



# **Madison Central School**

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## **Home of the Blue Devils**



**2022-2023**

**This agenda belongs to:**

**Name**

## 2022-23 Madison Central School CALENDAR

September 2022							February 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3				1	2	3	4
4	5	6	7	8	9	10	5	6	7	8	9	10	11
11	12	13	14	15	16	17	12	13	14	15	16	17	18
18	19	20	21	22	23	24	19	20	21	22	23	24	25
25	26	27	28	29	30		26	27	28				
October 2022							March 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1				1	2	3	4
2	3	4	5	6	7	8	5	6	7	8	9	10	11
9	10	11	12	13	14	15	12	13	14	15	16	17	18
16	17	18	19	20	21	22	19	20	21	22	23	24	25
23	24	25	26	27	28	29	26	27	28	29	30	31	
30	31												
November 2022							April 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5							1
6	7	8	9	10	11	12	2	3	4	5	6	7	8
13	14	15	16	17	18	19	9	10	11	12	13	14	15
20	21	22	23	24	25	26	16	17	18	19	20	21	22
27	28	29	30				23/ 30	24	25	26	27	28	29
December 2022							May 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3		1	2	3	4	5	6
4	5	6	7	8	9	10	7	8	9	10	11	12	13
11	12	13	14	15	16	17	14	15	16	17	18	19	20
18	19	20	21	22	23	24	21	22	23	24	25	26	27
25	26	27	28	29	30	31	28	29	30	31			
January 2023							June 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7					1	2	3
8	9	10	11	12	13	14	4	5	6	7	8	9	10
15	16	17	18	19	20	21	11	12	13	14	15	16	17
22	23	24	25	26	27	28	18	19	20	21	22	23	24
29	30	31					25	26	27	28	29	30	
	= Regents Exams												
	= Vacation Day							= 3-8 State Testing					
	= Progress Period End							= Marking Period End					
	= Superintendent Day No School for Students							= ½ Superintendent Day Dismissed 11:20am					

## Dates to Remember

September 1	Open House
September 1 & 6	Superintendent's Day / No School for Students
October 7	Progress Period 1 Ends
October 10	Columbus Day Holiday
November 11	Veterans Day Holiday
November 11	Marking Period 1 Ends
November 18	½ Superintendent's Day / 11:20 am Dismissal
November 22	½ Superintendent's Day / 11:20 am Dismissal
November 23-25	Thanksgiving Recess
December 9	½ Superintendent's Day / 11:20 am Dismissal
December 16	Progress Period 2 Ends
December 23 – Jan. 2	Holiday Recess
January 16	Dr. Martin Luther King Holiday
January 24-27	Regents Exams
January 27	Marking Period 2 Ends
February 3	½ Superintendent's Day / 11:20 am Dismissal
February 20-24	Winter Recess
March 10	Progress Period 3 Ends
March 17	Superintendent's Day / No School for Students
April 10-14	Spring Break
April 19-20	NYS Testing - ELA (Grades 3-5)
April 25-26	NYS Testing - ELA (Grades 6-8)
April 21	Marking Period 3 Ends
April 28	½ Superintendent's Day / 11:20 am Dismissal
May 2-4	NYS Testing - Math
May 12	Progress Period 4 Ends
May 29	Memorial Day Holiday
June 5	Grade 4 & 8 NYS Science Testing
June 13	Last Day of Middle/High School Classes
June 14-16, 20-22	Regents Exams
June 19	No School - Juneteenth
June 23	End of 4th Marking Period
June 11	6 PM Baccalaureate
June 21	6:00 PM Senior Awards Night
June 23	6 PM Graduation

## WELCOME TO MADISON CENTRAL SCHOOL

Dear Parents and Students:

Welcome back everyone! I hope you've had a great summer and had some opportunities to rest and relax. Fall is an exciting time as we return to school and get back into the routine of another school year. Our school and community have faced many challenges over the past 2 years, but I like to think those challenges have made us stronger in the long run. With that said, we still have more work to do.

With any interruption in school, whether it be closure, hybrid, or quarantines due to sickness, students experience loss of instructional time. This in turn creates gaps in learning. Our teaching staff have been hard at work this summer focusing, in part, with trying to minimize those gaps. Although we always have high expectations at MCS, we understand our students are experiencing various amounts of stress and we take that into consideration. We will continue to provide for our students the social emotional support they might need. This past spring Connected Community Schools joined MCS with the goal of providing much needed support to our students, parents, and community in general. I would encourage you to contact the school or Connected Community Schools directly to ask about what support they can offer you and your family.

As we navigate through the ripple effects that COVID-19 has created for our students, I would ask that you communicate with the teachers your child has this year. Please do not hesitate to reach out weekly if necessary, to help your child stay on track academically. Working together gives our students the best chance to experience success here at MCS and at home.

As your son or daughter approaches the upper levels of High School, I encourage you to take advantage of any and all dual-credit opportunities we have to offer them. Please reach out to Mr. Lee for more information.

In closing, please enjoy the remaining time left of summer vacation. I hope to see you at our Open House this year on Thursday, September 1st at 6:00 p.m. Once again welcome back!

## DISTRICT STAFF

<b>Superintendent:</b>	Jason Mitchell
<b>MS/HS Principal:</b>	Tracey Lewis, District Clerk & Secretary Larry Nichols
<b>Elementary Principal:</b>	Tricia Coon, Administrative Assistant LeeAnn Cucci
<b>Director of Curriculum, Instruction &amp; Spec. Ed.</b>	Tricia Coon, Administrative Assistant  Brian Latella
<b>Food Service:</b>	Shania Stoddard, Administrative Assistant
<b>Nurse:</b>	William Cotter
<b>Transportation:</b>	Lindsay Gallagher / Jody McKane
<b>Building &amp; Grounds:</b>	Jeffery Pieters-Hayduke
<b>Treasurer:</b>	Chris Post Melanie Brouillette

## ELEMENTARY SCHOOL FACULTY & STAFF

<b>PreK Teachers:</b>	Brenda Millson / T.A. - Christina Hodge Hanna Matteson / T.A. - Tina Wasuck
<b>Kindergarten:</b>	Amanda Hinman / T.A. - Hannah Kimball Amanda Goodenough/T.A- Sam Oehling
<b>First Grade:</b>	Lindsay Murphy / T.A. - Steve Drake Bridget Idzi / T.A. - Steve Drake
<b>Second Grade:</b>	Melissa Nelson Tina Bergergon / T.A. - Wendy Ponton
<b>Third Grade:</b>	Maxine Thurston / T.A. - Jennifer Fowler Jordan Matteson / T. A.-
<b>Fourth Grade:</b>	Melissa Ruane - Jamie Bruno - Kim Crossway
<b>Fifth Grade:</b>	Michelle Nolan / T.A. - Ann Shantal New Teacher - Kristen Smith
<b>Special Education:</b>	Kelly Diehl, Courtney Heim, Colton Mennig

## MIDDLE/HIGH SCHOOL FACULTY & STAFF

<b>Art:</b>	Mike Flint
<b>Agriculture:</b>	Matthew Bruno
<b>Band:</b>	Ryan Hobart
<b>Business:</b>	Kurt Peavey
<b>English:</b>	Jessica Mortensen Nikki Suba & Corey Zlatniski
<b>Health:</b>	Seth Howard
<b>History:</b>	Brian Merkt, Stephen Krysty
<b>Math:</b>	Jessica Planck, Amber Barrett Sandy Roberts
<b>Music/Chorus:</b>	
<b>Physical Ed.:</b>	Seth Howard, Payge Miller
<b>Science:</b>	Megan Barnes, Joe Burdick, William Hunter
<b>Spanish:</b>	Nicki Suba,
<b>Technology:</b>	
<b>Teaching Assistants:</b>	Jennifer Neidhart
<b>Teaching Aides:</b>	Michelle Boehlert, Wendy Ponton,
<b>Athletic Director:</b>	Mike Lee
<b>Student Counselor:</b>	Mike Lee, Jennifer Buckley
<b>Library Media:</b>	Nicole Bodner
<b>Psychologist:</b>	Robert Magee
<b>Sixth Grade:</b>	Amanda Neiss, Rhianna Donohue
<b>Special Education:</b>	Dan Suydam, Liz Collins, Ariel Hummer

<b>Board of Education:</b>	Jennifer Lavoie - President Jona Snyder - V.P. Tobias Abrams Laura Billings Jessica Clark Brett Reiter Jennah Turner
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## TABLE OF CONTENTS

	Page No.
Regular Bell Schedule	10
Delayed Bell Schedule	11
Student Code of Conduct, Definitions	12
Acceptable Use Policy Form	91
Academic Eligibility	35
Academic Misconduct	30
Academic Dishonesty	31
Attendance & Tardy Policies	37
After School Detention	40
Book Bags	58
Bus Rules	29
Chromebook Information	93
Class Standings	40
Community Actions	41
Communication and Other Devices	41
Computer Use	42
Disciplinary	43
Dress Code	58
Drug and Alcohol Policy	60
Early Dismissal & Elections	61
Extra Curricular	62
Field Trips, Food Policy	62
Grading	63
Graduation	63
Homework	64
Honor Roll	65

Library	65
Lockers, Lost & Found	66
Missing/Make-Up Work	66
National Honor Society	67
Non-Resident Student Policy	67
Nurse's Office	67
Plain Language Summary-DASA	87
Plagiarism / Cheating	32
Physical Education	69
Public Conduct on School Property	70
Report Cards	72
Restricted use / Book-bags	73
Middle School Dances and School Events	80
High School Dances and School Events	80
School Food Service Program and Meal Charge Policy	73
Senior Privileges / Sr. Trip	82
Sexual Harassment Prohibition	83
Student Release for Employment & Attendance Policy	85
Study Halls / Hall Passes	85
Text Books	86
Tardiness	39
Technology Violations	92
School Visitors	86

*This handbook serves as a guideline for Middle/High School students at Madison Central School and does not supersede the Policy Manual set forth by the Board of Education of the Madison Central School District.*



## *Harassment and Discrimination is Prohibited at School*

You should never feel that it is not safe to come to school and participate in all school activities. You should never be prevented from concentration on your schoolwork because another student or a school staff member is teasing you, making fun of you, pushing you around, or threatening you in some way, because of your race, color, weight, national origin (where your family comes from), ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex, or for any other reason.

A student may not act toward another student in a way that reasonably might make that other student feel threatened or unsafe, or that might reasonably make that other student unable to concentrate on their school work, because of the other student's race, color, weight, national origin (where their family comes from), ethnic group, religion, religious practices, disability, sexual orientation, gender, or sex, or for any other reason. It is against school rules for any students or school staff member to do this by physical actions or by verbal statements, including electronic messages. This kind of conduct is prohibited on school property, on school buses, and at all school-sponsored events.

## *School Day*

The middle/high school day is from 8:05 am until 2:58 pm.

**PLEASE do not arrive in the morning before 7:50 am.**

For students with no other options, the elementary student drop off/pick up entrance opens at 7:50 am, but supervision is only provided in the cafeteria and the main gym. Students grades 7-12 will report to the gym until 8:05 am. Students may not go to their lockers or be in the hallway.

<b>PERIOD</b>	<b>START TIME</b>	<b>END TIME</b>
<b>Breakfast</b>	7:55	8:05
<b>Period 1</b>	8:05	8:45
<b>Period 2</b>	8:48	9:28
<b>Period 3</b>	9:31	10:11
<b>Period 4</b>	10:14	10:54
<b>MS Period 5</b>	10:57	11:37
<b>Lunch 9-12</b>	10:54	11:24
<b>H.S. Period 5</b>	11:26	12:06
<b>6-8 Lunch</b>	11:37	12:07
<b>Period 6</b>	12:09	12:49
<b>Period 7</b>	12:52	1:32
<b>Period 8</b>	1:35	2:15
<b>Period 9</b>	2:18	2:58

## **2022-23 Bell Schedule**

Madison Central School Promote Academic Achievement and Youth Development, Preparing Students for Lives of Productive Employment, Sound Relationships and Responsible Citizenship in our Community and the World.

### 1 HOUR DELAY

(Breakfast will be served)

NO AM BOCES

PERIOD	START TIME	END TIME
Period 1	9:05	9:30
Period 2	9:33	9:58
Period 3	10:03	10:28
Period 4	10:31	10:54
Lunch 9-12	10:54	11:24
Period 5 - MS	10:54	11:24
Period 5 - 9-12	11:26	12:06
Lunch 6-8	11:26	12:06
Period 6	12:09	12:49
Period 7	12:52	1:32
Period 8	1:35	2:15
Period 9	2:18	2:58

### 2 HOUR DELAY

(Breakfast will be served)

NO AM BOCES

PERIOD	START TIME	END TIME
Period 1	10:05	10:16
Period 2	10:18	10:28
Period 3	10:31	10:41
Period 4	10:43	10:54
Lunch 9-12	10:54	11:24
Period 5 - MS	10:54	11:24
Period 5 - HS	11:26	12:06
Lunch 6-8	11:26	12:06
Period 6	12:09	12:49
Period 7	12:52	1:32
Period 8	1:35	2:15
Period 9	2:18	2:58

### 11:20 Dismissal Days

PERIOD	START TIME	END TIME
Period 1	8:05	8:25
Period 2	8:27	8:47
Period 3	8:49	9:09
Period 4	9:11	9:31
Period 5 - MS	9:33	9:53

<b>Period 5 - HS</b>	9:33	9:53
<b>Period 6</b>	9:55	10:15
<b>Period 7</b>	10:17	10:37
<b>Period 8</b>	10:39	10:59
<b>Period 9</b>	11:01	11:20

**STUDENT CODE OF CONDUCT**

*The Board of Education is committed to providing a safe and orderly school environment where students may receive and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents and other visitors is essential to achieving this goal. This Code of Conduct has been developed consistent with Article 2-A of the Education Law, the Safe Schools Against Violence in Education Act (Chapter 181 of the Laws of 2000) and Section 100.2 of the implementing Commissioner's Regulations, in collaboration with students, teachers, administrators, parent organizations, school safety personnel and other school personnel.*

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

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

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

For the purposes of the policy, a school function is defined as any event, occurring on or off school property, sanctioned or approved by the school, including but not limited to athletic events, school dances, plays, musical productions, field trips, school-sponsored trips, and fundraisers.

