, Ryan Hayes, Amber LeFleur, Natalie McKnight and Robert Smith

Others: Eric Burke, Julie Abrantes, Nicole Weakfall, Patricia Bogart, Brenda McCall, Larry Legault, Drone Soccer Team [Samantha Milburn (out at 6:11 PM), Phoebe Grandy, Will Haney, Declan Coackley, Ben Weaver, Stanley LeFave, Luke Mayette, Jason Fetterly, McKinley Wells, Tyres Hawkins, Adam Sabatini (did not leave early), Ted Schulz, Michelle Burke] (team out at 6:07 PM) Scott Weaver, Abbie Belmore, Aaliyah Garrow, Kim Haney (out at 6:07 PM), Amber Fetterly (out at 6:07 PM), Alexandra Fetterly (out at 6:07 PM), Michael Frohm (out at 6:22 PM), Derek Kingston and Zoie Howes

Excused: Wyatt Boswell Charles Grant, Katie Logan and Chris Pryce

NO. 2026-123 Motion by LeFleur, seconded by Durant, to approve the minutes of the May 19, 2026 regular
Approval of board of education meeting and the annual voting results as presented.
Minutes

Yeas: All Present

Nays: None

The Following Reports Were Given:

- Drone Soccer – Drone Soccer Team
- Student Liaison – Samantha Milburn
 - Extracurricular Activities Update
 - Academic Accolades & Events
 - Spring Sports Update
 - Graduation Events

NO. 2026-124 Motion by Durant, seconded by LeFleur, to accept the Treasurer's Report for the period ending
Treasurer's May 31, 2026.
Report

Yeas: All Present

Nays: None

Reports Cont'd:

- Extracurricular Accounts – Brenda McCall
- Athletics – Brenda McCall
- Fitness Center – Michael Frohm

NO. 2026-125 Motion by Hayes, seconded by Durant, that the board, upon the recommendation of Superintendent
CSE/CPSE Burke, does hereby accept the recommendation of the CSE and CPSE Committees on Special Education, as listed on the attached sheets, and approves of the authorization of funds to implement the special education programs and services consistent with such recommendations.

Yeas: All Present

Nays: None

Reports Cont'd:

- Elementary School Principal
 - End of Year Info
- Superintendent's Report:
 - Capital Project Update – Larry Legault
 - Approved State Budget Report
 - MWTA MOA

NO. 2026-126 Motion by Hayes, seconded by Durant, that the board, upon the recommendation of Superintendent
MWTA Burke, does hereby approve the MWTA MOA as presented.

**Health Ins.
MOA**

Yeas: All Present

Nays: None

Reports Cont'd:

- Superintendent's Report:
 - SRP MOA

Discussion of Old and New Business:

- Summer Retreat
- Substitute Rate Review
- Transportation Request

NO. 2026-127 Motion by Durant, seconded by LeFleur, that the Board, upon the recommendation of
Transp. Req. Superintendent Burke, does hereby approve the following transportation requests:
Seaway Valley
Sr. Club June 16, 2026 – Wild Center, Tupper Lake, NY
August 15, 2026 – Burlington, VT

Yeas: All Present

Nays: None

- Professional Learning Plan 2026-2027

NO. 2026-128 Motion by LeFleur, seconded by Durant, that the board, upon the recommendation of Superintendent
PLP Burke, does hereby approve the Professional Learning Plan for the 2026-2027 school
2026-27 year as presented.

Yeas: All Present

Nays: None

- Title I Parent & Family Engagement Policy Review
- District Wide Safety Plan – 1st Read
- 2026-2027 Building Level Plan – 1st Read
- 2026-2027 Code of Conduct – Final Read

NO. 2026-129 Motion by Durant, seconded by LeFleur, that the board, upon the recommendation of Superintendent
Code of Burke, does hereby approve the 2026-2027 Code of Conduct as presented.
Conduct year as presented.
2026-2027

Yeas: All Present

Nays: None

NO. 2026-130 Motion by Hayes, seconded by Durant, that the board, upon the recommendation of Super-
Appointments intendent Burke, does hereby approve the following 2025-26 personnel actions:

Name	Assignment	Type of Appointment	Effective Date	Salary
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Appointment

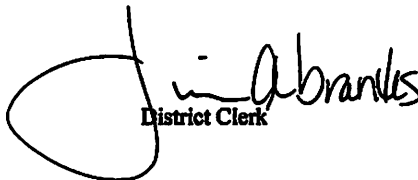
Extracurricular Appts	Per Attached List	Annual	1-Jul-26	Per Contractual Rate
Substitute Appts	Per Attached List	Annual	1-Jul-26	Per Approved Rate
Volunteer Coaches	Per Attached List	Annual	1-Jul-26	
Nora Curley	Summer Driver	Annual	July 6 - August 14, 2026	\$39.13/hour
Donald Ashley	Summer Driver	Annual	July 6 - August 14, 2026	\$37.04/hour

Name	Assignment	Type of Appointment	Effective Date	Salary
Appointments				
Heather Jock	Summer Driver	Annual	July 6 - August 14, 2026	\$30.43/hour
Gary Strader	Summer Driver	Annual	July 20 - August 6, 2026	\$28.26/hour
Jennifer Milburn	Summer Monitor	Annual	July 20 - August 6, 2026	\$18.00/hour
Linda Strader	Summer Monitor	Annual	July 6 - August 14, 2026	\$18.09/hour
Tina Burke	Summer Monitor	Annual	July 6 - August 14, 2026	\$18.81/hour
Sarah Parmeter	Summer Monitor	Annual	July 6 - August 14, 2026	\$18.00/hour
Sarah Parmeter	Summer Program Food Service Worker	Annual	July 20 - August 6, 2026	\$19.18/hour
Diane Burns	Summer Program Food Service Worker	Annual	July 20 - August 6, 2026	Per Approved Rate
Patricia Bogart	CPSE Assistant	Annual	July 1, 2026	\$ 4,680.00
Nicole Miller	CPSE Coordinator	Annual	July 1, 2026	\$ 4,680.00
Buffy Gabri	Greenhouse Coordinator	Annual	July 1, 2026	\$ 4,160.00
Toni Siddon	Sub-CSE Chair	Annual	July 1, 2026	\$3,120 & 10 days summer per diem
Joseph Binion	CSE Chair/Coordinator	Annual	July 1, 2026	\$ 5,200.00
Nicole Miller	CSE Chair/Coordinator	Annual	July 1, 2026	\$ 5,200.00
Michelle Burke	Webmaster/Technology Coordinator	Annual	July 1, 2026	\$ 5,200.00
Jessica White	CIO	Annual	July 1, 2026	\$ 4,160.00
Lisa Tyo	Business Office Asst.	Annual	July 1, 2026	\$ 5,200.00
Brenda McCall	Athletic Director	Annual	July 1, 2026	\$ 10,400.00
Julie Moots	Tax Collector	Annual	July 1, 2026	\$ 5,928.00
Michelle Burke	Summer Days (maximum of 20)	Per Diem	July 1, 2026	Per Diem
Jennifer Scott	Summer Days (maximum of 10)	Per Diem	July 1, 2026	Per Diem
Tod Flanagan	5-Hr Driver	Annual	August 1, 2026	\$30.90/hour
Resignations				
Martin Robinson	Bus Driver		June 30, 2026	
Katherine Hayes	Elementary Guidance Counselor		July 1, 2026	

No. 2026-131 Motion by Durant, seconded by Hayes, to adjourn the regular meeting at 6:43 PM.
Adjournment

Yeas: All

Nays: None


District Clerk

MADRID-WADDINGTON CENTRAL SCHOOL DISTRICT RESERVES PLAN

Based on July 1, 2025 actual balances, quarterly reserve reports and projections for June 30, 2026

Reserve for Retirement Contributions (GML Section 6-r):

1.) New York State Employee's Retirement System Sub Fund

Creation – The Board of Education created this reserve on June 30, 2024. (No sunset date)

Purpose – The district uses this reserve to fund employer retirement contributions to the NY State and Local Employees' Retirement System (ERS).

Funding Methods – Ongoing funding typically occurs through budgetary appropriations, unassigned fund balance, or legal transfers from other authorized reserves.

Use of Reserve –The District utilizes a 10-year allocation plan to offset local retirement costs. By dividing the current balance over a ten-year period, the district aims to ensure budget stability given the potential for State Aid volatility. This plan remains subject to annual review based on fluctuations in State Aid.

<u>Fiscal Year</u>	<u>Allocation</u>	<u>Fiscal Year</u>	<u>Allocation</u>
2025-2026	\$ 10,000	2030-2031	\$295,196
2026-2027	\$295,196	2031-2032	\$295,196
2027-2028	\$295,196	2032-2033	\$295,196
2028-2029	\$295,196	2033-2034	\$295,196
2029-2030	\$295,196	2034-2035	\$295,192

TOTAL: \$2,666,760

Monitoring – The Business Official oversees this reserve and ensures regulatory compliance.

Funding Level –

- **Minimum Target:** The district aims to maintain a "safety net" equal to 2–3 years of ERS billings, currently estimated between **\$531,352 and \$797,028**.
- **Maximum Target:** The total reserve balance should not exceed the 10-year planned allocation plus the 3-year safety net. Currently, this cap is approximately **\$2,666,760**.
- **Long-term Goal:** By June 30, 2035, the district strives to have a remaining balance equal to 2–3 years of retirement obligations.
- **Excess Funds:** The district will return any balance exceeding the two-year projected liability to the General Fund as of June 30, 2026.

Financial Status:

Actual Balance 7/1/25: \$0.

Recommended Balance 6/30/26: \$10,000 (plus interest earnings).

Excess Balance 6/30/26: \$0.

2.) New York State Teacher's Retirement System Sub Fund:

Creation – The Board of Education created this reserve on June 30, 2024. (No sunset date)

Purpose – The district uses this reserve to fund teacher retirement contributions to the New York State Teacher's Retirement System (TRS).