All academic and extracurricular eligibility requirements pertain to any and all students who attend school, including out-of-district as well.

## **I. DEFINITIONS**

*For purposes of this code, the following definitions apply:*

“Disability” means (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques or (b) a record of such an impairment or (c) a condition regarded by others as such an impairment, provided, however, that in all provisions of this article dealing with employment, the term must be limited to disabilities which, upon the provision of reasonable accommodations, do not prevent the complainant from performing in a reasonable manner the activities involved in the job or occupation sought or held.

"Disruptive student" means an elementary (PreK-5) or secondary (6-12) student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.

“Gender” means a person’s actual or perceived sex and includes a person’s gender identity or expression (Education Law Section 11(6)).

“Harassment” means the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; such conduct, verbal threats, intimidation or abuse includes but is not limited to conduct, verbal threats, intimidation or abuse based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

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

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

"School function" means any school-sponsored extracurricular event or activity. For the purposes of this policy, a "school function" is defined as any event, occurring on or off school property, sanctioned or approved by the school, including but not limited to offsite athletic events, school dances, plays, musical productions, field trips or other school-sponsored trips (Education Law Section 11(2)).

"Sexual Orientation" means a person's actual or perceived heterosexuality, homosexuality, or bisexuality (Education Law Section 11(5)).

"Violent student" means a student under the age of 21 who:

1. Commits an act of violence upon a school employee or attempts to do so.
2. Commits while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at the school function, or attempts to do so.
3. Possesses, while on school property or at a school function, a weapon.
4. Displays, while on school property or at a school function, what appears to be a weapon.
5. Threatens, while on school property or at a school function, to use a weapon.
6. Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function.
7. Knowingly and intentionally damages or destroys school district property.

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

For purposes of this policy, "hazing" is defined to mean committing an act against a student, or coercing a student into committing an act, that creates a risk of emotional, physical or psychological harm to the student, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term "hazing" includes, but is not limited to: humiliating, degrading or dangerous activities; substance abuse of alcohol, tobacco or illegal drugs; any activity that intimidates or threatens the student with ostracism, or adversely affects the health or safety of the student; or any activity that causes or requires the student to perform a task or act that is a violation of state or federal law or district policies/regulations.

For purposes of this policy, "bullying" is defined to mean inappropriate, persistent behavior including threats to, or intimidation of others; treating others cruelly, terrorizing, coercing, or habitual put downs and badgering of others. Common characteristics of bullying behavior includes physical acts like hitting or kicking; verbal acts such as using words to berate, hurt or humiliate; and relational behaviors such as maliciously spreading rumors.

## **DISSEMINATION AND REVIEW**

### **A. Dissemination of Code of Conduct**

The Board of Education shall ensure community awareness of these provisions and of the Code of Conduct by:

1. Posting the complete Code of Conduct, respectively, on the District's Internet Web site, including any annual updates or amendments thereto.

2. Provide copies of a summary of the Code of Conduct to all students, in an age-appropriate version, written in plain language, at a school assembly to be held at the beginning of each school year.
3. Provide a plain language summary of the Code of Conduct to all persons in a parental relation to the students before the beginning of each school year and make the summary available thereafter upon request.
4. Provide each existing teacher with a copy of the complete Code of Conduct and a copy of any amendments to the Code as soon as practicable following initial adoption or amendment of the Code of Conduct, and providing new teachers with a complete copy of the current Code of Conduct upon their employment.
5. Make complete copies of the Code of Conduct available for review by students, parents or persons in parental relation to students, other school staff, and community members.
6. Provide training to teachers, administrators, and staff designed to address the concepts and issues incorporated in the Dignity Act, including, but not limited to, guidelines on promoting a safe and supportive school climate while discouraging, among other things, discrimination or harassment against students and/or school employees.

Provide “safe and supportive school climate concepts” in the District curriculum.

The District shall develop and implement a program of instruction in grades Kindergarten through Grade 12 to include a component on civility, citizenship and character education in accordance with Education Law. Such components shall instruct students on the principles of honesty, tolerance, personal responsibility, respect for others, observance of laws and rules, courtesy, dignity and other traits which will enhance the quality of their experiences in, and contributions to, the community.

No student shall be subjected to harassment (as defined below) by employees or students on school property or at a school function. No student shall be subjected to discrimination based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex by another student or a school employee on school property or at a school function. This Policy does not prohibit a denial of admission into, or an exclusion



from, a course of instruction that is permissible under the New York State Education Law and Federal Title IX of the Education Amendments of 1972; nor does it prohibit actions that are permissible under Section 504 of the Rehabilitation Act of 1973.

This goal of this Policy is to create a school environment that is free from discrimination and harassment.

## **STUDENT DISCIPLINE:**

### **A. Students Rights**

1. Students of this district shall have the rights afforded to students under the provisions of the Federal and State constitutions and the laws of the state of New York.
2. The district is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment all district students have the right to:
  - a. Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender or sexual orientation or disability.
  - b. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
  - c. Access school rules and, when necessary, receive an explanation of those rules from school personnel.
  - d. Learn in an environment free of discrimination and harassment based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex;
  - e. Participate equally in all school activities regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender or sex;
  - f. Have complaints about school-related incidents investigated and responded to.
3. It shall be the responsibility of the students to:

- a. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
- b. Accept responsibility for their actions. Seek help in solving problems that might lead to discipline.
- c. Respect the rights of others, including the right to secure an education in an environment that is orderly and disciplined.
- d. Attend school regularly and punctually every day and be prepared to learn.
- e. Take advantage of the academic opportunities offered at school.
- f. Support and participate in school activities.
- g. Maintain habits of personal cleanliness.
- h. Respect school property.
- i. Strive for mutually respectful relationships with teachers and administrators recognizing their role as surrogate parents in matters of behavior and discipline.
- j. Contribute toward establishing and maintaining an atmosphere that generates mutual respect and dignity for all.
- k. Be informed regarding student rights and responsibilities and comply with all rules and regulations of this policy.
- l. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
- m. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
- n. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
- o. Work to develop mechanisms to control their anger.
- p. Ask questions when they do not understand.
- q. Dress appropriately for school and school functions. Please refer to the School Dress code policy in this manual.
- r. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the

highest standards of conduct, demeanor, and sportsmanship.

- s. Act and speak respectfully about issues/concerns.
  - t. Use non-sexist, non-racist and other non-biased language.
  - u. Respect and treat others with tolerance and dignity regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
  - v. Use communication that is non-confrontational and is not obscene or defamatory.
  - w. Report acts of bullying, discrimination, harassment and other inappropriate actions that hurt others.
4. The above bill of rights and responsibilities shall be publicized and explained to all students on an annual basis. The manner and extent of the publication shall be determined by the Superintendent and his/her designee.

## **B. Student Search and Seizure**

1. In order to provide and maintain a safe and appropriate environment for students to learn the following guidelines pertaining to student search and seizure are established.
2. The Board of Education hereby authorizes administrators to undertake searches of students and their possessions (e.g. pocket contents, book bags, handbags, etc.) should the circumstances arise, based upon reasonable individualized suspicion. In the event of search and seizure, administrators must at all times take great care in searching the person and personal effects of the student. The following rules will be observed:
  - a. The search may be undertaken if District employees have prior reasonable individualized suspicion that a student has violated or is violating the law, District policy or regulation or school rules.
  - b. “Reasonable individualized suspicion” is a flexible concept requiring the application of experience and common sense. Determinations should be made on a case-by-case basis, with due consideration of all circumstances. Factors which must be considered in

determining whether a school official has sufficient cause to search a student include but are not limited to:

- 1) The prevalence and seriousness of the problem for which the search is directed.
  - 2) The urgency to make the search without delay.
  - 3) The reliability of the facts upon which to base a reasonable suspicion that the particular student has possession of evidence leading to a violation of school regulations.
  - 4) The probability that evidence will be discovered.
  - 5) Students will be asked to empty their pockets and otherwise comply with reasonable search requests. If a student refuses, the parents will be contacted. The police will be contacted in the event that a law enforcement search is required. The student will remain under direct supervision until the search.
- c. Whenever an administrator conducts a search, the circumstances thereof are to be set forth in a written report to be filed with the Superintendent or his/her designee.
- d. Strip searches are generally not authorized, except in extreme circumstances that involve life safety issues and law enforcement is not available. In the event of circumstances that present unusual questions, the Superintendent or his/her designee must authorize such search.
- e. Students have no reasonable expectation of privacy rights in school lockers, desks or other school storage places, and the District exercises overriding control over such school property. Lockers, desks and other school storage places may be subject to inspection at any time by school officials.
- 1). Student lockers, desks or other school storage places are the property of the District and remain at all times under the control of the District. Students have no expectations of privacy therein. Students are expected, however, to assume full responsibility for the security of their lockers, and the District is not responsible for stolen items. A list of the locker or lock combinations to all student lockers shall be kept in the office of the building principal.

2). The District retains the right to inspect student lockers, desks or other storage spaces at any time without a search warrant, without notice, and without student consent. Inspections may be conducted by authorized school personnel and/or law enforcement officials, and may be conducted with the assistance of drug-detecting dogs.

f. Trained canines or related technologies may be utilized by the District in searches of students' possessions, school lockers, cars, desks or other school storage with prior approval of the plan by the Building Principal and Superintendent.

### 3. Police in the School

The police may search a student, or his/her locker in the presence of the principal or his/her designee, if they have a valid warrant to do so or if they have "probable cause" to believe that the student is in possession of contraband. When police are permitted to interview students in school, the students have the same Constitutional rights they have outside the school. Parents will be notified as soon as possible. If police wish to speak to a student concerning an out-of-school matter (in the absence of a warrant or probable cause for suspicion), they will be directed by school authorities to take the matter up directly with the student's parents.

## **C. Responsibilities of Students**

All district students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.

5. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
6. Control their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems before actions lead to disciplinary actions.
9. Dress appropriately for school and school functions.
10. Accept responsibility for their actions.
11. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
12. Act and speak respectfully about issues/concerns.
13. Use non-sexist, non-racist and other non-biased language.
14. Respect and treat others with tolerance and dignity regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
15. Use communication that is non-confrontational and is not obscene or defamatory.
16. Report acts of bullying, discrimination, harassment and other inappropriate actions that hurt others.

#### D. Essential Partners

##### **A. Parents**

All parents are expected to:

1. Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community.
2. Send their child(ren) to school ready to participate and learn.
3. Ensure their child(ren) attends school regularly and on time.
4. Ensure absences are excused.
5. Insist their child(ren) be dressed and groomed in a manner consistent with the student dress code.
6. Help their child(ren) understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
7. Know school rules and help their child(ren) understand the consequences of their actions.

8. Convey to their child(ren) a supportive attitude toward education and the district.
9. Build good relationships with teachers, other parents and their child(ren)'s friends.
10. Help their children deal effectively with peer pressure.
11. Inform school officials of changes in the home situation that may affect student conduct or performance.
12. Provide a place for study and ensure homework assignments are completed.
13. Maintain a climate of mutual respect when dealing with school personnel.

## **B. Teachers**

All district teachers are expected to:

1. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex, with the intent of strengthening students' self- concept and promote confidence to learn.
2. Be prepared to teach.
3. Demonstrate interest in teaching and concern for student achievements.
4. Know school policies and rules, and enforce them in a fair and consistent manner.
5. Communicate to students and parents:
  - a. Course objectives and requirements
  - b. Marking/grading procedures
  - c. Assignment deadlines
  - d. Expectations for students
  - e. Classroom discipline plan
6. Communicate regularly with students, parents and other teachers concerning growth and achievement.
7. Report orally to their principal, the Superintendent, or designee any incident of harassment, bullying and/or discrimination that they witness or that is reported to them, not more than one day later; and file a written report not later than two (2) school days after the initial oral report

### **C. Student Counselors**

1. Assist students in coping with peer pressure and emerging personal, social and emotional problems.
2. Confront issues of discrimination and harassment or any situation that threatens the emotional or physical health or safety of any student, school employee or any person who is lawfully on school property or at a school function
3. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.
4. Report incidents of discrimination and harassment that are witnessed or otherwise brought to a teacher's or staff member's attention in a timely manner.
5. Initiate teacher/student/counselor conferences and parent/teacher/student/counselor conferences, as necessary, as a way to resolve problems.
6. Regularly review with students their educational progress and career plans (Secondary only).
7. Provide information to assist students with career planning (Secondary Only).
8. Encourage students to benefit from the curriculum and extracurricular programs.
9. Report orally to their principal, the Superintendent, or designee any incident of harassment, bullying and/or discrimination that they witness or that is reported to them, not more than one day later; and file a written report not later than (2) school days after the initial oral report.

### **D. Principals**

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
2. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, or strengthening students' confidence and promoting learning.
3. Ensure that students and staff have the opportunity to communicate regularly with the Principal and approach the Principal for redress of grievances.
4. Evaluate on a regular basis all instructional programs.
5. Support the development of and student participation in appropriate extracurricular activities.



6. Be responsible for enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.
7. Report to the Superintendent, or designee any incident of harassment, bullying and/or discrimination that they witness or that is reported to them, not more than one day later.

### **E. Superintendent**

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
2. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national ethnic group, religion, religious practice disability sexual orientation, gender or sex, with the intent of strengthening students' confidence and promote learning.
3. Review with district administrators the policies of the Board of Education and state and federal laws relating to school operations and management.
4. Inform the Board about educational trends relating to student discipline.
5. Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.
6. Work with district administrators in enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.
7. Process in a timely manner all reports of harassment, bullying and/or discrimination, including ensuring that an appropriate investigation is conducted and appropriate reports are made to law enforcement.

### **F. Board of Education**

1. Collaborate with student, teacher, administrator, and parent organizations, school safety personnel and other school personnel to develop a code of conduct that clearly defines expectations for the conduct of students, district personnel and visitors on school property and at school functions.

2. Adopt and review at least annually the district's code of conduct to evaluate the code's effectiveness and the fairness and consistency of its implementation.
3. Lead by example by conducting Board meetings in a professional, respectful, courteous manner.

### **AGE APPROPRIATE RESTATEMENT OF POLICY**

You should never feel that it is not safe for you to come to school and participate in all school activities. You should never be prevented from concentrating on your schoolwork because another student or a school staff member is teasing you, making fun of you, pushing you around, or threatening you in some way, because of your race, color, weight, national origin (where your family comes from), ethnic group, religion, religious practices, disability, sexual orientation, gender, or sex, or any other reason.

You may not act toward another student in a way that reasonably might make them feel threatened or unsafe, or that might reasonably make them unable to concentrate on their school work, because of what you think about their race, color, weight, national origin (where their family comes from), ethnic group, religion, religious practices, disability, sexual orientation, gender, or sex, or any other reason. It is against school rules for you to do this by your physical actions or by your verbal statements, including electronic messages.

### **PROHIBITED STUDENT CONDUCT**

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

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

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

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

**A. Engage in conduct that is disorderly. Examples of disorderly conduct include:**

1. Running in hallways
2. Making unreasonable noise
3. Using language or gestures that are profane, lewd, vulgar or abusive
4. Obstructing vehicular or pedestrian traffic
5. Engaging in any willful act which disrupts the normal operation of the school community.
6. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
7. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the district's acceptable use policy.

**B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include:**

1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect
2. Lateness for, missing or leaving school without permission, failing to follow sign-in/sign-out procedures
3. Skipping detention

**C. Engage in conduct that is disruptive. Examples of disruptive conduct include:**

Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.

**D. Engage in conduct that is violent. Examples of violent conduct include:**

1. Committing an act of violence (such as hitting, kicking, punching, or scratching) upon a teacher, administrator or other school employee or attempting to do so.
2. Committing an act of violence (such as hitting, kicking, punching, or scratching) upon another student or any other person lawfully on school property or attempting to do so.
3. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
4. Displaying what appears to be a weapon.
5. Threatening to use any weapon.
6. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
7. Intentionally damaging or destroying school district property.

**E. Engage in any conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct include:**

1. Lying to school personnel.
2. Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.
3. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
4. Discrimination, which includes the use of a person(s) actual or perceived race, color, creed, national origin, weight, ethnic

group, religion, religious practice, gender, sexual orientation or disability as a basis for treating another in a negative manner.

5. Harassment or bullying, as defined in Section II of the Code of Conduct, labeled "Definitions."
6. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
7. Selling, using or possessing obscene material.
8. Using vulgar or abusive language, cursing or swearing.
9. Using, possessing or distributing tobacco products including cigarettes, cigars, pipes or chewing or smokeless tobacco.
10. Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal substances" include, but are not limited to, inhalants, marijuana, synthetic marijuana or cannabinoids, including but not limited to items labeled as incense, herbal mixtures or potpourri, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs."
11. Inappropriately using or sharing prescription and over-the-counter drugs
12. Gambling
13. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner
14. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.

#### **F. Engage in misconduct while on a school bus.**

It is crucial for students to behave appropriately while riding on district buses, to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated. Student's that do not maintain the proper code of conduct will be suspended from the bus. Parents will need to provide transportation.

## BUS RULES

Students should be on time at the designated school bus stops and should wait until the bus comes to a complete stop before attempting to enter.

Obey the following rules:

1. **Be courteous, use no profanity.**
2. Keep the bus clean. No eating or drinking on the bus.
3. Absolutely no prohibited items may be in your possession.
4. **Stay in your seat.**
5. Keep head, hands, and feet inside the bus.
6. No fighting is permitted.
7. **Obey the bus driver's directions.**
8. Avoid making loud noises.
9. Be absolutely quiet when approaching a railroad crossing.
10. Do not leave books, lunches, or other articles in aisles or on the bus.
11. Never throw anything at, in, or out of the bus.
12. The same standard of conduct that applies in the classroom is expected on the bus.
13. Riding the bus is a privilege, not a right. Failure to abide by the rules may result in the loss of your bus riding privilege. Bus drivers are authorized to assign seats in the interest of safety.
14. The District gives notice of the use of video surveillance cameras with sound.

**G. Engage in any form of academic misconduct. Examples of academic misconduct include:**

1. Plagiarism.
2. Cheating.
3. Copying.
4. Altering records.
5. Assisting another student in any of the above actions.

In addition to the preceding standards of conduct, the District prohibits discrimination and harassment against any student by employees or students that creates a hostile environment by conduct (with or without physical conduct) or verbal statements, intimidation, or abuse. We

consider a hostile environment to be created when actions or statements directed at a student either (1) has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities, or benefits, or with the student's mental, emotional, or physical well-being including conduct that reasonably causes or would reasonably be expected to cause emotional harm, or (2) reasonably causes or would reasonably be expected to cause physical injury to a student or to cause a student to fear for their physical safety.

This prohibition applies to all acts of harassment or bullying that occur on school property or at a school function, as well as to acts occurring off school property when (i) those acts create or would foreseeably create a risk of substantial disruption within the school environment, and (ii) it is foreseeable that the conduct, threats, intimidation, or abuse might reach school property.

The prohibition of discrimination includes, but is not limited to, threats, intimidation, or abuse based on the student's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender, or sex.

## **ACADEMIC DISHONESTY**

Any form of academic dishonesty is a serious offense in an academic community. It is essential, therefore, that every student understands the standards of academic honesty and how to avoid dishonesty by proper acknowledgment of intellectual property. Academic dishonesty includes but is not limited to:

1. Plagiarism: Failure to acknowledge ideas, phrases, data, music, or images used in any paper, exercise or project submitted in a course but gained from another person. Guidelines for proper documentation are available from any of your teachers.
2. Misrepresentation or falsification of data in any coursework.
3. Cooperative or collaborative effort in coursework without acknowledgment. Assume that acknowledgement is necessary any time you collaborate and/or cooperate, unless you are expressly informed that it is not. This is not meant to inhibit discussion and debate of academic subjects either inside or outside the classroom.

4. Cooperative or collaborative effort in coursework without the explicit permission of the instructor. Assume collaboration and/or cooperation is not permitted unless you are expressly informed that they are. This is not meant to inhibit discussion and debate of academic subjects either inside or outside the classroom.
5. Cheating on examinations or tests: to give or receive assistance from written material, another person, his or her paper, or any other source, or to attempt to do so, during an examination or test. The only exceptions will be at the explicit instruction of the teacher of the course.
6. The submission of work as one's own that has been prepared by another person.
7. Stealing, altering, redirecting, or otherwise tampering with the form or content of digital media created or presented by another person without explicit permission of that person.

### **Academic Integrity is expected at Madison Central School.**

At Madison Central School students strive to meet the expectations of College and Career Ready Skills. Madison Central School's mission statement is based on "providing a safe, healthy environment; commitment to a high level of academic achievement, development of leadership and good citizenship, and promotion of a positive attitude toward success in life and life-long learning". Academic Integrity is a key component of that mission statement. The Madison Central School District does not condone any type of academic dishonesty in any way. This includes, but is not limited to plagiarism and cheating. **Ignorance is not an excuse to plagiarize – ask your instructor for assistance.**

#### **Definitions:**

**Plagiarism:** The act of obtaining information and/or ideas from a source without giving proper documentation. Use the system of documentation your instructor tells you to use.

**Cheating...or intentional plagiarism:** This is the deliberate act of using the words or ideas of someone else and displaying or publicizing them as one's own. This is when one purposely evades documentation.

- Obvious, substantial, verbatim reproduction of information



- Fabrication of sources, falsification of page numbers, or other deliberate mis-documentation

- Submission of others' work as the students' own. This applies to uncited paraphrasing of another's ideas as well as verbatim use of others' words. (Others' may refer to either scholarly sources, online "cribbed" essays, or the work of other students).

**Unintentional Plagiarism:** This is when a person mistakenly commits plagiarism, for example, the student does not accurately document a source.

### **Academic Consequences for Plagiarism/Cheating:**

#### **Intentional Plagiarism:**

**Grades 11-12** – students receive a grade of zero for the assignment and parents are notified. A meeting will be held with the student, parent, teacher, and principal to discuss the matter. Students enrolled in college level courses will receive a grade of zero, be dropped from that course, and placed in the high school equivalent course (where applicable). Disciplinary action will be taken including, but not limited to detention.

**Grades 9-10** – students receive a grade of zero for the assignment and parents are notified. Students will have the opportunity to gain up to half of their points through writing sessions with the teacher (during a mutually agreed upon time during the school day or if necessary after school) who will guide the student to utilizing appropriate methods of writing and research. . . . . whichever applies. The student will summarize their offense and how it was corrected. This will ensure that the student understands what plagiarism is and how to avoid any further acts of plagiarism. This written document will be filed in the student's file.

Second offenses will earn a parent/teacher/administration meeting, an irreversible zero, and other disciplinary action(s) including, but not limited to detention.

#### **Unintentional Plagiarism:**

**Grades 9-12** – students will receive an opportunity to redo or correct the paper with a reduction in grade. Students will attend a refresher course specifically tailored for their individualized needs. The lessons will take place during a mutually agreed upon time during the school day or if necessary after school. The number of lessons is dependent upon the student’s individual needs. The student will acknowledge in writing their error and how they corrected it. This will ensure that the student understands what plagiarism is and how to avoid any further acts of plagiarism. This recognition will be placed in the student’s academic file.

Second offense student(s) will receive a grade of zero, stay after school to make corrections, and write a summary of the offense and how corrections were made to produce a scholarly paper of reputation.

## **REPORTING & RESPONDING VIOLATIONS**

### **A. REPORTING POSSIBLE VIOLATIONS**

All students are expected to promptly report violations of the code of conduct to a teacher, guidance counselor, the Building Principal or his or her designee. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, the Principal, the Principal’s designee or the Superintendent of Schools.

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

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

The Principal or his/her designee must notify the appropriate local law enforcement agency of those code violations that constitute a crime and

substantially affect the order or security of a school as soon as practical, but in no event later than the close of business the day the Principal or his/her designee learns of the violation. The notification may be made by telephone, followed by a letter mailed on the same day as the telephone call is made. The notification must identify the student and explain the conduct that violated the code of conduct and constituted a crime.

**B. Responding to Reports of Possible Harassment or Discrimination:**

1. In addition to the procedures described below for removal of disruptive students and possible suspension from attendance, the District provides a procedure for responding to reports of possible discrimination or harassment against students by another student, an employee, or any other person on school property or at a school function. The process is described in the District's Equal Opportunity and Nondiscrimination Policy.

2. The District has also designated a Dignity Act Coordinator for each school. Those coordinators are: Director of Curriculum & Special Education: Mr. Brian Latella 315.893.1878 x219; Building Principal: Mr. Larry Nichols 315.893.1878 x265; Student Counselors: Jennifer Buckley 315.893.1878 x213 and Mike Lee 315.893.1878 x206.

The Dignity Act Coordinators are trained in methods to respond to human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender, and sex. They are available to speak with any person who has witnessed possible discrimination or harassment, or if that person has experienced treatment that may be prohibited discrimination or harassment.

**C. No Retaliation for Reporting**

No act of retaliation may be directed at any person who makes a good faith report of conduct by another person that may reasonably be a violation of this Code, or who assists in, or is part of, the investigation of such a report. To engage in such retaliation is considered a violation of this Code.

## ACADEMIC ELIGIBILITY

### **A. Probation:**

The purpose of academic probation is to encourage academic success.

1. Teachers should notify a student and his/her parents when the academic performance in their class is failing. The notification should be based on more than a couple of grades. During the first weeks of a new marking period, the quarterly grade will continue to be factored into the student's standing grade. The notification should include the reason for failure and what must be done to return to good academic standing.
2. The Guidance Office will inform the appropriate coaches and advisors of the student's academic status. It will also provide all study hall teachers with a list of students who are on probation, the class they are failing, and their teacher.
3. Probation shall last two weeks. If, at the end of that period, the student is still failing the student will automatically be placed on Level I of academic eligibility on the succeeding Monday.

### **B. Level 1: Ineligibility**

The purpose of Level 1 ineligibility is to provide consequences, and avenues for success to students who have failed to return to academic success under probation, or have reached the maximum number of probationary warnings.

1. Level 1 commences on the Monday after a student and the Secondary Office has been informed that the student continues to have a failing average in a class, after probation.
2. Students who are on Level 1 will be placed on restrictive study hall monitoring. This means that until they return to passing in these

classes, any pass, not directly linked to the failing course may be denied.

3. Students who are members of teams or clubs are expected to attend practices or meetings, but may not participate in games or events. (Students may be required to report for after school help during this time.)
4. Students who are not members of teams or clubs are prohibited from attending any extra-curricular event. **(This includes all dances.)**
5. Students may regain eligibility when the teacher determines that they are in good academic standing in each of their courses.

### C. Level 2: Intensive Academic Intervention and Ineligibility

The purpose of Level 2 is to impose strict restrictions on extra-curricular participation, and to provide intensive assistance to students who are failing two or more classes.

1. Level 2 commences on the Monday after a student, parent, and the Secondary Office have been informed that a student is failing two or more classes after probation. **These students will be immediately ineligible to attend or participate in any extracurricular events.**
2. Whenever possible, students at this level will be moved to a more structured study hall, instructional setting, or appropriate AIS course. Study Hall teachers should attempt to communicate with the appropriate teachers during congruent planning time, in a mutual effort to help the student succeed.

A student will regain eligibility only when he/she is passing all courses. The student may be moved to Level 1 if he/she is failing no more than one course.

## ATTENDANCE PROCEDURES

Consistent student attendance is an integral part of the learning process. Learning is sequential and because classroom discussions and lab experiences cannot be duplicated, students who do not attend class regularly are at a serious academic disadvantage. Attendance patterns are

the result of habits, good or bad, developed during the years an individual is in school; parents have a responsibility to encourage regular and prompt attendance on the part of their children.