Funding Methods – Ongoing funding typically occurs through budgetary appropriations, unassigned fund balance, or legal transfers from other authorized reserves.

Use of Reserve – The District employs a 10-year utilization plan. This strategy allocates the current balance in equal annual installments to offset TRS costs. This plan remains subject to annual review based on fluctuations in State Aid. The proposed 10-year allocation schedule covers fiscal years 2025-26 through 2034-35 with an annual apportionment of \$49,343 commencing 2026-27 and total planned use of \$570,501.

<u>Fiscal Year</u>	<u>Allocation</u>	<u>Fiscal Year</u>	<u>Allocation</u>
2025-2026	\$77,063	2030-2031	\$54,826
2026-2027	\$54,826	2031-2032	\$54,826
2027-2028	\$54,826	2032-2033	\$54,826
2028-2029	\$54,826	2033-2034	\$54,826
2029-2030	\$54,826	2034-2035	\$54,830
TOTAL: \$570,501			

Monitoring – The Business Official oversees this reserve and ensures regulatory compliance.

Funding Level –

- **Annual Cap:** Contributions may not exceed **2%** of the total compensation paid to TRS members during the previous fiscal year.
- **Total Reserve Cap:** General Municipal Law restricts the cumulative balance to **10%** of the total compensation paid to TRS members in the previous fiscal year.

Financial Status:

Maximum Funding Level: \$570,501.

Actual Balance 7/1/25: \$76,208.

Recommended Balance 6/30/26: \$77,063 (plus interest earnings).

Excess Balance 6/30/26: \$0.

Insurance Reserve (GML Section 6-n)

Creation – The Board of Education created this reserve on June 30, 2023. (10-yr sunset)

Purpose – The district uses this reserve to fund specific uninsured losses, claims, actions, or judgments for which the district is authorized or required to purchase or maintain insurance, with exceptions. Additionally, the district may use the fund to pay for expert or professional services needed to investigate, adjust, or settle these legal matters.

Funding Methods – Budgetary appropriations, amounts from any other fund authorized by the General Municipal Law subject to permissive referendum, such other funds as may be legally appropriated.

Use of Reserve – The district may use moneys in the fund for the payment of actions or claims settled with judicial approval.

Monitoring – The Business Official oversees this reserve and ensures regulatory compliance.

Funding Level – This reserve was initially funded at a recommended level of \$650,000. Which was equal to 3.35% of the 2022-23 Fiscal Year Budget. There is no limit on the cash balance in the Insurance Reserve.

Financial Status:

Actual Balance at 7/1/25: \$650,000.

Recommended Balance at 6/30/26: \$516,628 (plus annual interest earnings).

Excess Balance at 6/30/26: \$0.

Reserve for Accrued Employee Benefits Liability (GML Section 6-p)

Creation – The Board of Education created this reserve on May 15, 2007. (No sunset date)

Purpose – The district uses this reserve to pay for unused accumulated leave time contractually provided to employees, upon termination of the employee's service. Expenditures made from the Employee Benefit Accrued Liability Reserve fund include cash payment for the value of accumulated or accrued and unused sick leave or vacation leave. The district may not use this fund for retirement incentives, social security/Medicare payments, or retiree health insurance.

Funding Methods – The district funded this reserve with excess fund balance. Ongoing funding typically occurs through budgetary appropriations, unassigned fund balance, or legal transfers from other authorized reserves.

Use of Reserve – When an employee separates from service, the district uses this reserve to pay for their accumulated leave time. These transactions flow through the General Fund budget with the offsetting revenue coming from a drawdown of this reserve, as needed and budgeted. The district will continue to budget an annual allocation from the Accrued Employee Benefits Liability reserve to offset the budgeted expenditure. While fiscal years 2025-26 to 2034-35 illustrate an allocation from the reserve, this recommendation is subject to change annually with state aid increases or decreases.

<u>Fiscal Year</u>	<u>Allocation</u>	<u>Fiscal Year</u>	<u>Allocation</u>
2025-2026	Budgeted Liability	2030-2031	Budgeted Liability
2026-2027	Budgeted Liability	2031-2032	Budgeted Liability
2027-2028	Budgeted Liability	2032-2033	Budgeted Liability
2028-2029	Budgeted Liability	2033-2034	Budgeted Liability
2029-2030	Budgeted Liability	2034-2035	Budgeted Liability

Monitoring – The Business Official oversees this reserve and ensures regulatory compliance.

Funding Level – The district should fund this reserve at 100% of the accrued liability for unused accumulated leave time. The Business Official calculates the accrued liability annually as of June 30 with a detailed analysis. An annual recalculation will result in a decrease or increase in the reserve, provided funds are available to increase the reserve. If the annual calculation results in a reduction in the reserve, the district will return the funds to the General Fund.

Financial Status:

Actual Balance at 7/1/25: \$202,388.

Recommended Balance at 6/30/26: (the actual annual calculated liability on June 30).

Excess Balance at 6/30/26: \$0.

Reserve for Unemployment Insurance (GML Section 6-m)

Creation – The Board of Education created this reserve on July 1, 1997. (No sunset date)

Purpose – The district uses this reserve to pay the cost of reimbursement to the New York State Unemployment Insurance fund for payments made to claimants. The district elected to use the benefit reimbursement method, in lieu of contributions under Article 18 of the Labor Law. We do not pay New York State a fixed premium for unemployment insurance coverage.

Funding Methods – The District funded this reserve entirely from excess fund balance when created. The district can fund the unemployment insurance reserve with budgetary appropriations, from other funds that may be legally appropriated or funds from other reserves authorized under General Municipal Law (GML).

Use of Reserve – The District recommends utilizing the Unemployment Insurance reserve, when financially applicable, to offset expenditures to the New York State Unemployment Insurance fund. Due to the unpredictable nature of claims, the district maintains a ten-year projection for long-term stability. While the current plan allocates \$5,000 annually from fiscal year 2025-26 through 2034-35, the district reviews and adjusts the figures annually based on actual claim trends and fluctuations in State Aid.

<u>Fiscal Year</u>	<u>Allocation</u>	<u>Fiscal Year</u>	<u>Allocation</u>
2025-2026	\$5,000	2030-2031	\$5,000
2026-2027	\$5,000	2031-2032	\$5,000
2027-2028	\$5,000	2032-2033	\$5,000
2028-2029	\$5,000	2033-2034	\$5,000
2029-2030	\$5,000	2034-2035	\$5,000
TOTAL: \$50,000			

Monitoring – The Business Official oversees this reserve and ensures regulatory compliance.

Funding Level – A funding level equal to the ten (10) year projected allocation of Unemployment Insurance expenses as shown above, plus an additional three to five years of expenses, is desired. The maximum total funding level with ten years of allocation plus an additional three years of expenses is approximately \$50,000.

Financial Status:

Actual Balance at 7/1/25: \$42,458.

Recommended Balance at 6/30/26: 65,000 (to align with the planned funding level plus annual interest earnings).

Excess Balance at 6/30/26: \$0. The current reserve is less than liability calculated.

Reserve for Capital Projects I (Education Law – Section 3651)

Creation – The voters authorized this reserve October 19, 2023, via voter approval. The voters approved this reserve with a \$3,000,000 limit over a 10-year term. Per Education Law, the district must expire the fund when it reaches either the dollar limit or the probable term (October 19, 2033), whichever is earlier.

Purpose – Voters authorized the use of the capital reserve fund for financing the cost of acquisition, construction or reconstruction of District buildings and grounds and other capital projects pursuant to Education Law section 3651.

Funding Methods – General Municipal Law requires voter approval to establish and fund this reserve. In accordance with the approved proposition, the district funds this reserve using

excess fund balance, state aid reimbursement from capital projects and other monies as voters may direct.

Use of Reserve – Expenditures from this reserve require specific voter approval for defined projects and amounts. The district recommends using \$100,000 of capital reserve funds in 2025-2026 to offset the cost of a capital outlay project approved on May 20, 2025.

Monitoring – The Business Official oversees this reserve and ensures regulatory compliance.

Funding Level – While the principal funding cap was \$3,000,000, this limit excludes annual interest earnings.

Financial Status:

Actual Balance at 7/1/25: \$1,136,611.

Recommended Balance at 6/30/26: \$1,149,286 (plus annual interest earnings).

Excess Balance at 6/30/26: \$0. The reserve is less than the maximum voter approval.

Reserve for Equipment & Bus/Vehicle Purchases (Education Law – Section 3651)

Creation – Voters approved this reserve on October 19, 2023, and established a \$2,000,000 limit over a 10-year term. Under Education Law, the district must expire the fund when it reaches either the dollar limit or the probable term (October 19, 2033), whichever is earlier.

Purpose – Voters authorized the use of the Vehicle reserve fund for financing the cost of school vehicle and bus purchases pursuant to Education Law section 3651.

Funding Methods – This district must obtain voter approval to establish and fund this reserve. In accordance with the approved proposition, the district funds this reserve from year-end budget surplus funds known as unassigned fund balance, transfers of excess monies from Board of Education designated reserves, budgetary appropriations, and available New York State Aid.

Use of Reserve – Expenditures from this reserve requires voter approval. The proposition to use these funds must be specific to a set of bus/vehicle purchases and dollar amounts. The district recommends using \$245,000 of vehicle reserve funds in 2025-26 to offset the cost of bus and equipment purchases.

Monitoring – The Business Official oversees this reserve and ensures regulatory compliance.

Funding Level – While the principal funding cap was \$2,000,000, this limit excludes annual interest earnings and \$400,000 transfer from expired reserve.

Financial Status:

Actual Balance on 7/1/25: \$742,562.

Recommended Balance at 6/30/26: \$5,63,032 (plus annual interest earnings).

Excess Balance at 6/30/26: \$0. The reserve is less than the maximum voter approval.

Reserve for Tax Certiorari (Education Law – Section 3651)

Creation – Created by Board of Education resolution on December 12, 2025.