All students are required to be in the homeroom **by 8:05 A.M.** for daily attendance. Students not in the homeroom by 8:05 a.m. will need to go to **the district office and sign in as** tardy. Parents are requested to telephone by 9:00 am whenever their child is to be absent. The school attendance number is 315-893-7741 ext. 201.

When a student has been absent or tardy to school, parents or guardians must provide the school with a note explaining the reason. These are to be turned in to the principal's on the day the student returns to school following the absence or tardiness. Written excuses should indicate specific dates as well as the reason for the absence or tardiness. Written notice must be provided in advance for appointments that will cause a student to be absent from class. Phone calls will not be accepted as a substitute for the written note. (In emergency situations when a note is not possible, parents will be referred to an administrator for a phone call request). In cases of repeated or long-term absences a note from a medical doctor may be required.

The reasons for absence listed below are considered by NYS authorities to be excused absences within the meaning of the compulsory education law:

1. Illness
2. Death in the immediate family
3. Religious observances
4. Required presence in court
5. College visitations
6. Quarantine
7. Medical, dental, or legal appointments

The reasons for absence listed below are considered by NYS authorities to be unexcused absences within the meaning of the compulsory education law and will not be accepted:

1. Family trips or vacations
2. Employment-including paper routes and babysitting
3. Shopping
4. Job hunting
5. Truancy from school

6. Hunting, fishing, baseball games, concerts, etc.

Whenever possible, medical and dental appointments should be scheduled outside the school time. Students having such appointments on a regular basis should schedule them so as to avoid missing the same class each time.

**A PUPIL MUST BE IN ATTENDANCE A MINIMUM OF EIGHTY-FIVE (85) PERCENT OF THE TOTAL NUMBER OF DAYS A COURSE IS IN SESSION DURING AN ACADEMIC YEAR IN ORDER TO BE ELIGIBLE FOR CREDIT IN THAT COURSE.** (Board Policy 7008)

This policy establishes a MINIMUM STANDARD for class attendance that students need to be eligible for course credit. Each absence from class for fifteen (15) minutes or more will be considered as a full period absence. Excused and unexcused absences from class will count equally in determining student attendance since both instances result in a loss of instructional time. Additionally, there must be no distinction made between excused and unexcused absences when establishing an attendance requirement for credit. Any student absent from school who is enrolled in a school-approved tutorial program will be considered present for instruction.

This attendance policy applies to all Madison Central School District students attending both in-district and out-of district programs and who are working towards a Madison diploma.

### **ACTION TAKEN AT ATTENDANCE LEVELS**

For school attendance, notices will be sent at ten (10), fifteen (15), and twenty (20) days. Absences include tardiness to school. After 20 consecutive absences, the student will be dropped from the school enrollment.

Special consideration may be given to instances of school-mandated absence from class in order to secure credit in another course, thus ensuring an equitable and fair application of this policy to all students.

### **TARDIES TO CLASS**

Consequences: After 3 lates to class, a student will receive: one lunch detention & loss of pass privileges for 1 week; 4 lates-two lunch

detentions & loss of pass privileges for 2 weeks; 5 lates-one after school detention & loss of pass privileges for the remainder of the marking period; 6 lates-two after school detentions. Any lates beyond 6 in a marking period will be considered repeated truancy and dealt with as a Class C infraction. This will stay in effect for the remainder of that marking period. Each marking period the lates start over from zero. Juniors and seniors who drive to school and are late to school more than five times in any semester will lose driving privileges for a two-week period. Continued lates to school will result in loss of driving privileges for the year.

### TARDIES TO SCHOOL

In an effort to increase students arriving at school on time to be properly prepared to begin the school day, the district has incorporated the following: A student is considered late to school if they arrive after 8:05 am. Arrivals after 8:05 must sign in with Mrs. Lewis in the District office and receive a pass to class. After 4 ‘lates to school’ student will receive a warning; after 5 lates the student will serve an after school detention; after 6 lates will be an after school detention and loss of pass & driving privileges for 1 week; 7<sup>th</sup> tardy will result in ISS, loss of pass & driving privileges for 2 weeks and a parent meeting.

### AFTER SCHOOL DETENTION

After school detention will be held on Tuesdays & Thursdays from 3:00 – 5:00 pm (2 hour detention). **All students who have after school detention are required to obtain their own transportation home.**

### AGENDA BOOKS

~~Agenda books are available in the secondary office for students to use for organizational purposes. These agenda books are school property and a \$5 replacement charge will be assessed. Not being printed for 2022-23.~~

### CLASS STANDINGS

The purpose of weighting classes is to stress those courses where students have greater preparation. The weighted system is divided into 3 groups as follows:



Group I – Factor 1.10 All advanced placement classes and/or classes taken at area colleges in place of a high school course. Any college course taken for this purpose would require prior approval through a petition process.

Group II – Factor 1.05 All major academic courses.

Group III -Factor 1.00 All elective classes offered leading to a sequence for which a numeric grade is received. (Art, Technology, Agriculture, Music, Home and Career, Business, non-regents Science, Health, Occupational Education classes at BOCES, and summer school classes)

College courses taken through the Community Students Program or independently will not be used in a student’s average or class rank. The college course grade will be included on the student’s transcript. Students must attend Madison Central for at least two years to be included in class rank.

Summer School class grades will not replace the regular year class grade. Summer school grades will be averaged in as 1/3 of the final course grade and the regular school year grade will account for the other 2/3.

## **COMMUNITY ACTION PROGRAM (Community Service)**

Total hours required for graduation: 30 hours

Participants: Sophomore, Juniors & Seniors

Guidelines:

1. Activities to accumulate hours are to commence the summer prior to the sophomore year and must be completed prior to June 1st of the graduation year.
2. Students not completing the 30 hour requirement will be referred to the Superintendent of Schools for review of credit and determination of graduation status. The Superintendent can extend the time period at his/her discretion. The Superintendent will inform the Board of Education of all students who have failed to complete the requirement one week prior to graduation. Final determination of graduation status will rest with the Board of Education.
3. No monetary compensation (pay, tips, etc.) may be accepted.

4. Students may not ask to do activities for relatives or private businesses owned by relatives.
5. All activities must be pre-approved. "Request for Approval" forms will be submitted to the High School Office.
6. Completion of the community involvement activities are the student's responsibility. Failure to complete the requirement may bar the student from graduation.
7. Students that accumulate more than 125 hours (grades 9-12) will receive a special designation on their diploma.

## COMMUNICATION AND OTHER ELECTRONIC DEVICES

1. Students, **in grades 9-12, are allowed** to use cellular devices in the cafeteria (during lunch periods) and the hallways during class exchange (**NO STUDY HALL USE of Cell Phone**). **Students are not allowed to have any cellular devices out during the class period - they should not be visible and should be powered down for each class.** This privilege is not available for middle school 6-8.
2. If administration confiscates a cell phone, laser pointer, ipod, beeper, electronic video or audio games or other electronic communication device, the principal/designee shall contact the student's parent and arrange for the parent to appear in person to pick up the device. The principal/designee may establish any reasonable procedure regarding the time, place and manner of delivery.
3. If a student violates this policy more than once in a school year, the cell phone, laser pointer, ipod, beeper, electronic video or audio game and/or other electronic communication device will be confiscated, returned to a parent and the violator will not be allowed to have the item on campus for the remainder of the school year.
4. The cell phone, laser pointer, ipod, beeper, electronic video or audio games or other electronic communication device should be maintained and secured by the school until it is claimed by the parent. If the parent fails to pick up such property, it shall be deemed abandoned and the school shall dispose of the item.
5. Violation of this policy shall be considered an act of insubordination and may result in student discipline consistent with the provision of the Student Code of Conduct.

6. In case of an emergency during school hours, students are allowed to call their relatives at the secondary office. **If a student is feeling ill in any way, they are to report to the Nurses office and the Nurse will contact parents/guardians.**
7. **The District is not responsible for any lost or stolen items.**

## COMPUTER AND INTERNET USE

Students who wish to have access to school computer facilities must sign and abide by an Acceptable Use Permission Form. This form must also be signed by the student and student's parent/guardian. When the form is sent home for parental signing, the school's policy concerning computer and Internet use is attached. Parents should keep the copy of the policy and return the permission form. The permission form will be kept on file with the technology integration specialist. Forms are at the end of the handbook. Please print, sign and return to the secondary office.

### **Students Remember:**

When there is any indication of unauthorized use or abuse of the computer system, or any other action that interferes with the proper functioning of the system, or infringes on the rights of other users, Madison Central School will be authorized to investigate.

Unethical or irresponsible use of the system will be referred to the building principal for appropriate disciplinary or legal action.

## DISCIPLINARY PENALTIES, PROCEDURE AND REFERRALS

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

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

1. The student's age

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

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

Responses to acts of harassment, bullying and/or discrimination against students by students shall use measured, balanced, and age-appropriate remedies and procedures, with the goals of prevention and education, as well as intervention and discipline. We will consider the nature and severity of the conduct, the developmental age of the student engaging in the conduct, the actor's prior disciplinary record, and the impact of the conduct on the student at whom it was directed.

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

### **Penalties**

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

1. Oral warning – any member of the district staff
2. Written warning – bus drivers, hall and lunch monitors, coaches, guidance counselors, teachers, Principal, Superintendent
3. Written notification to parent – bus driver, hall and lunch monitors, coaches, guidance counselors, teachers, Principal, Superintendent

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

## **Procedures**

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

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

### **1. Detention**

Teachers, Principals and the Superintendent may use after school detention as a penalty for student misconduct in situations where removal from the classroom or suspension would be inappropriate. Parents will receive notification of detentions assigned.

### **2. Suspension from Transportation**

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

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

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

### **3. Suspension from athletic participation, extracurricular activities and other privileges**

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

### **4. In-School Suspension**

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

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

### **5. Teacher Disciplinary Removal of Disruptive Students**

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

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

A classroom teacher may remove a disruptive student from an academic class for up to three days. The removal from class applies to the class of the removing teacher only. For elementary classrooms it applies to the specific academic class.

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

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

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

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

Notice should be provided by telephone with a formal written notice to follow in a timely fashion. The teacher who ordered the removal will be required to attend the informal conference.

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

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

1. The charges against the student are not supported by substantial evidence.
2. The student's removal is otherwise in violation of law, including the district's code of conduct.
3. The conduct warrants suspension from school pursuant to Education Law §3214 and a suspension will be imposed.

The Principal or his/her designee may overturn a removal at any point between receiving the referral form issued by the teacher and the close of business on the day following the 48-hour period for the informal



conference, if a conference is requested. No student removed from the classroom by the classroom teacher will be permitted to return to the classroom until the Principal makes a final determination, or the period of removal expires, whichever is less.

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

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

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

In light of this information, it appears that a teacher may remove a disruptive student with a disability from the classroom under the following scenarios, so long as the removal would not constitute a change in placement.

- A student with a disability does not have a behavior intervention plan or IEP that includes specific strategies to address a student's behavior precipitating the removal.
- Where a student has a behavior intervention plan or IEP that addresses specific behaviors, the plan has been implemented consistently and in good faith, but the plan is not working (that is, the student engages in disruptive behavior even though prescribed behavior or management strategies are being implemented.)
- Where the student has an IEP or behavior intervention plan (BIP), but the disruptive behavior precipitating the removal is "new" and of a different character than the behavior addressed in the IEP.
- The student is afforded the opportunity to continue to appropriately progress in the general curriculum;
- The student continues to receive the services specified in his or

her IEP and;

- The student continues to participate with nondisabled students to the extent they would have in their current placement.

## **6. Suspension from School**

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

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

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

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

### **A. Short term (five days or less) Suspension from School**

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

parents. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting the parents.

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

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

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

### **B. Long term (more than five days) Suspension from School**

When the Superintendent or Principal determines that a suspension for more than five days may be warranted, he or she shall give reasonable notice to the student and the student's parents of their right to a fair hearing. At the hearing the student shall have the right to be represented by counsel, the right to question witnesses against him or her and the right to present witnesses and other evidence on his or her behalf.

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

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

### **C. Permanent suspension**

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

### **Disciplinary Responses To Student Misconduct**

The purpose of all disciplines is to teach students appropriate and constructive behaviors. Disciplinary measures shall be appropriate to the seriousness of the offense and, where applicable, to the previous discipline record of the student.

This code divides types of misbehaviors into four levels of increasing seriousness, with more stringent disciplinary measures provided for at each level. If an infraction appears to fall between two levels, it should be categorized and dealt with at the less stringent level.

### **LEVEL A**

These misbehaviors constitute minor infractions of school rules which cause little harm and minimal disruption. They are best handled quickly and informally. If the behaviors continue, however, their very persistence may make them disruptive enough to cause them to be treated as more serious infractions with more stringent consequences.

### Examples of Infractions

1. Failure to follow instructions
2. Classroom disturbance
3. Academic dishonesty
4. Neglect of safety rules
5. Violations of dress code
6. Violations of bus rules
7. Violations of library rules
8. Misuse of student identification cards or agenda book
9. Litter/graffiti
10. Public displays of affection
11. Horseplay
12. Disturbance outside class or in cafeteria
13. Violation of study hall privilege
14. Abuse of hall, locker, or library privileges
15. Tardiness
16. Inappropriate language
17. Failure to bring in a note for absence from school
18. Taunting and/or teasing of others

### **PROCEDURES**

1. The supervising staff or observer intervenes and applies the most appropriate discipline.
2. The staff member maintains a record of offenses and actions taken.
3. If misbehavior persists, the staff member confers with the principal or the principal's designee and arranges for parental contact.

**OPTIONAL DISCIPLINARY RESPONSES FOR LEVEL A** Verbal reprimand, seat change, behavioral contract, strict supervised study hall, restriction and/or loss of privileges, special written assignments, recommend and refer for counseling, parental contact and/or conference, clean-up after school and/or payment of damages, detention, warning letter, referral to in-school or out-of-school agency, or any combination of the above.

## **LEVEL B**

Misbehaviors included at this level are frequent and/or serious enough to disrupt the learning climate of the school and affect the student's own ability to learn. Some of these infractions may be a result of misbehaviors that continue even after disciplinary measures are taken under Level A. Because of the frequency and/or seriousness of these misbehaviors, the administrator assumes the major responsibility for corrective action.

### **Examples of Infractions**

1. Unmodified Level A misbehavior
2. Continued harassment of other students
3. Repeated misbehavior on the school bus
4. Petty theft
5. Gambling
6. Use of profanity or obscenity
7. Possession or distribution of obscene, indecent, or inflammatory material
8. Leaving school without permission
9. Minor defiance or insubordination
10. Inappropriate use or maintenance of school locker
11. Failure to comply with prohibited use policy
12. Forgery - Plagiarism
13. Excessive horseplay
14. Cutting scheduled classes or detention
15. Harassment (physical, written or spoken)
16. Truancy

## **PROCEDURES**

1. The teacher or observer reports the infraction or refers the student to the administrator. A written report will be submitted to appropriate personnel.

2. The administrator meets with the student and/or the teacher and determines the most appropriate disciplinary response, and then informs the teacher of the action taken.
3. The parent or person responsible for parental control shall be notified.
4. The administrator maintains a record of the offense and the disciplinary action taken.

### **OPTIONAL DISCIPLINARY RESPONSES FOR LEVEL B**

Continuation of the more stringent Level A options, recommend or refer for sustained counseling, parental conference, temporary withdrawal of certain privileges or participation in school activities, teacher removal of a student from classroom, lunch detention, detention outside of the school day, suspension of school bus transportation, assigned work or project in-lieu of suspension, out-of-school suspension, or any combination of the above.

### ***LEVEL C***

Classified at this level are behaviors which may cause lasting harm to the misbehaving student or which may threaten the health, safety, or emotional wellbeing of others in the school. If the misbehaviors at this level could violate criminal laws, administrators may, if they consider it appropriate, contact law enforcement officials. In most cases, however, these behaviors can best be remediated through disciplinary action at the school.

#### **Examples of Infractions**

1. Unmodified Level B misbehavior
2. Repeated truancy
3. Use or possession of any tobacco products on school property or a school bus
4. Extortion
5. Leaving the building or school grounds without permission
6. Inappropriate use of electronic or visual recording devices
7. Stealing and/or possession and/or sale of stolen property
8. Physically threatening other students or other forms of bullying.

9. Serious acts of defiance or threatening a teacher or support staff
10. Fighting (physical harm); This includes any student who goes beyond protecting him/herself by engaging in the physical confrontation
11. Vandalism
12. Repeated or extreme acts of plagiarism
13. Any act which can be considered indecent exposure, (including pulling down other students' clothing.)
14. Possessing, using, or being under the influence of drugs or alcohol on school property or at school sponsored activities
15. Serious disruptive behavior
16. Continued or significant harassment
17. Interference in the execution of duties of school personnel
18. Written, spoken, or electronic communication which demeans or ridicules on the basis of race, gender, or ethnicity
19. Possessing of knives, pellet or BB guns, or other items that can easily be used as weapons on school property or at school related events

### **PROCEDURES**

1. The infraction is reported or the administrator investigates further and confers with staff members on the circumstances and immediate needs
2. The administrator confers with the student and parent or person responsible for parental control about the documented misbehavior, its extent and consequences, and subsequent disciplinary action. If suspension is part of the action, the administrator follows appropriate procedures.
3. If appropriate, the administrator contacts law enforcement officials
4. Administrator makes an accurate record of the infraction
5. Written statements are taken as needed.

### **OPTIONAL DISCIPLINARY RESPONSES FOR LEVEL C**

Continuation of appropriate Level B options, full withdrawal from participation in school activities, restitution for damages, referral to outside agency, detention outside of the school day (this may include



multiple hours or days, and even Saturday detention), assigned work or project in-lieu of suspension, suspension from school sponsored events, out-of-school suspension, referral to superintendent for possible hearing, referral to judicial system, any combination of the above.

## **LEVEL D**

Except for unmodified Level C behavior, the acts listed at this level are clearly criminal. They represent a direct and immediate threat to the welfare of others or may result in serious injury to the student, other people, or property. In most cases, they require administrative action that immediately removes the student from school and calls for the intervention of appropriate authorities.

### Examples of Infractions

1. Unmodified Level C misbehavior
2. Possession and/or sale of stolen property
3. Extortion from other students
4. Indecent exposure
5. Inappropriate physical contact
6. Repetitive or extreme incidents of harassment
7. Tampering with a fire alarm
8. Reporting or making a false alarm
9. Starting a fire on school property
10. Major vandalism
11. Grand theft
12. Possession and/or use of explosives
13. Arson
14. Providing, selling, possessing or use of illegal chemical substances and/or alcohol on school property and/or at school-sponsored activities
15. Making a bomb threat
16. Any illegal conduct
17. Assault and battery
18. Possession, use, and/or transfer of lethal weapons on school property or at school-related activities
19. Hate crimes (incidents targeting individuals or groups with threats, ridicule, or violence, including written and electronically displayed ridicule)

## PROCEDURES

1. Having verified the offense, the administrator meets with all of those involved.
2. The principal initiates procedures according to established policy for excluding the student from school and notifies the parents or persons in parental control immediately.
3. The principal informs the superintendent.
4. School officials contact the proper authorities and assist in prosecuting the offender.
5. The Principal submits a complete and accurate record to the superintendent for possible Board action.

**OPTIONAL DISCIPLINARY RESPONSES FOR LEVEL D** Full restitution of damages, assigned work or project in-lieu of suspension, out-of-school suspension, alternative school, superintendent's hearing, referral to appropriate agencies, suspension from school sponsored events, including, but not limited to: athletic contests, concerts, dances, trips, ceremonies (including banquets and graduation), or any combination of the above.

### **Removal of a Disruptive Student From The Classroom**

1. Teacher Removal of a Disruptive Student from the Classroom
  - a. Teachers have a limited authority to remove disruptive pupils from the classroom. Such removal shall be consistent with this code of conduct. Disruptive students are defined as elementary/or secondary pupils, under the age of 21, who are "substantially disruptive of the educational process or substantially interfere with the teacher's authority over the classroom."
  - b. A disruptive pupil may be removed from a teacher's classroom by the teacher for no more than two (2) days of instruction for each incident of substantial disruption of the educational process or substantial interference with a teacher's authority.
  - c. In order to initiate the removal of a student from the classroom, the teacher must first determine that a student is disruptive. The behaviors identified as Level B behaviors under Section IV (C) Disciplinary Responses to Student Misconduct are illustrative of disruptive behavior warranting teacher removal from class.

Behaviors which do not rise to the level defined as disruptive shall be subject to traditional disciplinary strategies, in accordance with this policy.

## **BACKPACKS**

Backpacks are no longer allowed in the classroom. Backpacks should be kept in your locker.

## **DRESS CODE**

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

The responsibility for student dress and general appearance shall rest with individual students and parents. However, the Board of Education requires students to attend school in appropriate dress that meets health and safety standards and does not interfere with the learning process. The Board also requires students to wear appropriate protective gear in certain classes (including, but not limited to: home & careers, technology, physical education, science). In addition, the Board prohibits attire bearing an expression or insignia which is obscene or libelous, or which advocates racial, religious, or gender prejudice. The Superintendent of Schools and other designated administrative personnel shall have the authority to require a student to change his/her attire should it, in their opinion, be deemed inappropriate according to the above guidelines. Administrators may discipline students if their dress or grooming endangers their own or others' physical health and safety, or if the dress or grooming is so distracting that it interferes with the learning process. Clothing which is or which bears messages which are lewd, vulgar, obscene, or sexually provocative, as well as clothing bearing messages advocating illegal activities, including drug or alcohol use, is likely to distract students from learning and is therefore forbidden.

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

1. Shirts have to come to the middle of your stomach within reason.

The following are examples of inappropriate clothing (including, but not limited to the following examples)

1. Shirts have to come to the middle of your stomach and cover cleavage - within reason.
2. Undergarments must be covered when being worn as 'undergarments:.
3. All shirts must have 2 defined straps.
4. Shorts and skirts that expose regions of the body inappropriate for public display.

Safe footwear must be worn at all times. Covered shoes should be worn in agriculture classes, technology classes, science labs and when deemed appropriate by the teacher.

Hats will be allowed during school hours. Classroom teachers will determine if hats can be worn in their classroom. **Students are expected to honor the classroom rules of every teacher.** Bandanas or other headwear is not to be worn in the educational setting except for medical or religious purposes.

Not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, nationality, gender, sexual orientation, or disability.

Not promote, symbolize, or encourage prohibited behavior, or illegal or violent activities.

Not include metal or sharp objects that could be injurious to others including chained wallets.

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

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and if necessary or practical, replacing it with an acceptable item. Any student

who refuses to do so shall be subject to discipline, up to and including suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

## **DRUG & ALCOHOL POLICY**

1. If a student is found consuming, using and/or possessing alcoholic beverages, illegal drugs or paraphernalia (including but not limited to E-Cigarettes, Vaporizers etc.) for the use of such drugs, prescribed medication that are not his/her own, on any school property, at any school function, or on any school vehicle, the following actions will occur:
  - a. the student's parent/guardian will immediately be notified
  - b. a report will be made to a law enforcement agency, as appropriate; and
  - c. **The student will be suspended for up to 5 days and may be sent to a Superintendent's Hearing.**

If a staff member has reasonable suspicion that a student is consuming, using alcoholic beverages, illegal drugs, prescribed medication that is not his/her own, or possessing any drug paraphernalia on any school property, at any school function or on any school vehicle, the staff member has the right to request that the student take a saliva-based drug test, Breathalyzer, or Alco-sensor test, or to smell the student's breath. The building administrator will make the final determination of the need to administer such a test. The building administrator or designee will administer the test. If a student refuses to submit to the request, disciplinary action will be the same as if the student was found guilty.

2. If a student is found to be selling or distributing alcohol, an illegal drug, or prescribed medication on any school property, at any school function, or on any school vehicle, the following actions will occur:
  - a. The student's parent/guardian will immediately be notified
  - b. A report will be made to a law enforcement agency, as appropriate; and
  - c. The student will be suspended out of school for 5 days and sent to Superintendent's Hearing.

## **EARLY DISMISSAL**

No student will be allowed to leave school early for employment unless it is through a school approved work-experience program or internship. The administration and guidance department will monitor and ensure supervision of all work experiences, and insist that they be tied to our academic and curricular program.

## **ELECTIONS**

Elections for class officers for grades 7-12 will be held in September. Student Council elections will be held in May preceding the year the officers elected will be serving.

## **EXTRA-CURRICULAR ACTIVITIES**

Extra-Curricular Activities are: all activities that are not credit bearing and are outside of the regular academic program. Some examples are:

1. All athletic teams
2. Jazz Band
3. Cheerleaders
4. Managers, Scorekeepers, etc.
5. Drama Club sponsored plays
6. School dances
7. Other school-sponsored activities and clubs

## **FIELD TRIPS**

When definite plans have been made, every student going on a trip must have a note of permission from his/her parents on file with the teacher. It is important that groups remain together and return together. Under no circumstance is a student permitted to drive a car on a school trip. Students shall conform to all reasonable rules of conduct set by school authorities. They shall respect the authority of the classroom teacher and/or chaperones to make and enforce reasonable rules of conduct. They

shall also respect the authority of school officials to adopt reasonable rules of conduct in all other situations such as field trips, sport activities, transportation, etc.

### **FOOD POLICY**

Students are not allowed to bring containers of food or drink, other than lunches, to school. The lunches are to be consumed only in the cafeteria. There should be no food, soda, coffee or juice drinks in the hallway or any classroom. Check with teachers on their specific rules for their classrooms. Continued disregard of this policy will result in further disciplinary action for insubordination. On special occasions teachers may request the use of the cafeteria, home and careers room, or the conference room if food is going to be present.

### **GRADING POLICY**

While specific course grades may vary slightly, the general grade range for letter grades is as follows:

A = 100 – 94 B = 93 – 86 C = 85 – 78 D = 77 – 65 F = 64 and below

This policy is to have 55 as the minimum grade permitted for the first two marking periods of a full year or first marking period for a half-year course. Any student who is in danger of receiving a grade below a 55 in any other marking period is required to meet with the teacher and principal prior to the grade being assigned. Parents/guardians will be encouraged to attend that meeting to discuss the grade and the implications of receiving such a grade.

### **GRADUATION**

Seniors are required to:

- Complete **30** community action hours to graduate (see Community Action Program page 40 for more details).
- **Be in school prior to 9 am on the last day of classes. Failure to do so will result in not walking at graduation.**

Senior trip is a privilege not a right of being a senior. (More information listed under “Senior Trip” page 71)

## **GUIDANCE DEPARTMENT**

All Madison students pursuing a regular diploma are required to have a minimum of 24 units of credit for graduation. Additionally, the Board of Education, in conjunction with the academic departments, may mandate courses, projects, and assignments that must be completed in order to fulfill Madison Central graduation requirements. Except in extraordinary circumstances, students are to be enrolled in eight classes during a semester. The guidance counselor meets with each student in grades 8-11 in the spring to set out the following years’ schedule and will discuss with each student the requirements needed for graduation. The guidance department is always available to assist students and provide necessary information. Please feel free to call us at 315-893-7741.

## **GUN FREE SCHOOL**

1. In accordance with the Gun-Free Schools Law (20 U.S.C.A. Section 3351), the Gun-Free Schools Act of 1994 (20 U.S.C.A. Section 8921), New York State Education Law Section 3214(3), and this Board policy, the punishment for violation of Section IV subsection B (2)(h) shall be a suspension from attendance for a period of not less than one calendar year, unless the superintendent shall determine to modify such punishment. The superintendent’s determination shall be on a case-by-case basis.
2. The term “firearm” does not include an antique firearm that has no means of operating. The term ‘destructive device’ means any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge or more than one-quarter ounce, mine or any device similar to any of those devices already described in this paragraph. Except that ‘destructive device’ shall not mean any device not designed or redesigned for use as a weapon.
3. The superintendent shall refer a pupil who has been determined to have violated Section IV subsection (B) (2)(h) as follows:
  - a. If the pupil is under 16 years of age, to a presentment agency for a juvenile delinquency proceeding; except a



pupil 14 or 15 years of age who qualifies for juvenile offender status in accordance with the Family Court Act, Article 3.