Purpose – To pay judgments and claims resulting from tax certiorari proceedings per Real Property Tax Law, Article 7.

Funding Methods – The District funds the Tax Certiorari reserve with budgetary appropriations or other funds which may be legally appropriated. The district ensures the total balance does not exceed the amount deemed necessary to meet anticipated judgments and claims.

Use of Reserve – The District recommends utilizing the Tax Certiorari reserve, when financially applicable, to offset expenditures that result in the difference between the assessed value in each year and the value the petitioner claims.

Monitoring – The Business Manager oversees this reserve and ensures regulatory compliance.

Funding Level – The District recommends funding the Tax Certiorari reserve to a maximum \$125,000.

NOTE: The district must return money not expended for judgments and claims in the year deposited to the General Fund by the first day of the fourth school year following the deposit. Exception – unless claim(s) are still open and not finally determined or otherwise terminated or disposed of after the exhaustion of all appeals.

Financial Status:

Actual Balance at 7/1/25: \$0

Recommended Balance at 6/30/26: \$125,000 (plus annual interest earnings).

Excess Balance at 6/30/26: \$0.

The following items are not reserve accounts; however, they are equally important to the financial planning for the district.

Unassigned Fund Balance

Creation – Real Property Tax Law allows the district to retain these funds.

Purpose – These funds are unrestricted. The Board of Education may use them for any valid purpose.

Funding Methods – These funds exist with favorable budget results when actual revenues exceed budget or actual expenditures are under budget.

Use of Funds – The District recommends using the unassigned fund balance to balance future budget gaps between revenues and expenditures which the district is unable to rectify within the budget or with other available resources.

Monitoring – The Business Official oversees fund balance and ensures regulatory compliance.

Funding Level – Real Property Tax Law limits the unassigned fund balance to no more than 4% of the ensuing budget. The 4% unassigned fund balance is \$943,116 ($\$23,577,895 \times 4\%$). The Board of Education may use these funds to increase reserves or appropriate them for unanticipated ordinary contingent expenses. The school board must use surplus funds more than the 4 percent limit to either reduce the district's tax levy, fund reserve funds, fund one-time expenditures or pay down debt. The district recommends the unassigned fund balance not fall below 3% of the subsequent year's budget. Three percent of the subsequent years' fund balance is approximately \$707,337 ($\$23,577,895 \times 3\%$). Likewise, the district recommends the maximum unassigned fund balance should not exceed 6% of the subsequent year budget. Six percent of the 2026-2027 budget equals \$1,414,674 ($\$23,577,895 \times 6\%$).

Actual Balance at 7/1/25: \$876,965

Recommended Balance at 6/30/26: 4% of the subsequent year's budget; \$943,116.

Excess Balance at 6/30/26: \$300,000 - \$600,000 (projected) – Recommendation to appropriate the excess fund balance as follows:

- \$10,000 to the Employees Retirement - Employee Benefit Accrued Liability Reserve subfund.
- \$10,000 to the Tax Certiorari Reserve
- Up to \$400,000 to the Capital Reserve for equipment purchases
- Up to \$750,000 to the Capital Reserve II for construction projects

The Board of Education will review the excess unappropriated fund balance annually and modify to, below, or above the allowed 4% contingent upon economic, financial, and state-level conditions.

Debt Service Fund (Mandatory Reserve Fund-GML Section 6-I)

Creation – Mandated by General Municipal Law-the district must establish when revenue accumulates from the sale of property on which debt is outstanding, interest earning on

long-term debt proceeds (if not budgeted as project financing), or unexpended long-term debt proceeds.

Purpose – To restrict the use of (1) the proceeds of the cash sale of a capital improvement and (2) State and federal aid received for a capital improvement to the retirement of outstanding obligations issued to finance such improvement. The district uses Debt Service funds to pay principal and interest on long-term debt (bonds, BANS) recorded in the General Fund.

Funding Methods – The funding of the reserve as defined in GML section 6-c is from: 1.) the proceeds of the cash sale of capital assets and improvement, and 2.) State and Federal Aid received on account of a capital improvement to the retirement of outstanding obligations issued to finance such improvement. The district transferred \$171,649 to the Debt Service fund in July 2007 from unspent capital project bond proceeds. Unallocated fund balance transfer of \$1,800,496 during the period of 7/1/2008-6/30/2013, \$525,000 during the period of 7/1/2013-6/30/2018 and \$1,071,937 during the period of 7/1/2018-6/30/2024. Other earning and transactions pertaining the interest and capital project bond make up the remaining deposits.

Use of Funds – The District used \$757,996 during the period of 7/1/2008-6/30/2014, \$1,050,000 during the period of 7/1/2013-6/30/2018 and \$819,500 during the period of 7/1/2018-6/30/2024 from the Debt Service Reserve funds. The 2023-2024 debt service fund allocation was \$0.00 due to increased state aid and federal stimulus fund allocations. The district will continue to budget an annual allocation from the Debt Service Reserve to offset the budgeted expenditure. While fiscal years 2025-2026 to 2034-2035 illustrate an allocation from the reserve, this recommendation is subject to change annually with state aid increases and decreases.

<u>Fiscal Year</u>	<u>Allocation</u>	<u>Fiscal Year</u>	<u>Allocation</u>
2025-2026	Budgeted Liability	2030-2031	Budgeted Liability
2026-2027	Budgeted Liability	2031-2032	Budgeted Liability
2027-2028	Budgeted Liability	2032-2033	Budgeted Liability
2028-2029	Budgeted Liability	2033-2034	Budgeted Liability
2029-2030	Budgeted Liability	2034-2035	Budgeted Liability

Monitoring – The Business Official oversees the debt service fund and ensures regulatory compliance.

Funding Level – The funding level will equal the current balance, and additional monies added annually as required, less the annual actual usage of funds. The funds are allocated to the General Fund to cover the district’s local share of principal and interest payments.

Financial Status:

Actual Balance 7/1/25: \$900,761

Recommended Balance 6/30/26: \$0-\$900,761, plus interest earnings and other additions as required by law. The additions include unused bond proceeds from bus purchases, capital fund interest earnings, and interest earnings in the debt reserve fund.

Excess Balance 6/30/26: \$0 (does not exceed bonding obligations).

Madrid-Waddington Central School District
Quarterly Report of Reserves – Based on May 31, 2026 and Expected June 2026 Activity
Three Month Period Ending June 30, 2026
Fiscal Year Ending June 30, 2026

Name of Reserve	Reserve Description	Ending Balance	Intended Use of the Reserve in the 2025-2026 School Year
Restricted Fund Balance Unemployment Reserve	Established for payment of unemployment claims.	\$42,963.22	No activity – interest earnings only.
Restricted Fund Balance Insurance Reserve	Established for payment of insurance cost	\$816,628.22	Activity – expect to withdraw \$300,000 to offset retiree health insurance cost in 2025-26 + June interest earnings.
Restricted Fund Balance Reserve for Employee Benefits	Established to pay accrued benefits due employees upon termination of service for vacation, sick leave, personal leave, etc.	\$204,806.75	Activity – expect to withdraw EBLAR to offset 2025-26 benefits paid to retirees per contractual language + June interest earnings.

Restricted Fund Balance Retirement Reserve TRS (subfund)	Established to pay future retirement system payments	\$77,062.95	No activity - interest earnings only.
Restricted Fund Balance Retirement Reserve ERS (subfund)	Established to pay future retirement system payments	\$0	. ERS – expect to deposit a portion of excess fund balance to reserve
Restricted Fund Balance Tax Certiorari	Established to pay the cost of future tax mitigation and settlements	\$0	Activity – expect to deposit a portion of excess fund balance to reserve
Restricted Fund Balance	Established to pay the cost of any object or purpose for which bonds may be issued.	\$1,1479,286.60	Voter approved 10/18/23 - 10 yrs - \$3,000,000. No activity - interest earnings only.

Restricted Transportation & Equipment	Established to pay the cost of any object or purpose for which bonds may be issued.	\$751,005.13	Voter approved 10/18/23 - 10 yrs - \$2,000,000. Activity – expect to use a portion of the reserve to offset purchase of bus purchased in 2025-26 + June interest earnings.
Restricted Fund Balance	Portion of Assigned Fund Balance that is held in trust by other Agents	\$1,170,188	The district carried \$1,170,188 into 2025-2026. This was a decrease of \$134,812 from 2024-25.
Mandatory Reserve for Debt Service	To cover debt service payments on outstanding obligations after the sale of district capital assets.	\$760,664.75	No activity - interest earnings only.

**Recommended
PERSONNEL ACTIONS
July 1, 2026**

Name	Tenure Area	Assignment	Type of Appointment	Effective Date	Salary
<u>Appointment</u>					
Aidan Bennett		Fitness Center Supervisor	Annual	September 1, 2026	\$\$16.50/hour
Abigail Froats		Fitness Center Supervisor	Annual	September 1, 2026	\$\$16.50/hour
Kayla Olmstead		Fitness Center Supervisor	Annual	September 1, 2026	\$\$16.50/hour
Danielle Ingraham		Greenhouse Helper	Annual	September 1, 2026	\$\$16.50/hour
Aubrey Polniak		Greenhouse Helper	Annual	September 1, 2026	\$\$16.50/hour
Michael Stebbins		JV/Varsity Volleyball Volunteer Coach	Annual	August 1, 2026	
Gary Strader		Summer Driver	Annual	July 6 - August 14, 2026	\$28.26/hour
Heather Jock		Summer Driver	Annual	July 20 - August 6, 2026	\$30.43/hour
John Curley		Summer Driver	Annual	July 20 - August 6, 2026	\$30.56/hour
Philip DiLenno		Summer Driver	Annual	July 20 - August 6, 2026	\$28.26/hour
Jennifer Milburn		Summer Monitor	Annual	July 6 - August 14, 2026	\$18.00/hour
Sarah Parmeter		Summer Monitor	Annual	July 20 - August 6, 2026	\$18.00/hour

I recommend the foregoing personnel actions:

June 26, 2026

Eric Burke

TOWN of WADDINGTON
46A Maple St
WADDINGTON, N.Y. 13694

TOWN CLERK
CAROL A. BURNS

Telephone (315) 388-5629
Fax (315) 388-5957

TOWN JUSTICE
KEVIN CLARK

SUPT. OF HIGHWAYS
DAVID PUTNEY

ALEX V. HAMMOND, SUPERVISOR

TOWN COUNCILMEMBERS
TRAVIS MCKNIGHT
DAVID MCBATH
KELLEY TIERNAN
THOMAS HUNTER

ASSESSOR
MICHAEL PEARSON

FIRE & BUILDING
DEVELOPMENT
ADMINISTRATOR
ANTHONY MCMANAMAN

TOWN ATTORNEY
CHARLES NASH

May 21, 2025

Mr. Shaun Losey
Transportation Director
Madrid-Waddington Central School
P O Box 67
Madrid, N.Y. 13660

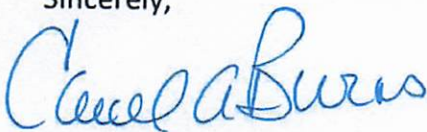
Dear Shaun,

It is at this time that the Town of Waddington is requesting that a bus be available during the summer for the Recreation Commission's beach program.