- b. If the pupil is 16 years of age or older, or 14 or 15 years of age who qualifies for juvenile offender status, to the appropriate commandment enforcement agency.

### HOMEWORK

The philosophy of Madison Central School is that homework is a necessary component of your education. While homework will only be a maximum of 25% of a class grade, assignments are made to reinforce your daily lessons. Homework will be assigned at the teacher’s discretion and age appropriateness of the student will be taken into consideration. This is to supplement and enrich your class work, and to prepare you for certain lessons. All assignments are made for a specific reason and should be completed on time to the best of your ability. It is important to distinguish between homework and studying. You may complete your homework, but studying is a continuous process. If you are going to be absent for more than one day, parents should call the guidance office to arrange for homework assignments.

### HONOR ROLL

All subjects using numerical grading will be used in determining honor roll. BOCES courses will be factored on the basis of credits earned. Grades **will not** be rounded up for purposes of the honor roll.

Classifications

- 1. High Honor.....94 -100
- 2. Honor.....88 - 93.99

### LEAVING SCHOOL

**Madison Central is a closed campus.** Students do not have permission to leave and return except with written parental permission for a specific reason such as an appointment. **Students are not allowed to leave for lunch at any time for any reason.** Students are not to use their cell phones to call home to request them to leave school. A written note in advance of the dismissal is required (unless being sent home by the nurse).

## LIBRARY

All passes to the library will be issued by the subject area teacher and signed by them. Passes must indicate the class period for the pass. Passes must be pre-signed before the period begins. In coordination with the librarian, study hall teachers may send a limited number of students to the library. Students with library passes will report to the study hall and then go directly to the library. Students must sign in on arrival at the library.

## LOCKERS

**Due to the COVID-19 Pandemic, students will be allowed to use their backpacks for the length of the school day starting September 2021 until the District returns to normal scheduling. This replaces the use of lockers.**

Each student will be assigned a locker. Use only the locker assigned to you and keep it locked at all times. All personal items and books, when not in use, are to be kept in lockers. Do not tamper with another locker or give your combination to another person. Madison Central School is not responsible for any articles or equipment lost or stolen. Students are to keep any pictures or decorations in their lockers in good taste. Lockers must be maintained so that articles are not falling out of the locker or making it impossible to fully close the locker. Food and drinks should not be left in lockers unless they are for lunch that day. Students may be required to remove inappropriate materials. Students who kick or damage their locker will be required to pay restitution. Book bags/backpacks/tote bags are to be kept in lockers. Lockers are the property of Madison Central School and are subject to search at any time. This includes all searches conducted by the drug dog under the auspices of the State Police. Lockers must only have a lock issued by Madison Central School. Any other lock will be cut off.

## **LOST AND FOUND**

Students who find lost articles are asked to take them to the Nurse's Office where the owner can claim them. There is also a lost and found table located in the cafeteria.

## **MAKING UP MISSED WORK**

Students in grades 6-12 are given one school day for each day of excused absence to make up any missed assignments. Assignments given before that absence are due on the day the student returns to school. It is the student's responsibility to consult with his teacher, or the Madison website if applicable, as soon as possible to determine what needs to be made up.

Students who know in advance of an upcoming absence are responsible for getting assignments and submitting as much of the work as possible before the absence. Promptly after returning to school, the student is also responsible for completing any missed work as soon as possible. Students who go on one-day field trips are held responsible for assignments as if they were in attendance in class.

## **NATIONAL HONOR SOCIETY & NATIONAL JUNIOR HONOR SOCIETY**

The Madison Chapters of the NHS & NJHS are local organizations that recognize academic achievement, leadership, character, and school & community service. Any 10-12<sup>th</sup> (NHS) or 7-9<sup>th</sup> grader (NJHS) whose overall average is 90 or higher qualifies scholastically for consideration.

## **NON-RESIDENT STUDENT POLICY**

The Board of Education affirms that its primary responsibility is to provide the best possible educational opportunities for the children who are legal district residents and who are of legal age to attend school. The Board of Education will consider acceptance of non-resident students where circumstances permit, as noted in policy #7004. (This policy is found on our web page under the Board of Education).

## NURSE'S OFFICE

**If a student becomes ill in school, he/she must report to the nurse,** who will decide what should be done. **As per our electronic use policy, students must not use cell phones in the school building to call home on their own for medical issues. Students must not leave the building because of illness without authorization.** \* If the nurse is not in, students are to report to the District Office. Failure to do so will result in disciplinary action for leaving school without permission.

\*This will result in an 'illegal dismissal' and includes calling or texting parents from within the building.

### **Medications**

New York State Education Law requires that:

1. The administration of medication(s) to a student during school hours is permitted only when necessary to allow the student's attendance or when failure to administer the medication would seriously affect the health of the student. Whenever possible, parents should consult with the family physician to see if the medication can be administered at home.
2. Parents must complete and present a written request form giving the school staff permission to administer the medication; accompanied by the written order of the student's attending physician. The physician's statement must contain the following information: student name and date of the prescription, prescription name, dosage and time of administration(s) and a list of possible side effects.
3. In the absence of a written order from the attending physician, the school nurse may contact the physician and obtain a verbal order. This must be documented and followed up with a written order.
4. The parent(s) or guardian must bring the medication to the school nurse's office in the original container. The medication(s) will be labeled and kept secure in the school nurse's office, or other designated location, until dispensed. This policy applies to all medications including prescription and nonprescription medications, such as aspirin or cough syrup.

The nurse, Principal, or Principal's designee may administer the medication.

### **PARTICIPATION GRADE**

If a student goes beyond 36 class absences (18 for a ½-year course and Physical Education Classes) and does not make up classes, he or she will not be able to sit for the final exam in that particular course. Warning notices will be sent out at 5, 10, 15, 20 and each absence thereafter (3, 5, and 10 for a half-year class and Physical Education classes). Up to six (6) classes will be allowed to be made up by students who exceeded the limit for a full-year course [up to three (3) for Physical Education classes and classes for ½-year courses]. These classes will be made up after school under the direction of the Principal or classroom teacher. All make-ups must be completed prior to Regents week. Students who are on documented medically excused long-term absences will be reviewed quarterly for exemptions! Exceptions to this regulation must be approved by Guidance and/or the Building Administrator.

### **PHYSICAL EDUCATION EXCUSES**

Students, who are incapacitated and cannot participate in physical education for physical reasons, may be issued a one-day excuse from Physical Education class activity, by presenting a parent note to the Health Office before homeroom time on the day of the excuse and presenting the excuse issued by the Health Officer to the class teacher. Students who need to be excused from physical education activity for longer than one day or who are to have limited participation in activities, must present to the Health Office a statement from their physician setting the limits of activity or participation. In either case, students remain assigned to the scheduled physical education class. Students are responsible to complete and pass a portfolio on any day that they do not participate in physical education class.

### **POSTERS/FLYERS**

Students wishing to place posters or flyers anywhere in the building must have permission and approval from the organization's advisor and an administrator. It is also the club's responsibility to remove posters after they are no longer needed.

## **PROMOTION POLICY**

This policy is to set up specific requirements for advancing into the next grade level.

1. 7th and 8th grade students who fail any core curriculum subject will be required to repeat that subject, whenever possible, or to participate in the Middle School Summer Academy. Students who are unsuccessful will repeat the class or participate in the alternative middle school program at BOCES.
2. In order to graduate, a student will have to have 24 credits.
3. A student may double (retake a failed class and take the next level class in the same area) in only one of the major subject areas.
4. A student may not simultaneously take 3 classes in the same subject area.
5. All repeated classes should be for the full term of the course.
6. The time allowed for dropping or adding a class will be the first two weeks of the course schedule.

## **PUBLIC CONDUCT ON SCHOOL PROPERTY**

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

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

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all

persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property.

### **A. Prohibited Conduct**

No person, either alone or with others, shall:

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

16. Violate any federal or state statute, local ordinance or Board policy while on school property or while at a school function.

## **B. Penalties**

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

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

## **C. Enforcement**

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

When the Principal or his or her designee sees an individual engaged in prohibited conduct, which in his or her judgment does not pose any immediate threat of injury to persons or property, the Principal or designee shall tell the individual that the conduct is prohibited and attempt to persuade the individual to stop. The Principal or designee shall also warn the individual of the consequences for failing to stop. If



the person refuses to stop engaging in the prohibited conduct, or if the person's conduct poses an immediate threat of injury to persons or property, the Principal or designee shall have the individual removed immediately from school property or the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person.

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

### REPEATING CLASSES

Students who are repeating a class and taking the next level of that subject must maintain a passing average in both classes. If after any five-week period the student is not passing both classes, parents will be notified and a conference will be held with guidance and the student may need to drop the higher-level class.

### REPORT CARDS

Report cards will be mailed out to students 6-12 during Progress Period End and Marking Period End. Grades are also available through the parent portal. The passing grade is 65% in grades 6-12.

### RESTRICTED USE

**~~In a typical school year, no Backpacks should be worn at any time between 8:10 am – 2:58 pm. At all other times, backpacks are to remain in your assigned locker.~~**

Electronic devices are allowed on school buses if allowed by the bus driver and should be used in an appropriate manner. If worn in the hallways or classroom school personnel may seize it and leave it with the school office. Multiple offenses will result in the decision to only return the equipment to a parent or guardian. Office phones are available for student use if it is school related business.

**SCHOOL FOOD SERVICE PROGRAM  
AND MEAL CHARGE POLICY**  
(My School Buck) – 7/19/18

I. Statement of Policy

- A. The District participates in the USDA Child Nutrition Programs including the National School Lunch Program (NSLP) and School Breakfast Program (SBP) and operates the District’s program within the requirements of the federal and state regulations and guidelines applicable to the programs.
- B. The District shall apply for funding under the Community Eligibility Provision (CEP) for each school year for which CEP is available and the District meets the eligibility criteria.
  - 1. If the District receives funding pursuant of CEP then meals will be provided to all students without cost to the student, consistent with all regulations applicable to CEP and the amount of funding received. Records shall be maintained in the form necessary to ensure the District’s compliance and continued eligibility.
  - 2. If the District does not receive CEP funding for a particular school year, free and reduced price meals shall be provided to students in accordance with this Policy, as set forth below.
- C. The District’s food service program shall be managed so that the nonprofit School food service account does not operate at a deficit, and so that subsidies from the general fund are limited.
- D. The District provides each student with the student’s meal of choice for that school day of the available reimbursable meal choices for such school day, if the student requests one, unless the student’s parent or guardian has specifically provided written permission to withhold a meal.
- E. The District recognizes that the responsibility for payment or meal charges rests with the student’s parent or guardian and

not the student. Therefore, when a student's meal account is delinquent, as described in this Policy, communications regarding correcting the delinquency shall take place only with the parent or guardian and not with the student, and the student shall not be shamed or treated differently than a student whose meal account is not delinquent.

## II. Eligibility for Free and Reduced Meals

- A. To extend the benefit of the program to all eligible students, the District will communicate to families the eligibility for free and reduced meals, the procedures for applying and the district's policies and procedures regarding meal charges set forth in this Policy.
  1. At the beginning of each year, information letters shall be sent to households of children attending the school to inform families about the Child Nutrition Programs and that free or reduced price meals or free milk may be available to children. And the procedures for applying for enrollment in the program.
  2. The letters may be distributed by regular mail, e-mailed addressed to the parent or guardian, or included in information packets provided to students.
  3. The information provided to each family at the beginning of each school year shall include a printed application for enrollment in the federal free and reduced price lunch program, or instructions on how to file an electronic application and instructions on how to obtain a paper application at no cost.
  4. The information provided at the beginning of each school year shall identify the District's Cook Manager, provide that person's contact information, and inform families that they may contact that person to request assistance in applying for federal free and reduced price lunch benefits.
  5. When a student owes money for at least five meals, the District will take the following steps to explore the student's eligibility for federal free and reduced price lunch benefits.

- a. Make all reasonable attempts to determine if the student is directly certified as eligible for free meals;
    - b. Make at least two attempts (in addition to the packet sent home at the beginning of the year) to reach the student's parent or guardian;
    - c. Encourage the parent or guardian to complete the application for federal free and reduced price lunch benefits and offer assistance in completing that application;
    - d. Determine if there are other issues within the household that have caused the student to have insufficient funds to purchase a school meal; and
    - e. Offer any other assistance that is appropriate.
  6. If the District becomes aware that a student whose parent or guardian has not submitted an application for free or reduced price lunch or milk benefits is eligible for those benefits, the Cook Manager shall complete and file an application on behalf of the student, in accordance with the procedures set forth in 7 C.F.R.245.6(d).
- B. A household may apply for benefits at any time during the school year.
1. Only one application is required for all children in the household.
  2. No application is necessary if the household was notified by the District that all children have been directly certified. If the household is not sure if their children have been directly certified, they should contact the Cook Manager.
  3. A student's status as eligible for free and reduced price meals shall carry over into the next school year for thirty (30) days from the start of school attendance.
  4. A student that transfers from a Community Eligibility Provision (CEP) or Provision 2 (P2) participating school to a non-participating school shall be deemed eligible for free and reduced price meal benefits for thirty (30) days or until a new eligibility determination is made, whichever occurs first.