The Town will not be running a bus daily to the beach as in past years. We will need a bus for field trips only. Currently there are two trips scheduled. July 22nd & July 29th. There may be another added and I can get you that information. As in past years, the Town will provide a driver and pay for the gas to transport the children on these trips.

Thank you for your attention in this matter.

Sincerely,



Carol A. Burns,
Town Clerk

Regents Exam	<u>23-24</u>	<u>23-24</u>	<u>24-25</u>	<u>24-25</u>	<u>25-26</u>	<u>25-26</u>
	Above 65	Above 85	Above 65	Above 85	Above 65	Above 85
ELA	95%	57%	90%	37%	100%	33%
CC Algebra	95%	24%	92%	41%	98%	36%
CC Algebra II	88%	18%	90%	24%	92%	38%
CC Geometry	100%	42%	81%	23%	100%	45%
U.S. History	97%	11%	85%	20%	94%	18%
Global Studies	84%	21%	89%	17%	76%	10%
Earth Science Earth & Space Science (	87%	32%	93%	41%	52%	7%
Living Environment Biology (25-26)	87%	26%	91%	28%	67%	17%
Chemistry	77%	9%	56%	13%	54%	15%
Physics	73%	45%	100%	29%	100%	75%
Average:	88%	29%	87%	27%	83%	27%



Cooperative Purchasing

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

Darin Saiff
District Superintendent

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 **2026/2027** 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 _____, 2026.

Date

Signature of District Clerk



Cooperative Purchasing

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

Darlene Bessette
Supervisor of Purchasing Services

Darin Saiff
District Superintendent

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
Bid List**

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

Substitute Pay Rates					
		7/1/2024	7/1/2025	7/1/2026	
Substitutes for:		2024-2025	2025-2026	2026-2027	
Custodian		\$17.50	\$19.00	\$19.50	
Cafeteria Worker		\$16.50	\$17.00	\$17.50	
Cleaner		\$16.50	\$17.00	\$17.50	
Clerical		\$17.50	\$19.00	\$19.50	
Clerical (Retired)		\$18.00	\$19.50	\$20.00	
Driver		\$20.50	\$27.00	\$27.50	
Teacher Aide		\$15.50	\$16.00	\$16.50	
Monitor		\$16.50	\$17.00	\$17.50	
					Hourly Equivilant
Registered Nurse		\$145.00/day	\$160.00/day	\$165.00/day	\$20.63
Other health care (ie, LPN)		\$135.00/day	\$145.00/day	\$150.00/day	\$18.75
Teacher (Certified)		\$140.00/day	\$150.00/day	\$155.00/day	\$21.38
Teacher (Retired)		\$150.00/day	\$160.00/day	\$175.00/day	\$24.14
Teacher (Non-certified) / Teaching Asst		\$130.00/day	\$135.00/day	\$140.00/day	\$19.31
Fitness Center Supervisor		\$15.50	\$16.00	\$16.50	
Fitness Center Security		\$15.50	\$16.00	\$16.50	
NYS Minimum Wage		\$15.00/\$15.50	\$15.50/\$16.00		

MADRID WADDINGTON CENTRAL SCHOOL

COMMITTEE ON SPECIAL EDUCATION MADRID, NEW YORK 13660

Summary of CSE Activity for 2025-2026

As of Jun 25, 2026

1. The CSE had 14 referrals. Of these referrals, 11 were classified and 3 were not classified.
2. 2 classified students transferred into our school from other districts. We had 5 classified students transfer out of our district.
3. 5 Students transitioned from CPSE and classified under CSE
4. 3 classified students graduate this year - 1 student received a local diploma, 2 students received a regents diploma. Of the 3, 2 will enter into the workforce and 1 is undecided.
5. 9 - 504 students will graduate this year. 1 student received an advanced regents diploma, 7 students received a regents diploma. 1 student will receive a local diploma. Of the 9, 5 will enter into the workforce, 1 will enter into the Army, 2 will enter into a 4 year college and 1 will enter into Flight School.
6. 4 students were declassified during the school year.
7. We currently have 33 students who have 504 accommodation plans. Out of these students we have 9 students with a 504 accommodation plan who graduate this year. There were 2 referrals to the 504 committee and we identified 2. 5 students were declassified during the school year. 1 student transferred into our school from another district.
8. 7 special education school students received a total of 35.5 days and 6 students with 504s received a total of 15 days of in school suspension. 2 special education students received a total of 17 days and 2 students with 504s received a total of 12 days of out in school suspensions.
9. As of June 25th, 2026 there were 112 IEPs and 34 504s. Of these CSE students, 12 Students received services in out of district BOCES (all-day) programs and 5 students received services at another district (2 in Norwood, 1 in Heuvelton, and 3 in Ogdensburg). 3 Students were homeschooled.
10. From the period of September 1 through June 30th the CSE and 504 committee had 201 meetings.

Recommendations to the School Board

CSE, SUB-CSE, and CPSE

Membership Requirements

2026 - 2027

Committee on Special Education Membership

[Section 614 of IDEA]

2026 - 2027

CSE Chairperson – Nicole Miller & Joseph Binion

Residential Facility Transition Liaison - Nicole Miller & Joseph Binion

Sub CSE Chairperson – Toni Siddon

Sub CSE Chairperson – Eric Burke

504 Chairperson-Toni Siddon

North Country Community Health Center of the North Country

School Physician - Dr. John Duffy

Parent Member - Angel Young

Parent Member - Alternate - Virginia Boyer

School Psychologist - Jennifer Scott

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**

- ❖ **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

2026 - 2027

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

PO 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 Miller
Elementary Principal
(315) 322-5746**

COMMITTEE ON PRESCHOOL SPECIAL EDUCATION

2026 - 2027

CPSE Chairperson/Coordinator.....Nicole Miller

CPSE Assistant.....Patricia Bogart

Parent Representative.....Angel Young

Parent Representative (Alternate).....Virginia Boyer

Early Childhood Educator..... Lisa Maskell

PROFESSIONAL SERVICES AGREEMENT

This **PROFESSIONAL SERVICES AGREEMENT** (this "Agreement") is made and entered into effective **July 1, 2026** (the "Effective Date") by and between **COMMUNITY HEALTH CENTER OF THE NORTH COUNTRY**, a not-for-profit corporation organized and existing pursuant to the laws of the State of New York and having a principal place of business at 102 Ford Street, Ogdensburg, NY 13669 (the "CHCNC"), and **MADRID-WADDINGTON CENTRAL SCHOOL DISTRICT**, a New York State public school district organized and existing pursuant to the laws of the State of New York and having a principal place of business at 258 State Highway 345, Madrid, NY 13660 (the "District") (each a "Party" and collectively the "Parties").

WHEREAS, the District is a central school district operating public schools chartered by the Board of Regents of the University of the State of New York;

WHEREAS, the CHCNC is an operator of medical facilities possessing an operating certificate issued by the New York State Department of Health;

WHEREAS, the District is responsible for overseeing the welfare of children attending its schools, including the availability and provision of school health services to its students;

WHEREAS, the District requires the provision of professional healthcare services by personnel duly licensed and qualified to perform and coordinate school health services in its schools;

WHEREAS, the CHCNC employs or otherwise contracts with health professionals licensed and qualified in the delivery of professional health care services, including the services sought by the District;

WHEREAS, the District wishes to obtain from the CHCNC the services of one or more qualified health professionals to perform and coordinate health services;

WHEREAS, the CHCNC is willing to provide the services sought by the District;

NOW, THEREFORE, in consideration of the foregoing and the mutual promises and conditions set forth herein, the Parties covenant and agree as follows:

1. Professional Services

The CHCNC shall furnish professional healthcare services (the "Services") to the District as set forth below and in the attached **Exhibit A** ("Services and Compensation"), to be rendered by licensed and qualified healthcare professionals employed or otherwise contracted by the CHCNC ("CHCNC Personnel").

2. Obligations of the CHCNC

The CHCNC shall be responsible for the following:

- a. Processing and payment of CHCNC Personnel's salary and fringe benefits, as set forth and agreed upon in the employment agreement between the CHCNC and CHCNC Personnel;
- b. Administering employee benefits to CHCNC Personnel in accordance with the CHCNC's employee welfare and benefits plans, and as set forth in the employment agreement between the CHCNC and CHCNC Personnel;
- c. Retaining sole authority for all employment relations concerning CHCNC Personnel's employment by the CHCNC;
- d. Maintaining workers' compensation insurance covering CHCNC Personnel;
- e. Maintaining appropriate general liability insurance covering CHCNC Personnel with policy limits of at least one million dollars (\$1,000,000) per incident and three million dollars (\$3,000,000) in aggregate per policy year;
- f. Collecting, reporting, and paying of all applicable federal, state, and local payroll taxes for CHCNC Personnel;
- g. Ensuring that CHCNC Personnel possess and maintain the qualifications required under this Agreement, including valid licensure issued by the State of New York; and
- h. Ensuring that CHCNC Personnel provide continuous, competent, and diligent services, subject to the District's duty to notify the CHCNC of any problems or concerns related to the Services provided by CHCNC Personnel.

3. Obligations of the District

The District shall be responsible for the following:

- a. Complying, at its own expense, with all safety, health, and other workplace laws, regulations, and rules affecting CHCNC Personnel;
- b. Reporting immediately to the CHCNC any accidents or incidents involving CHCNC Personnel, and cooperating with any investigation into such accidents or incidents;
- c. Training CHCNC Personnel on all applicable District policies and procedures;
- d. Maintaining oversight of CHCNC Personnel's administrative responsibilities, including medical recordkeeping, procedures, budgeting, and referral to appropriate authorized health care professionals when indicated;
- e. Promptly notifying the CHCNC of any problems or concerns related to the Services provided by CHCNC Personnel;

f. Ensuring that CHCNC Personnel perform their duties and responsibilities consistent with the scope of the Services described in this Agreement; and

g. Maintaining any additional insurance as may be required for the provision of the Services to the School and students.

h. The District shall provide such supplies, equipment, and space as may be reasonably necessary for CHCNC Personnel to perform the Services under this Agreement, unless otherwise agreed upon by the Parties in writing.

4. Mutual Obligations of the CHCNC and District

During the term of this Agreement, the Parties agree to be mutually responsible and work in conjunction to address the following:

a. Fingerprinting and Criminal Background Checks

i. The District will notify the CHCNC of all the requirements in the New York State Education Law for fingerprinting and criminal background checks for CHCNC Personnel; and

ii. The CHCNC will ensure compliance with all such requirements for CHCNC Personnel working in District facilities and shall, upon the District's request, provide documentation demonstrating that the CHCNC has complied with such requirements prior to the rendering of the Services.

b. Student Data, Records, and Information

Each Party shall maintain the confidentiality of student data, records, and information in accordance with each Party's respective and applicable obligations, including those required by the Family Educational Rights and Privacy Act (FERPA) and the New York Education Law 2-d, the current version of which is set forth in the attached **Exhibit B** (entitled the "Parents' Bill of Rights for Data Privacy and Security") and which may be replaced without amendment upon the District providing the CHCNC with an updated version upon revision, and the Health Insurance Portability and Accountability Act (HIPAA), as described in the attached **Exhibit C** (entitled "Business Associate Agreement"), which the Parties shall execute contemporaneously with this Agreement.

c. Accountability

CHCNC Personnel shall be accountable to both the District's Superintendent of Schools and the CHCNC's Chief Executive Officer with regard to the performance of the Services, but the CHCNC shall retain ultimate authority over CHCNC Personnel.

d. Duty to Notify

Each Party shall notify the other within, at minimum, five (5) days following such Party's receipt of information or notice of the occurrence of any material accident, event, investigation, or action involving CHCNC Personnel which could materially affect any of the terms and conditions contained herein, or the right or ability of CHCNC Personnel to render the Services in accordance with the terms of this Agreement, or which may otherwise be detrimental to the reputation or operations of either Party hereto.

e. Cooperation in the Event of an Alleged Injury/Harm

In the event that either Party becomes aware of any alleged injury/harm arising in the course of the performance of this Agreement, that Party has a duty to notify the other, and to provide particulars sufficient to identify the allegedly injured/harmed person, place, and circumstances of the alleged incident, and the identity or description of any witnesses.

f. Cooperation in the Event of a Claim

The Parties shall cooperate with each other in the conduct of any suits arising from the performance of this Agreement, including, but not limited to, any government inquiry or the enforcement of any right of contribution or indemnity against any person or organization who may be liable to either of the Parties with respect to which insurance is afforded.

g. Indemnification

Subject to any limitations of applicable insurance policies, each Party shall indemnify, defend, and hold harmless the other Party, and its employees, agents, and assigns, from any liabilities, including but not limited to attorneys' fees and costs, arising as a result of the applicable Party's willful, reckless, and/or negligent acts or omissions occurring in the course of performance of this Agreement.

6. Compensation and Reimbursement

The District shall compensate the CHCNC for the Services rendered pursuant to this Agreement in accordance with the terms set forth in **Exhibit A** attached hereto and incorporated herein by reference. Payment shall be made in accordance with the schedule specified therein.

7. Valuation

The Parties acknowledge that the compensation set forth in this Agreement is consistent with fair market value for the Services provided and has not been determined in a manner that takes into account the volume or value of any referrals or other business generated between the Parties.

8. Term

The term of this Agreement shall commence on **July 1, 2026**, and shall continue through **June 30, 2027**, unless sooner terminated as provided herein.

9. Termination

a. Termination Without Cause

Either Party may terminate this Agreement without cause upon sixty (60) days' prior written notice to the other Party.

b. Termination for Cause

Either Party may terminate this Agreement immediately upon written notice to the other Party upon the occurrence of any of the following events:

- i. A material breach of this Agreement by the other Party, which breach remains uncured for a period of thirty (30) days after written notice thereof;
- ii. The suspension, revocation, or restriction of any license required for the performance of the Services;
- iii. The exclusion of a Party or CHCNC Personnel from participation in Medicare, Medicaid, or any other federal or state health care program;

iv. The occurrence of any event that materially impairs a Party's ability to perform its obligations under this Agreement.

c. Effect of Termination

Upon termination of this Agreement, the Parties shall cooperate to ensure an orderly transition of services and shall satisfy any outstanding obligations incurred prior to the effective date of termination.

10. Relationship of the Parties

The Parties acknowledge that the CHCNC and CHCNC Personnel are independent contractors and are not employees, agents, or representatives of the District. Nothing in this Agreement shall be construed to create a partnership, joint venture, or agency relationship between the Parties.

11. Representations and Warranties

Each Party represents and warrants that:

- a. It has the full power and authority to enter into this Agreement and to perform its obligations hereunder;
- b. The execution and delivery of this Agreement has been duly authorized by all necessary corporate or governmental action;
- c. The performance of its obligations under this Agreement will not violate any applicable law, regulation, or contractual obligation.

12. Notices

All notices required or permitted under this Agreement shall be in writing and shall be deemed given when delivered personally, sent by recognized overnight courier, or sent by certified or registered mail, return receipt requested, to the addresses of the Parties set forth above, or to such other address as a Party may designate by written notice.

13. Confidential and Proprietary Information

Each Party agrees to maintain in confidence any proprietary or confidential information disclosed by the other Party in connection with this Agreement and to use such information solely for the purposes of performing its obligations under this Agreement, unless disclosure is required by law.

14. General Provisions

a. Entire Agreement

This Agreement, together with all exhibits attached hereto, constitutes the entire agreement between the Parties and supersedes all prior agreements or understandings, whether written or oral.

b. Amendment

This Agreement may be amended only by a written instrument signed by both Parties.

c. Waiver

The failure of either Party to enforce any provision of this Agreement shall not be deemed a waiver of such provision or of the right to enforce it thereafter.

d. Severability

If any provision of this Agreement is held to be invalid or unenforceable, the remaining provisions shall continue in full force and effect.

e. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of New York.

f. Counterparts

This Agreement may be executed in counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

COMMUNITY CENTER OF THE NORTH COUNTRY

By: _____
Name: _____
Title: _____
Date: _____

MADRID-WADDINGTON CENTRAL SCHOOL DISTRICT

By: _____
Name: _____
Title: _____
Date: _____

EXHIBIT A

SERVICES AND COMPENSATION

1. Personnel

The CHCNC shall provide the services of a licensed physician (the "Medical Director"), currently identified as:

John Duffy, M.D.

The Medical Director shall remain an employee or contractor of the CHCNC at all times.

2. Scope of Services

The Medical Director shall provide services to the District, including but not limited to:

- a. Performing required physical examinations of students in accordance with New York State Education Law and Department of Health requirements;
- b. Performing employee physical examinations as requested by the District;
- c. Serving as a medical consultant to the District's school nurse(s);
- d. Providing medical direction and oversight of school health services;
- e. Developing and reviewing standing orders and medical protocols for school health services;
- f. Participating in Committee on Special Education (CSE) meetings as requested;
- g. Providing consultation regarding communicable disease control, immunization compliance, and other public health matters affecting the school community.

3. Schedule

Services shall be provided at such times as mutually agreed upon by the Parties and as necessary to fulfill the obligations set forth herein.

4. Compensation

The District shall compensate the CHCNC for the Services of the Medical Director as follows:

- **Annual Compensation:** Twelve Thousand Dollars (\$12,000)
- **Payment Schedule:** Payable in four (4) equal quarterly installments of Thousand Dollars (\$3,000) each

Payments shall be made within a reasonable time following receipt of invoice from the CHCNC.

5. Additional Services

Any services requested by the District beyond those described above shall be subject to mutual agreement of the Parties and may require additional compensation.