### III. Meal Payments and Deferred Payments (Meal Charge)

- A. Students may charge meals in accordance with the following rules:
1. Students are expected to pay for meals at the school's published meal rate each day. Families are expected to maintain funds in accounts to minimize the possibility that a child may be without meal money on any given day.
  2. Students may charge complete reimbursable meals only.
  3. All students will be provided with meal charge opportunities pursuant to this policy, regardless of whether they receive full price, reduced price, or free meals.
  4. When the balance on a student's meal card or MySchoolBucks is exhausted, The District will provide the student with the student's meal of choice of the available reimbursable meal choices for that school day, if the student requests one, unless the student's parent or guardian has specifically provided written permission to withhold a meal.
  5. No student with a negative meal card or MySchoolBucks account balance will be allowed to charge any a la carte items, including snacks, extras or beverages.
  6. The information provided at the beginning of each school year shall include an explanation of the District's Policy on charging meals, and shall provide each parent or guardian with a procedure for notifying the District that their student should not be allowed to charge meals.
- B. The District is committed to ensuring that federal reimbursements, children's payments and other non-designated nonprofit food service revenues do not

subsidize meals for adults. The District therefore adheres to a “no charge” meal purchase policy for adults.

#### IV. Communication of Policy to Families, Students, and Staff

- A. This Policy will be submitted to the Commissioner and then posted on the District’s website.
- B. The District will communicate this policy to parents/guardians in writing at the start of each school year and upon enrollment during the school year through the student handbook, newsletter, letter and website.
- C. The District will provide this policy to all school staff responsible for enforcement, including but not limited to, school food service professionals for collecting payment for meals at the point of service, staff involved in notifying families of low or negative balances, school social workers, school nurses, the homeless liaison, other staff members assisting children in need (or who may be contacted by families with unpaid meal charges), and any staff involved in enforcing any other aspects of this policy.
  - 1. The District’s liaison for providing services to homeless, foster, and migrant students shall coordinate with the Cook Manager to ensure that these students are eligible to receive free meals in accordance with federal law.
  - 2. Time shall be provided on one or more Superintendent Conference Days to provide staff with training with respect to this Policy and the District’s procedure for implementing it. Staff shall be informed that it is the District’s Policy to decrease student distress or embarrassment when a meal account is delinquent, and that no staff member is to: publicly identify or stigmatize a student who cannot pay for a meal or who owes a meal debt by any means, including wearing a wrist band or hand stamp; require a student who cannot pay for a meal or who owes a meal debt to do chores or other work to pay for a meal; require that a student throw away a meal after it has been served because of the student’s inability to pay for the meal or

because money is owed for earlier meals, take any action directed at a student to collect unpaid school meal fees; or discuss any outstanding meal debt in the presence of other students.

V. Nonprofit School Food Service Account (NSFSA)

- A. When outstanding student charges accrue \$15.00 resulting from nonpayment for school meals a letter and this Policy will be forwarded by mail or email from the Cook Manger notifying the parent/guardian of the insufficient account balance. This notification may include a repayment schedule for unpaid meal charges. These outstanding meal charges shall be classified as delinquent debt.
1. The District's collection efforts shall include communications only with the parent or guardian, not the student.
  2. The District will take the following steps to collect delinquent amounts from a parent or guardian:
    - a. The Cook Manager or his/her designee shall notify the parent or guardian that the student's meal card or account balance is exhausted and meal charges are due. This notice shall include a proposed repayment schedule.
    - b. If after fifteen (15) business days from the notice provided by the Cook Manger the parent or guardian has not responded, or the response has not corrected the problem or established an acceptable repayment plan, then a second notification shall be sent to the parent or guardian, with a copy of this Policy, from the Superintendent.
  3. The District will not charge interest or finance charges and will not utilize a debt collector, as defined in federal law (15 U.S.C. 1692a).
- B. The District shall continue efforts to collect delinquent debt until December 1<sup>st</sup> following the school year during which

the debt was incurred. When this collection period has expired, any remaining delinquent debt will be classified as bad debt for purposes of the District's accounts. Bad debt will be written off into accordance with the District's usual accounting procedure.

- C. Delinquent debt is not an allowable cost to the nonprofit school food service account and cannot be absorbed by the account at the end of the school year or carried forward to the next school year. The District will therefore subsidize the nonprofit school food service account for all unpaid meals by June 30<sup>th</sup> of each school year using non federal funds. However, the District reserves the right to continue debt collection efforts to the next school year.

## VI. Breakfast Program

- A. When a District school is identified by the State Education Department as meeting the threshold that seventy percent or more of the students attending the school qualify for free or reduced price lunch meals, the District shall provide a breakfast program at that school in compliance with the state law; provided that, if the Superintendent, in consultation with the Cook Manager, determines that the District meets the requirements for a waiver of this requirement, then the Superintendent may apply to the Commissioner of Education for such a waiver.
- B. When the District provides a mandated breakfast program, the Superintendent shall determine the service delivery model that best suits District students, after consulting with teachers, parents, students, and members of the community. Notice will be provided to parents and guardians of students at the affected school that the District will be providing breakfast after the start of the instructional day and the service delivery model being implemented.

## **SCHOOL DANCES**



1. High School Dances will be only for Madison Central School students in grades 9-12 and their dates or guests. **Dances will run from 6-9 pm.**  
Middle School Dances will be only for Madison Central School Students in grades 6-8 and their dates or guests. **Dances will run from 6-8 pm.** The semi-formal is open to students in grades 9-12, guests in grade 8, or out of school for no more than two years. The Prom is open to juniors and seniors and guests in grades 9 and 10 or out of school for no more than two years or 20 (or older) years of age. Guest passes must be obtained from the high school office, and visitors must agree to allow the district to contact their home district to check on eligibility/behavioral issues. All guest passes must be returned by the Wednesday preceding the scheduled dance. The Principal may refuse a guest pass based on eligibility or behavioral issues and appropriate attire enforced.
2. All students attending dances will be requested to sign in entering the dance and sign out if they leave before the ending time. No students will be admitted beyond the halfway point of the dance (Exceptions will be made if a sporting event runs late).
3. Eligibility lists will be enforced at all dances. This list will be available in the secondary office.
4. **Any student who receives ISS or OSS during the week prior to the dance will not be allowed to attend.**
5. Dances will be chaperoned by four chaperones (not including administration) to have a dance. Two are required to be faculty or staff. Parents/Legal Guardians who wish to chaperone must request to do so from the secondary office.
6. All costs of sponsoring the dances will be borne by the groups benefiting from the function.
7. Class or club advisors will be held responsible for the enforcement of the above regulations.
8. Any student who owes money for lost/damaged books, school property, school lunches, etc. will not be allowed at dances until debts have been satisfied.

## SCHOOL EVENTS

1. Students who come to any school activity will not be permitted to leave the school building unless they leave the school grounds immediately. Upon leaving they will not be allowed to return.

2. Unruly students may be ejected from the activity and they will automatically forfeit their admission. Disciplinary action may be initiated when school resumes.
3. Students who exhibit behavior not acceptable to the chaperones, advisors, or administrative staff can be removed and/or barred from future activities.
4. Proper security protection will be maintained.

### **SENIOR PRIVILEGES**

1. During the months of September, October, May, and June, seniors may eat their lunch outside in a designated area. Students must clean up the area before going on to their next class. This is a privilege based on civil behavior and students cleaning up the area before their next class.
2. A special area will be set aside for senior parking if possible. Location will be determined in September by the Principal.
3. Any senior who maintains at least an 80 average in required courses and is not failing any other course and has a study hall during the last period of the day may leave the building if the school has a note on file from the parent giving permission. This right is limited to ONE period only. (A permission form will be provided.) However, any senior who violates a Level C or D infraction will become ineligible for a five-week period. For attendance reasons, this privilege does not allow a student who has a first period study hall to arrive late.
4. When a senior elects to leave during the last period due to having Senior Privileges, that student understands they are not permitted to return to school unless that student has an extra-curricular activity. School transportation will not be provided otherwise.

### **SENIOR TRIP**

To be eligible for participating in the senior trip, the student must have completed the following:

- The senior must be passing all required classes to graduate.
- Community Action/Service hours must be completed prior to the senior trip and all paperwork filed in the secondary office.
- Seniors must attend the mandatory meeting required to go on the trip. Failure to do so will make that student ineligible to attend the trip. (cont.)

- Seniors must not have any ‘unexcused’ absences on their school attendance record for the current school year.
- Students are required to attend the following school day by 9 am.
- Seniors are also required to attend the last day of school by 9 am.

## **SEXUAL HARASSMENT PROHIBITION**

### **I. Policy**

1. The United States Equal Employment Opportunity Commission (EEOC), on September 23, 1980, amended its guidelines on sexual discrimination to establish the fact that sexual harassment, is a violation of Title VII of the Civil Rights Act of 1964. Employees or students may claim a cause of action under Title IX of the Education Amendments of 1972. The New York State Human Rights Law adopts the EEOC guidelines for use in determining sexual harassment. The District is committed to a policy that sexual harassment constitutes illegal behavior and is prohibited.

### **II. Reporting Procedures**

1. The District recognizes sexual harassment as a form of misconduct, and provides affected individuals with rights of redress and complaint resolution channels for incidents of sexual harassment.
2. Any person who believes he/she has been the victim of sexual harassment by a student or employee of the District, or any third person with knowledge or belief of conduct which may constitute sexual harassment, should report the alleged acts immediately to his/her immediate supervisor, or, in cases involving an immediate supervisor, to the official designated by this policy, as Compliance Officer.
3. Upon receipt of a report, the immediate supervisor must notify the Compliance Officer immediately without screening or investigating the complaint. If the report was given verbally, rather than on the written form available from the main office, he/she shall reduce it to written form within twenty four (24) hours and forward it to the Compliance Officer.

4. The board designates the Secondary Principal as the Compliance Officer to receive reports or complaints of sexual harassment. Only if the complaint involves the Compliance Officer shall the complaint be filed directly with the Superintendent.
5. The Compliance Officer, upon receipt of a report or complaint of sexual harassment, shall immediately initiate an investigation. This investigation shall be conducted by the Compliance Officer or by a third party designated by the Superintendent. The investigating party shall provide a written report of the investigation within ten (10) working days to the Superintendent and, if a third party, to the Compliance Officer.

III. The investigation may consist of personal interviews and documents deemed pertinent by the investigator.

1. The district may take immediate and necessary action to protect the complainant pending completion of an investigation of alleged sexual harassment.
2. The Compliance Officer shall make a report to the Superintendent upon completion of the investigation.
3. The complainant shall be notified of the results of such investigation.
4. The district may take immediate and necessary action to protect the complainant pending completion of an investigation of alleged sexual harassment.
5. The Compliance Officer shall make a report to the Superintendent upon completion of the investigation.
6. The complainant shall be notified of the results of such investigation.

IV. Enforcement

1. The district will enforce appropriate sanctions against employees or students engaging in sexual harassment, including warning, reprimand, suspension or discharge. Any action taken pursuant to this policy will be consistent with requirements of applicable law, collective bargaining agreements and Board of Education policies.

V. Training

1. Training for appropriate staff in each department shall be given on the identification of sexual harassment, how to process complaints and the role and responsibility of supervisory personnel in the prevention of sexual harassment incidents.

## **STUDENT RELEASE FOR EMPLOYMENT**

The Superintendent may authorize the release of a student from the regular hours of attendance at school where:

1. The student is a senior (i.e., grade 12) in good academic standing and with satisfactory attendance and behavior records;
2. The District is provided with verification of employment;
3. The student's parent has approved of the revised hours of attendance; and,
4. The Guidance Office has confirmed that the student has completed all graduation requirements and the revised hours of attendance will not interfere with the student's ability to meet the requirements for graduation.
5. A release from the regular hours of attendance for purposes of employment shall be withdrawn by the Superintendent if the student's level of academic achievement declines to a failing status after the release is authorized.
6. A release from the regular hours of attendance for purposes of employment shall be withdrawn by the Superintendent if the student's employment ends, or the student fails to recertify the student's employment status upon reasonable request by the Superintendent.
4. Recertification will occur quarterly.
5. The Superintendent shall promulgate a suitable form to be used in each case to document that the above conditions are satisfied, and to obtain the acceptance by the student and the student's parent of the requirements and conditions of this Policy.

## **STUDY HALLS/PASSES**

All study halls are quiet study/work areas. Card and game playing is not allowed. Students cannot leave the study hall unless specifically requested by a teacher via phone call to the study hall. When the student is requested, that student will have a signed pass from the study hall teacher to go to the requested teachers room. Students who are at Level 1 or Level 2 eligibility may not leave the study hall without prior arrangements. Restrictions may be in place due to COVID-19 regulations.

When a student leaves a study hall for other issues (bathroom, locker, etc.) passes from the study hall teacher are given.

## **TEXTBOOKS**

Textbooks represent a large financial investment by the district. Textbooks are furnished by the school and are issued at the beginning of the year. To ensure that the books remain in the best condition, all textbooks are to be covered throughout the year. Students who lose or damage a book while it is checked out to them will be expected to pay for it. No report card will be released until a student has returned all of his/her textbooks and paid for any lost or damaged textbooks. No student with outstanding textbook debts will be allowed to attend school dances.

## **VISITORS TO THE SCHOOLS**

The Board encourages parents and other district citizens to visit the district's schools and classrooms to observe the work of students, teachers and other staff. Since schools are a place of work and learning, however, certain limits must be set for such visits. The Principal or his or her designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors to the school must report to the office of the Principal upon arrival at the school. There they will be required to sign the visitor's register and will be issued a visitor's identification badge, which must be worn at all

times while in the school or on school grounds. The visitor must return to the office and sign out the identification badge to the Principal's office before leaving the building.

3. Visitors attending school functions that are open to the public during non-school hours, such as parent-teacher organization meetings or public gatherings, are not required to register.
4. Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher(s), so that class disruption is kept to a minimum.
5. Teachers are expected not to take class time to discuss individual matters with visitors.
6. Any unauthorized person on school property will be reported to the Principal or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
7. All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct.

### *Madison Central School District*

#### Plain Language Summary for the DASA/Code of Conduct

Incidents of discrimination and harassment, including but not limited to bullying, taunting, and intimidation, can interfere with a student's ability to learn and the district's ability to educate its students. Therefore, the district is committed to creating an environment that is free of discrimination and harassment and will promote civility throughout the school to prevent and prohibit conduct that is inconsistent with that goal.