EXHIBIT B

PARENTS' BILL OF RIGHTS FOR DATA PRIVACY AND SECURITY

The Madrid-Waddington Central School District is committed to protecting the privacy and security of student data and teacher and principal data. In accordance with New York State Education Law §2-d and its implementing regulations, the District hereby adopts the following Parents' Bill of Rights:

- 1. A student's personally identifiable information (PII) cannot be sold or released for any commercial purposes.**
- 2. Parents have the right to inspect and review the complete contents of their child's education record.**
- 3. The District shall take reasonable steps to ensure that student PII is protected from unauthorized disclosure.**
- 4. The District shall implement appropriate administrative, technical, and physical safeguards to protect student data.**
- 5. The District shall not disclose any PII to a third party without prior written parental consent, except as permitted by law.**
- 6. Parents have the right to file complaints regarding breaches or unauthorized disclosures of student data.**

Complaints may be submitted to:

New York State Education Department
Chief Privacy Officer
89 Washington Avenue
Albany, NY 12234
Email: CPO@mail.nysed.gov

- 7. The District shall provide notification to parents of any unauthorized release of student PII in accordance with applicable laws and regulations.**
- 8. The District shall ensure that all contracts with third-party contractors include provisions requiring compliance with Education Law §2-d.**

9. The District shall maintain a publicly available data security and privacy policy.

This policy shall include:

- What student data is collected
- How such data is used
- How such data is protected
- With whom such data is shared

10. The District shall ensure that all employees and contractors who have access to student data receive appropriate training on data privacy and security.

11. Data Security and Privacy Plan

The District shall maintain a data security and privacy plan that includes:

- a. Encryption of data where appropriate;
- b. Secure storage and transmission of data;
- c. Access controls to limit access to authorized individuals;
- d. Procedures for data breach response and notification;
- e. Ongoing monitoring and review of data security practices.

12. Third-Party Contractor Requirements

Any third-party contractor receiving student or teacher/principal data must:

- a. Agree to comply with all applicable federal and state laws relating to data privacy and security;
- b. Use data only for the purposes specified in the contract;
- c. Maintain safeguards to protect the confidentiality of the data;
- d. Not disclose data to any unauthorized party;
- e. Return or securely destroy data upon completion of the contract.

13. Complaints and Enforcement

Parents, eligible students, teachers, and principals may file complaints regarding violations of Education Law §2-d with the District or the New York State Education Department.

The District shall investigate complaints promptly and take appropriate corrective action where necessary.

14. Supplemental Information

This Parents' Bill of Rights shall be supplemented by the District's data security and privacy policy and any applicable agreements with third-party contractors, including the Business Associate Agreement attached as **Exhibit C**.

EXHIBIT C

BUSINESS ASSOCIATE AGREEMENT

This Business Associate Agreement ("BAA") is entered into by and between **Madrid-Waddington Central School District** (the "Covered Entity") and **Community Health Center of the North Country** (the "Business Associate"), and is incorporated into and made part of the Professional Services Agreement.

1. Definitions

For purposes of this Agreement, the following terms shall have the meanings set forth below:

- a. **"Breach"** shall have the meaning given in 45 CFR §164.402.
- b. **"Protected Health Information" ("PHI")** shall have the meaning given in 45 CFR §160.103, limited to the information created or received by the Business Associate on behalf of the Covered Entity.
- c. **"Required by Law"** shall have the meaning given in 45 CFR §164.103.
- d. **"Secretary"** shall mean the Secretary of the U.S. Department of Health and Human Services.
- e. **"Security Incident"** shall have the meaning given in 45 CFR §164.304.
- f. **"Unsecured PHI"** shall have the meaning given in 45 CFR §164.402.

2. Obligations and Activities of Business Associate

The Business Associate agrees to:

- a. Not use or disclose PHI other than as permitted or required by this Agreement or as required by law;
- b. Use appropriate safeguards, and comply with Subpart C of 45 CFR Part 164 with respect to electronic PHI, to prevent use or disclosure of PHI other than as provided for by this Agreement;
- c. Report to the Covered Entity any use or disclosure of PHI not provided for by this Agreement, including any Breach of Unsecured PHI, as required by 45 CFR §164.410;
- d. Ensure that any subcontractors that create, receive, maintain, or transmit PHI on behalf of the Business Associate agree to the same restrictions and conditions;
- e. Make available PHI in a designated record set to the Covered Entity as necessary to satisfy the Covered Entity's obligations under 45 CFR §164.524;
- f. Make any amendments to PHI in a designated record set as directed by the Covered Entity pursuant to 45 CFR §164.526;
- g. Maintain and make available the information required to provide an accounting of disclosures pursuant to 45 CFR §164.528;

- h. Make its internal practices, books, and records relating to the use and disclosure of PHI available to the Secretary for purposes of determining compliance with HIPAA;
- i. Return or destroy all PHI at termination of this Agreement, if feasible, and if not feasible, extend protections to such PHI.

3. Permitted Uses and Disclosures by Business Associate

- a. The Business Associate may use or disclose PHI to perform functions, activities, or services for or on behalf of the Covered Entity as specified in the Professional Services Agreement.
- b. The Business Associate may use PHI for its proper management and administration or to carry out its legal responsibilities.
- c. The Business Associate may disclose PHI for the purposes described above, provided that such disclosures are required by law or the Business Associate obtains reasonable assurances that the recipient will protect the information.

4. Obligations of Covered Entity

The Covered Entity shall:

- a. Notify the Business Associate of any limitations in its notice of privacy practices;
- b. Notify the Business Associate of any changes in, or revocation of, permission by an individual to use or disclose PHI;
- c. Notify the Business Associate of any restriction on the use or disclosure of PHI;
- d. Not request the Business Associate to use or disclose PHI in any manner that would not be permissible under HIPAA if done by the Covered Entity.

5. Term and Termination

- a. This BAA shall be effective as of the Effective Date of the Professional Services Agreement and shall terminate when all PHI is returned or destroyed.
- b. Upon knowledge of a material breach by the Business Associate, the Covered Entity shall provide an opportunity to cure the breach.
- c. If the breach is not cured, the Covered Entity may terminate this Agreement.

6. Effect of Termination

- a. Upon termination, the Business Associate shall return or destroy all PHI received from the Covered Entity.
- b. If return or destruction is not feasible, the Business Associate shall continue to protect the PHI and limit further uses and disclosures.

7. Indemnification

Each Party agrees to indemnify and hold harmless the other Party from any claims, damages, or liabilities arising from its own breach of this Agreement or violation of applicable law.

8. Miscellaneous

a. Regulatory References

A reference in this Agreement to a section of the Code of Federal Regulations means the section as in effect or as amended.

b. Amendment

The Parties agree to amend this Agreement as necessary to comply with applicable law.

c. Interpretation

Any ambiguity in this Agreement shall be interpreted to permit compliance with HIPAA.

d. Survival

The obligations of the Business Associate shall survive termination of this Agreement with respect to PHI retained.

SIGNATURES

MADRID-WADDINGTON CENTRAL SCHOOL DISTRICT

(Covered Entity)

By: _____

Name: _____

Title: _____

Date: _____

COMMUNITY CENTER OF THE NORTH COUNTRY

(Business Associate)

By: _____

Name: _____

Title: _____

Date: _____

Madrid-Waddington CSD District Wide Safety Plan

Revision Date: June 2026

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 Miller
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	Zach Taylor (Madrid) and Zebulon Zagrobelny (Waddington)
Representatives from Local Rescue	Ron Burke (Madrid) and Julie McBath (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
Maximum Temperature / Extreme Heat	
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

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.

Additionally, in accordance with DeSha's Law, annual staff development will include training on Sudden Cardiac Arrest (SCA) awareness, the district's Cardiac Emergency Response Plan, and the proper use of Automated External Defibrillators (AEDs).

G. Remote Learning Protocols for Emergency Closure Days

Communication:

- **ParentSquare** will be the communication tool and **Google Classroom** the learning management system used by teachers in PreK-Grade 5.
- **ParentSquare** will be the communication tool **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.******

H. Maximum Temperature and Extreme Heat Protocols

In compliance with New York State Education Law § 409-N, the District has established actionable protocols to protect students and staff during conditions of extreme indoor heat. Building-level Incident Commanders will monitor indoor temperatures and implement the following standardized thresholds:

- **Action Level (82°F):**
When indoor room temperatures reach 82°F, staff will initiate immediate heat mitigation strategies. These include, but are not limited to, turning off heat-generating electronics and overhead lights, closing window blinds to block direct sunlight, maximizing ventilation, and ensuring students have access to hydration breaks.
- **Relocation Level (88°F):**
If indoor room temperatures reach 88°F, the space is deemed unsafe for normal occupancy. The Incident Commander will activate relocation protocols to move students and staff to pre-identified cooler spaces within the building, or initiate early dismissal/emergency remote learning procedures if suitable alternative spaces are unavailable. Specific relocation zones are detailed in the confidential Building-Level Emergency Response Plan.

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 Alyssa's Law, the Madrid-Waddington School District has implemented and maintains silent panic alarm systems directly linked to local law enforcement. Procedures for the activation, testing, and maintenance of these systems are detailed in the confidential Building-Level Emergency Response Plans.

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 Miller	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

Building	Address
Madrid-Waddington Central School	2582 SH 345 Madrid, NY 13660

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

*Anaphylactic shock
 *Food poisoning
 *Heart attack/Cardiac Arrest
 *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

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

Sudden Cardiac Arrest (SCA) Awareness, CPR, and AED Response

Appendix 4

Policies Dealing with Violence on School Property

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

The Madrid-Waddington School District will comply with the following regulatory laws:

- Article 155.17 and Executive Law 2-B
Copies of the regulations are available upon request.
- New York State Education Law § 409-N Effective Date: September 1, 2025
Copies of the regulations are available upon request.

Appendix 6

Community Relations Policy

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

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) 379-2222

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

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

Cardiac ERP

The Madrid-Waddington Central School District is committed to ensuring the safety of students, staff, and visitors by maintaining a comprehensive **Cardiac Emergency Response Plan (CERP)** in accordance with **DeSha's Law** and New York State Education Department (NYSED) requirements.

1. AED Equipment & Signage

- Automated External Defibrillators (AEDs) shall be maintained in accessible, clearly marked locations across district buildings and athletic facilities.
- AED locations will be reported to local EMS providers annually.
- Signage indicating AED availability shall be posted at each school's main entrance and near all AED devices.
- AEDs shall be checked monthly by the school nurse or designee for battery life, pad integrity, and readiness.

2. Training & Personnel

- In compliance with Education Law §917 and Public Health Law §3000-b, at least **one staff member trained in CPR/AED** shall be present in each school building during normal operating hours and at all school-sponsored athletic and extracurricular events.
- Staff volunteers will be trained in CPR/AED annually, and new hires shall receive cardiac emergency awareness training within 30 days of employment or during onboarding.
- All staff and students will be provided annual awareness education regarding sudden cardiac arrest signs and response procedures.

3. Response Procedures

- Upon recognition of a potential cardiac emergency, staff shall:
 1. Call 911 and identify a "cardiac emergency" at the specific school location.
 2. Notify the school office to initiate the building-level response and direct EMS.
 3. Begin CPR immediately.
 4. Retrieve and apply the nearest AED, following its voice prompts.
 5. Continue CPR/AED use until EMS arrives.
- Administrators shall ensure building access is cleared for EMS response.

4. Coordination with EMS

- The District will coordinate its CERP with **regional EMS councils** and **local EMS providers** to ensure alignment with community emergency response procedures.
- AED use data will be downloaded, documented, and shared with EMS/hospitals following each incident.

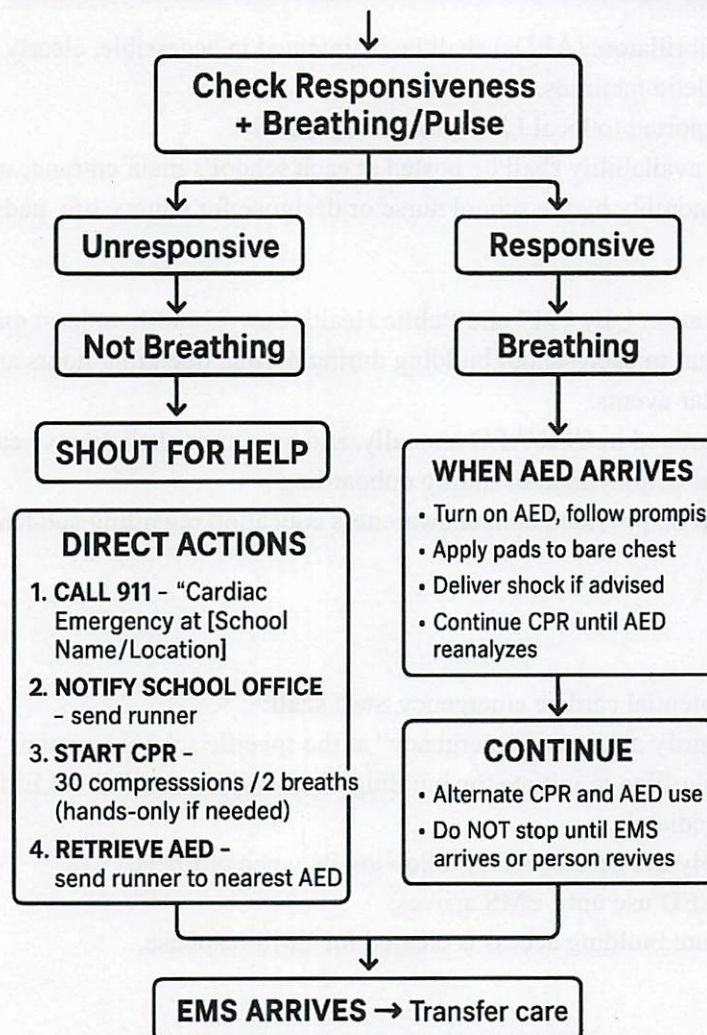
5. Post-Incident Protocol

- Parents/guardians will be notified immediately if a student is involved in a cardiac emergency.
- The Crisis Response Team will provide follow-up support to students and staff as needed.
- A formal debrief and review of the incident will be conducted within 48 hours.
- The Superintendent or designee will ensure required reporting and documentation is submitted to NYSED and EMS partners.

6. Review & Annual Updates

- The District Safety Team will review the CERP annually and update as required.
- AED locations, trained personnel lists, and emergency procedures will be updated in all District and Building-Level ERPs.
- The updated plan will be submitted via the NYSED ERP portal by October 1 annually.

WITNESS COLLAPSE



Appendix 11

Component School District

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>

Mr. Joseph McDonough

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>

Mrs. Jennifer McKinley

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>

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>

Ms. 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>

Ms. Brooke Ashley

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

Mrs. Nicole Miller, Elementary Principal

Board of Education

Robert Smith, President

Christopher Pryce, Vice President

Bruce Durant

Charles Grant

Ryan Hayes

Derek Kingston

Amber LeFleur

Katheryn Logan

Natalie McKnight

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

Regular attendance is one of the most important factors in a child's academic success. Students who attend school consistently are better able to develop strong academic skills, build positive relationships, and participate fully in classroom learning. Families are encouraged to ensure their child attends school each day unless illness, a family emergency, or another legitimate reason prevents attendance.

When a student is absent, a written explanation from a parent or guardian is required upon the student's return to school. The note should include the date(s) of the absence and the reason for the absence. Parents and guardians may submit this information by sending a handwritten note or by responding to the ParentSquare attendance notification on the day it is received when their child is absent.

The following is pulled directly from our school policy manual regarding what constitutes an excused or unexcused absence:

- a) **Excused:** An absence, tardiness or early departure may be excused if due to personal illness, illness or death in the family, impassable roads due to inclement weather, religious observance, quarantine, required court appearances, attendance at health clinics, approved college visits, approved cooperative work programs, military obligations, road tests, learner's permit, or other such reasons as may be approved by the Board of Education.
- b) **Unexcused:** An absence, tardiness or early departure is considered unexcused if the reason for the lack of attendance does not fall into the above categories (e.g., family vacation, hunting, babysitting, hair cut, oversleeping).

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.

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. 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. Parents will also have access to paperless report cards. Electronic report cards expedite the process for parents/guardians to monitor their children's progress. Electronic report cards are available for viewing on the same day the paper copies are sent home. **Parents/guardians who require a second copy of a report card be mailed or emailed are asked to contact the elementary office to make this request.**

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

Social/Emotional

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

Verbal

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

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 Miller

Middle School/High School - Joe Binion

Title IX Officers:

Eric Burke

Julie Abrantes

School Expectations

Be Respectful	• Listen when others speak. • Follow directions the first time. • Use kind words and good manners. • Respect learning, people, and property. • Treat others the way you want to be treated.	Be Safe	• Keep hands, feet, and objects to yourself. • Use your walking feet. • Use materials and equipment correctly. • Stay with your class and follow adult directions. • Report unsafe behavior.
Be Responsible	• Come prepared and ready to learn. • Do your best every day. • Complete your work. • Take care of your belongings. • Ask for help when you need it.	Be Kind	• Include everyone. • Encourage and help others. • Celebrate others' successes. • Solve problems peacefully. • Lift others up with your words.

Possible Consequences

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

Field Trips

Field trips are an important part of our educational program and help enrich students' learning experiences. Students are expected to follow all school rules and behavioral expectations while participating in field trips. Participation in field trips is considered a privilege. Students who are unable to consistently demonstrate appropriate behavior at school, have ongoing discipline concerns, excessive absences, or incomplete classroom work may not be eligible to attend. Parents and guardians will be notified in advance if there are concerns about their child's eligibility to participate in a field trip.

Transportation

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

Bus Expectations

Be Respectful	• Use an inside voice. • Listen to the bus driver. • Respect personal space. • Use polite language.	Be Safe	• Sit facing forward with feet on the floor. • Keep aisles and exits clear at all times. • Wait for the bus to stop before standing. • Follow safety directions from the driver
Be Responsible	• Be on time and ready at your stop. • Stay seated while the bus is moving. • Keep the bus clean. • Only bring items that are allowed on the bus.	Be Kind	• Use friendly words and include others. • Report unsafe or unkind behavior. • Treat others the way you want to be treated.

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. 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 2026-2027 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	• Read with your child • Monthly Family Projects	5-10 minutes
Kindergarten	• Family Engagement Calendar • Reading (5 minutes - Decodable Books)	5-10 minutes
1st Grade	• Reading (5-10 minutes - Decodable Books or High Frequency Word Practice) • Math Application Worksheet	15 minutes
2nd Grade	• Nightly Reading Practice • Math Application Worksheet (flashcards/worksheet/activity)	15 minutes
3rd Grade	• Reading (15 minutes) • Math Application Worksheet • Studying (5 minutes)	30 minutes
4th Grade	• Reading (15minutes) • Math (4-7 problems - 10 minutes) • Science/SS/Spelling (5-10 minutes)	35 minutes
5th Grade	• Reading & Comprehension Questions (15 minutes) • Math Application Worksheet (15 minutes) • Science Review (10 minutes)	40 minutes

***In Grades 3-5, if homework is consistently not completed and a repeated pattern is established, even after the student has been provided time to complete work in school, the student will miss only the amount of recess needed to complete the assignments. Teachers will make contact with parents for chronic homework incomplection.

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. Teachers will need at least 48 hours notice to get work together to be sent home.

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 follow these cafeteria expectations:

Cafeteria Expectations

Be Respectful	• Use inside voices • Listen to adults • Use good manners	Be Safe	• Walk at all times • Keep hands, feet, and objects to yourself • Eat only your own food • Follow adult directions
Be Responsible	• Walk in and out safely • Clean up your area • Throw away trash • Stay in your seat	Be Kind	• Use kind words • Include others • Be patient and helpful

Students who do not follow cafeteria expectations will be reminded of the rules and redirected. If behavior continues, seating arrangements may be adjusted and parents/guardians will be contacted. Repeated or significant concerns may result in loss of 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 follow the playground expectations.

Playground Expectations

Be Respectful	• Take turns and include others • Follow staff directions • Use kind words • Respect games and equipment	Be Safe	• Keep hands, feet, and objects to yourself • Use equipment as intended • Report unsafe situations to an adult
Be Responsible	• Use equipment correctly • Line up quickly when called • Stay in assigned areas • Put away equipment when finished	Be Kind	• Invite others to play • Share equipment and space • Encourage others • Solve problems peacefully.

Students who do not follow playground expectations will be reminded of the rules and redirected by staff. If behavior continues, additional supports or loss of specific playground privileges (such as use of certain equipment or activities) may be used, and parents/guardians may be contacted. Repeated or significant concerns may result in 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 2026-2027

Table of Contents

Letter from Mr. Burke, Superintendent (ESSA)	2
MWCS Mission Statement	3
Parent Welcome, Bell Schedule, School Calendar	4
School Personnel, Faculty Members	5
School Activities, Mascot, School Colors	6
Announcements, Assemblies, Attendance, Notification of Surveillance Cameras, Bus Behavior	7
Cafeteria, School Dances, 10th Period	8
Discipline Code	9-13
Student's Rights and Responsibilities, Driving to School, Leaving School, Library	13-16
Lockers & Backpacks, HIV Policy, Health, Report Cards, Emergency Closings	17-18
Delay Schedule, Science Labs, Dress Code, Medications, Study Hall, Work Permits, Summer School	18
Online Course, Textbooks, Telephone, Visitors, Lost & Found, Homework Assignments, Access to Records	19
National Junior Honor Society, National Honor Society	20-21
Public Conduct on School Property, Dignity for All Students (DASA)	22
Pesticide Use	23
Student Internet Safety Policy, Sanction	23-25

Madrid-Waddington Central School

Nicole Miller
Elementary Principal



Eric Burke
Superintendent

Robert Smith
Board President

Joe Binion
High School Principal



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 2026-27

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 2026-27

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</i>
9:16 - 9:57	Period 3		<i>(Only for students scheduled for a detention</i>
10:00 - 10:41	Period 4		<i>period or kept after for extra help, behavior,</i>
10:41 - 11:26	Period 5: <i>Lunch Grades 9 - 12 (10:41 - 1:11)</i>		<i>or scheduled for classes are to be in the</i>
11:11 - 11:56	Period 6: <i>Lunch Grades 6 - 8 (11:26 - 11:56)</i>		<i>building during detention).</i>

SCHOOL CALENDAR

August 31st and September 1st	Staff Development Days
September 1st	Opening Day of School
September 7th	Labor Day
October 12th	Columbus Day
November 6th	Staff Development Day
November 11th	Veterans Day
November 25th - 27th	Thanksgiving Recess
Dec. 21st - Jan. 1st	Holiday Break
January 2nd	School Resumes
January 18th	Martin Luther King Jr. Day
January 26th - 29th	Mid Terms / Final Exams: End of 1st Semester
January 26th - 29th	Regents Exams
January 6th	Lunar New Year
February 15th - 19th	Mid-Winter Break
March 29th	Staff Development Day
April 12th - 16th	Spring Break
April 5th - May 14th	ELA, Math, Science Assessments
May 31st	Memorial Day
June 7th - 14th	Final Exams
June 14th	Last Day of Classes
June 9th - 24th	Regents Exams / Algebra (June 4th)
June 19th	Juneteenth
June 25th	Graduation - 6:00 pm (Rishe Baseball Field)
<u>Marking Period Dates:</u>	
1st: September 2nd - November 6th Progress Report: October 2nd	2nd: November 9th - January 22nd Progress Report: December 11th
3rd: January 25th - April 2nd Progress Report: March 5th	4th: April 5th - June 25th Progress Report: May 14th

Madrid-Waddington High School Parent-Student Handbook 2026-27

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

Secretary to the Superintendent: Patricia Bogart
 Principal/CSE, DASA Coordinator: Nicole Miller
 High School Secretary/CIO: Jessica White
 Guidance/CSE Secretary: Alissa Stebbins
 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. Carla Averill	22	Teaching Assistant
Mrs. Katrina Bailey	29	Math
Mr. Kristopher Boettcher	28	Social Studies
Ms. Kholeen Borneo	64	Spanish
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
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
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. Jennifer Milburn	23	Teaching Assistant
Ms. Julie Moots	Library	Teaching Assistant
Mrs. Amber Murphy	203	Nurse
Mrs. Katie Murray	22	Teaching Assistant
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
Mrs. Jennifer Scott	119	School Psychologist
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

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
- National Honor Society
- National Junior Honor Society
- Tri-M Honor Society
- History Club
- Esports
- The Nest
- Language Club
- Speech and Debate
- Mock Trial
- INDIVIDUAL CLASS ACTIVITIES:
 - Class of 2027 – Seniors (grade 12)
 - Class of 2028 – Juniors (grade 11)
 - Class of 2029 – Sophomores (grade 10)
 - Class of 2030 – Freshman (grade 9)
- Varsity Letter Club
- WHIZ QUIZ
- Yearbook
- Outing Club
- Auditorium 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
- Drone Soccer
- 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**

Madrid-Waddington High School Parent-Student Handbook 2026-27

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.

Madrid-Waddington High School Parent-Student Handbook 2026-27

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.

Madrid-Waddington High School Parent-Student Handbook 2026-27

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 INTERNET-ENABLED DEVICES:

1st referral:	Verbal warning or 1 detention, device held in the office	3rd+ referrals:	3 days detention, device held in the office & parent pick up
2nd referral:	2 days detention, device held in the office		

Refusal to turn in a device may result in a referral for insubordination.

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

Madrid-Waddington High School Parent-Student Handbook 2026-27

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

Madrid-Waddington High School Parent-Student Handbook 2026-27

POSSESSION OF A WEAPON:

1st referral: 5 days out of school suspension and Superintendent's Hearing

REPEATED UNAUTHORIZED TARDINESS TO SCHOOL (AFTER EVERY THREE INCIDENTS):

1st referral: 2 detentions

2nd referral: 3 detentions

3rd 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

5th referral: 3 days in-school suspension

3rd referral: 3 office detentions

THEFT:

1st referral: 3 detentions and restitution

3rd referral: 3 days in-school suspension

2nd referral: 5 detentions and restitution

THROWING FOOD OR OBJECTS IN CLASSROOMS OR CAFETERIA:

1st referral: Community Service: Clean the Cafeteria

3rd referral: 1 day in-school suspension, loss of

2nd referral: Community Service: Clean the

lunch privileges

Cafeteria and 3 Lunch Detentions

4th referral: 3 days in-school suspension, loss of

lunch privileges

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

1st referral: 1 teacher detention

3rd referral: 5 office detentions

2nd referral: 3 office detentions

4th referral: 1 day in-school suspension

UNSAFE DRIVING ON SCHOOL PROPERTY:

1st referral: Removal of driving and parking privileges on school property for one semester, possible legal referral

2nd referral: Removal of driving and parking privileges on school property for one year, possible legal referral

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

1st referral: Conference with student and contact with Parent

3rd referral: 5 detentions

2nd referral: 3 detentions

MISUSE OF BATHROOM AND/OR HALLWAY PRIVILEGES:

1st referral: Warning

3rd referral: Limitation of Privilege to Supervised Times

2nd referral: 1 Teacher Detention

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

1st referral: Loss of phone privileges and 1 day ISS

2nd 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.

Madrid-Waddington High School Parent-Student Handbook 2026-27

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

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.

Madrid-Waddington High School Parent-Student Handbook 2026-27

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.

Madrid-Waddington High School Parent-Student Handbook 2026-27

CELLPHONE AND INTERNET-ENABLED DEVICES:

To ensure a safe and focused learning environment, our school district has updated its policy on student use of personal internet-enabled devices to comply with new state regulations.

- All devices must be stored in a student's assigned locker from the beginning of the first period until the end of the last period. Students may not use their devices on school grounds during school hours unless an exemption applies.
- Off-Campus Programs: Students attending BOCES or other off-site programs should follow the device policy of the host program. Students will be allowed to take their phones on the bus during times of transportation.

Students may use personal devices on school grounds during the school day only under the following exempted circumstances:

- For educational purposes when authorized by a teacher or administrator.
- For health-related needs (e.g., monitoring a health condition like diabetes).
- During emergencies.
- For translation services.
- On a case-by-case basis for students who serve as caregivers.
- When specified in a student's IEP or Section 504 Plan.
- When otherwise required by law.

If you believe your grade 6-12 student qualifies for an exemption, forms are available in the high school office.

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:

Madrid-Waddington High School Parent-Student Handbook 2026-27

- 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/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);

Madrid-Waddington High School Parent-Student Handbook 2026-27

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.

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.

Madrid-Waddington High School Parent-Student Handbook 2026-27

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, 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

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.

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.*

Madrid-Waddington High School Parent-Student Handbook 2026-27

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 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

Madrid-Waddington High School Parent-Student Handbook 2026-27

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.

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 the 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.

- Students should not be talking unless working on a group assignment approved by the study hall teacher(s).
- If a student is not using their Chromebook for educational purposes the study hall monitor should take the Chromebook for the remainder of the period.
- Students should come prepared to work; books, pencils, Chromebook, or any other materials needed to complete class assignments (Students should be prepared and not need to go to lockers from the study hall).
- Students should remain in the study hall throughout the entire period.
- Students should not be permitted to work in the hallway during study halls.
- If a student is leaving study hall to work with a teacher or go to the library, they must have a pass from the teacher to report to them at a specified time (please don't let students leave SH to go get a pass).
- Students that report to the library during study hall should remain in the library for the entire period.
- Only one student at a time should be permitted to use the bathroom.

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.

Madrid-Waddington High School Parent-Student Handbook 2026-27

- 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!!!**

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.

Madrid-Waddington High School Parent-Student Handbook 2026-27

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.

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.

Madrid-Waddington High School Parent-Student Handbook 2026-27

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.

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.

Madrid-Waddington High School Parent-Student Handbook 2026-27

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.*

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)].

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,

Madrid-Waddington High School Parent-Student Handbook 2026-27

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.

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

Madrid-Waddington High School Parent-Student Handbook 2026-27

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.mwcsk12.org>). Student names are **NOT POSTED**.