The New York State Dignity for All Students Act took effect on July 1, 2012. The goal of DASA is to create a safe and supportive school climate where students can learn and focus, rather than fear discrimination, harassment, bullying or assault. All public school students have the right to attend school in a safe, welcoming, considerate, and caring environment.

DASA states: "No student shall be subjected to harassment by employees or students on school property or at a school function, nor shall any

student be subjected to discrimination based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex by school employees on school property or at a school function.”

The district prohibits all forms of discrimination and harassment of students by school employees or other students on school property, at school-sponsored activities and events that take place off school property, or off school property where acts would create a risk of substantial disruption within the school environment or conduct, or harassment might reach school property. The district prohibits all forms of discrimination and harassment based on actual or perceived race, color, weight, national origin, ethnic group, religion or religious practice, disability, sexual orientation or gender. Unless otherwise indicated, this code applies to all students, school personnel, parents and other visitors when on school property or attending a school function.

**Bullying is an act of repeated aggressive behavior** in order to intentionally hurt another person, physically or mentally.

**Physical bullying** is touching or feeling a person in such a way that it makes that person feel uncomfortable or uneasy.

**Verbal bullying** is any comment or noise which someone finds offensive or which makes a person feel uncomfortable or uneasy.

**Nonverbal bullying** is any look or gesture which someone finds offensive or which makes a person feel uncomfortable or uneasy.

**Cyber bullying** is when the Internet, cell phones or other devices are used to send or post text or images intended to hurt or embarrass another person.

The district will investigate and document every reported incident of discrimination and harassment on school property or at school sponsored events. Incidents may be reported to a building administrator or Dignity Act Coordinator by students, parents, school employees or concerned community members. The building administrator and/or the Dignity Act Coordinator will interview alleged victims, witnesses, and other relevant individuals. Disciplinary consequences will be assigned as appropriate according to the District Code of Conduct. Consequences may include any or all of the following: a referral, detention, in-school suspension, short term out-of-school suspension or long term out-of-school suspension.



## **Student Rights and Responsibilities**

Students have the right to be protected from intimidation, harassment or discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion or religious practice, disability, sexual orientation or gender, by school employees or other students.

Students have the right to feel safe at school, and to participate in school work and activities without worrying about intimidation, harassment or discrimination from others.

Students have the responsibility to respect one another and treat each other fairly, civilly and with dignity according to the Student Code of Conduct, other district policies, and the Dignity for All Students Act.

Students have the responsibility to promote an environment that is free from intimidation, harassment or discrimination.

Students have the responsibility to report incidents of discrimination and harassment that are experienced, witnessed, or otherwise brought to their attention. Incidents are to be reported promptly to the building administrator and/or Dignity Act Coordinator.

## **Parent/Guardian Responsibilities**

Parents/guardians have the responsibility to teach their children respect and dignity toward themselves and others, regardless of actual or perceived race, color, weight, national origin, ethnic group, religion or religious practice, disability, sexual orientation or gender.

Parents have the responsibility to report incidents of discrimination and harassment that are witnessed or otherwise brought to their attention. Incidents are to be reported in a timely manner to the building administrator and/or Dignity Act Coordinator.

## **School Employee Responsibilities**

School employees have the responsibility to maintain a climate of mutual respect and dignity.

School employees have the responsibility to confront issues of discrimination and harassment or any situation that threatens the emotional or physical health or safety of any student, school employee or any person who is lawfully on school grounds or at a school-sponsored event.

School employees have the responsibility to address personal biases that may prevent equal treatment of all students in the school or classroom setting.

School employees have the responsibility to report incidents of discrimination and harassment that are witnessed or otherwise brought to their attention. Incidents are to be reported in a timely manner to the building administrator and/or Dignity Act Coordinator.

### **Bullying/Harassment Reporting Guidelines**

If you are reporting bullying or harassment, contact the guidance counselor, Mike Lee, or contact the Elementary Principal, Brian Latella or Building Principal, Larry Nichols at 315-893-1878.

### **Dignity Act Coordinator**

At least one staff member will be thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion or religious practice, disability, sexual orientation or gender. The Dignity Act Coordinator will be accessible to students and staff members for consultation and advice regarding the expectations of the Dignity for All Students Act.

### ***SUMMARY***

For help and/or assistance with any school related problem, please request early assistance from a support staff person, teacher, or administrator. The school website is a valuable resource and can be found at [www.madisoncentralny.org](http://www.madisoncentralny.org). Collectively, we want all of our students to be successful. Thank you for your support and cooperation.

***Our school is proud to be part of the  
Tobacco Free Schools Initiative\****



This statewide program assists schools in addressing tobacco related issues on campus. A tobacco free environment helps to prevent first time use of tobacco and promote quitting among youth.

***Thank you for  
keeping our school  
grounds tobacco free!***

\*The Tobacco Free Schools Initiative is a program administered by Onondaga/Cortland/Madison BOCES and is funded by the Bureau of Tobacco Use Prevention and Control.

# **MADISON CENTRAL SCHOOL**

## **Acceptable Use Policy (AUP)**

### **Regarding Use of Computer Technology**

*Inappropriate Uses of Technology Among Users  
Include the Following:*

1. Violation of the property rights and copyrights in data and computer programs.
2. Intentional or neglectful destruction or damage of other user's data or programs.
3. Unauthorized access to and use of an account, and the network facilities, or use of such facilities, for purposes other than those for which they were permitted the user.
4. Unauthorized access to and use of an account, and the network facilities for personal or private gain.
5. Reading or use of private files/data without proper authorization.
6. Unauthorized attempts to alter computer hardware or software.
7. Unauthorized use of "outside" software.
8. Use of the network or devices for slanderous, abusive, intimidating or otherwise offensive messages.

9. Using the network or devices to take, send or display unsolicited, non-educational related messages or pictures, which are offensive, obscene, harassing, attacking, or insulting to others.
10. Fraudulent use of another person's name or ID to send or receive messages or pictures – or to gain access to network software.
11. Use of the Internet or devices for purposes other than education and educational research. Inappropriate use includes e-mail, downloading or streaming music, videos, images, etc.
12. District connectivity to the Internet is filtered by Lightspeed filtering.

## *MADISON CENTRAL SCHOOL*

### **Technology Violations**

Access to the computer network is easy and enjoyable as long as certain guidelines are followed. The use of the computer network is a privilege for authorized users only. With this privilege comes the responsibility for using

the network appropriately. **Access to the Internet is for**

**Educational purposes only.** The use of our Internet account must be in support of education and research and consistent with the Educational objectives of the Madison School District. Students should always have a specific subject matter in mind when they use the Internet. **There should be no expectation for privacy when using District technological resources!**

All authorized users of Madison Central School's computer resources must have a signed written agreement on file with the District office as to the terms of authorized usage of the computer facilities. Failure to do so will result in denial of a user's access and use of computers.

samples of inappropriate usage of computer/technology:

- Logging in under another USER's ID.
- Seeking to gain access to another student's files.

- Using improper language on the computer or device, sending it to another person, or printing.
- Inappropriate use of the Internet or devices including but not limited to: security violations, vandalism, browsing and downloading, e-mail, non-educational video streaming, etc.
- Doing any physical damage to the computers or devices; any and all components of the network system.

Consequences include but are not limited to:

1<sup>st</sup> Offense – Losing computer privileges for two weeks.

2<sup>nd</sup> Offense – Losing computer privileges for the remainder of the school year.

Level III – IV of student handbook; loss of all computer privileges; held liable for those damages.

## **Madison Central School District**

### *Chromebook Program*

#### Chromebook Procedures and Information Handbook *2022-2023*



## *Welcome to a new school year!*

Utilizing the New York State Smart Bond Act Funds the Madison Central School District Board of Education has acquired Chromebooks for educational purposes. We are all looking forward to the learning opportunities this program will bring to Madison!

### **Why use Chromebooks?**

1. Chromebooks are devices that utilize the “cloud” for applications and saving work.
2. Students get a free cloud-based Google Drive to save all work which can be accessed via any computing device. Chromebooks utilize apps provided by Google (word processing, spreadsheet, email are just some examples) that foster collaboration.
3. Low maintenance: the Chromebook needs little, if any maintenance. It is a completely web--based device so there is no need for downloading or installing software, etc.
4. Virus protection is unnecessary on the Chromebook due to the unique nature of its design.
5. Chromebooks start the second you open the cover and have terrific battery life.
6. Auto--save: Student work on the Chromebook saves automatically to the Google Cloud.
7. Personal Learning Studio: The Chromebook can be a science lab, literacy tool, research station, history archive, language lab, art canvas, video editing suite, and library.

### **Background Information**

The focus of providing Chromebooks in the Madison Central School District is to provide current tools and resources to the 21st Century Learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential, and one of the learning tools of 21st Century students is the Chromebook. The individual use of Chromebooks is a way to empower students to maximize their full potential and to prepare them for

post-secondary education and the modern workplace. According to studies and school reports, students who use a computing device in a one-to-one (1:1) education environment are more organized and engaged learners, attend school more regularly, advance their knowledge and understanding of technology, and become constructors and designers with the help of this device that makes learning more engaging and accessible. Learning results from the continuous dynamic interaction among students, educators, parents/guardians, and the extended community. However, technology immersion does not diminish the vital role of the teacher but transforms the teacher from the director of learning to a facilitator of learning. Effective teaching and learning with Chromebooks integrates technology into the curriculum anytime, anyplace

## **Goals for Student Users**

- To increase productivity in and outside the classroom when completing assignments, projects, and other activities as assigned by teachers in any and all subject areas.
- To capitalize on the convergence of academic resources such as textbooks, scholarly sources, content rich media, applicable apps, and best practices.
- To facilitate mobile learning across the school campus and beyond.
- To promote leadership in one's own learning by establishing access to educational resources and providing a host of tools to craft information in ways that support specific curricular areas.

## **Receiving and Returning a Chromebook**

### **Receiving a Chromebook**

- A. Students will be expected to attend an orientation session to receive their equipment. Each student will receive a Chromebook, AC charger and case.
- B. Parents/guardians and students must sign and return the User Agreement and Parent Permission Form before a Chromebook is issued to the student.

- C. Chromebooks will be labeled in a manner specified by MCSD; this will include the serial number.
- D. The Chromebook and district--issued email account are the property of the MCSD and as a result may be subject to inspection at any time. The student should have NO expectation of privacy of materials found on a Chromebook or a school supplied or supported email service or cloud-based storage area.
- E. Should you want your child to opt out of having a Chromebook to take home, you will need to submit a signed note to that effect to the MCSD. Your child will pick up and return a Chromebook from the Technology Coordinator each day for use during the school day. Students are responsible for following the Acceptable Use Policy and appropriate handling of the device during school.

## **Returning a Chromebook**

- A. Chromebooks and all MCSD accessories will be returned during the final week of school so they can be checked for serviceability.
- B. Chromebooks must be returned immediately when a student transfers out of the MCSD, is suspended or expelled, or terminates enrollment for any reason.

## **Fines Related to a Chromebook**

- A. Chromebooks and AC charger will be turned in to the Technology Coordinator when requested, in satisfactory condition.
- B. Chromebooks will be inspected for damage. In the case of abuse, neglect, or intentional damage, the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the Chromebook, (\$225). The MCSD Administration will make the final determination of any fees assessed.
- C. If a student fails to return the Chromebook, the student/parent/guardian will pay the**



**replacement cost of the Chromebook, or, if applicable, any insurance deductible. Failure to return the Chromebook will result in a theft report filed with local law enforcement.**

## **Taking Care of a Chromebook**

- A. Students are responsible for the general care of the Chromebook they have been issued by the MCSD.
- B. Chromebooks that are broken or fail to work properly must be given to the Technology Coordinator for an evaluation of the equipment. Care must be taken to protect the screen.
- C. Students are responsible for anything done using their assigned Chromebook or their google login.
- D. Chromebooks are the property of the MCSD and all users will follow these procedures and the MCSD Acceptable Use Policy.

## **General Precautions**

- A. Each student will receive a google apps account (name@student.madisoncentralny.org). This is a Google Gmail account. Middle School students can only send/receive email from other Madison accounts (other Madison students, teachers and staff). They cannot send email to outside domains.
- B. While the Chromebook is considered scratch resistant, the Chromebook will scratch. Never use any sharp object(s) on the Chromebook.
- C. Chromebooks do not respond well to liquids. Do not apply liquids to the Chromebook.
- D. The Chromebook can be cleaned with a soft, lint--free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook.
- E. Do not attempt to gain access to the internal electronics or repair of a Chromebook. If a

Chromebook fails to work or is damaged, report the problem to the Technology Coordinator.

- F. Never throw or slide a Chromebook.
- G. Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- H. Chromebooks and cases must remain free of any writing, drawing, stickers, or labels that are not the property of the MCSD.
- I. Chromebooks have the ability to be remotely located. Modifying, disabling or attempting to disable the locator is a violation of the Acceptable Use Policy (AUP) and grounds for disciplinary action.
- J. Chromebooks have a unique identification number and at no time should the numbers or labels be modified or removed.
- K. Chromebooks must never be left in an unlocked locker, on top of a locker, in an unlocked car, or in any unsupervised area.
- L. Chromebooks should be placed vertically in the top locker compartment or in a backpack/book bag to avoid putting any pressure on the screen.
- M. Chromebooks must not be left in a vehicle or a location that is not temperature controlled.
- N. **Chromebooks must be fully charged at home each night to be ready for the following school day.**
- O. \*Chromebooks are assigned to individual students and the responsibility for the care of the Chromebook solely rests with that individual. **Students should not lend their Chromebooks to another person.\***
- P. The protective case provided with the Chromebook has sufficient padding to protect the Chromebook from normal treatment and provide a suitable means for carrying the device within the school. The Chromebook must be protected by a case at all times.

- Q. Please do not attempt to contact the maker of the chromebook for repair questions. Please contact the school district.

## Using a Chromebook at School

- A. Chromebooks are intended for use at school each day. In addition to teacher expectations for the Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students are responsible for bringing their Chromebook to all classes unless specifically instructed not to do so by a teacher.
- B. If a student leaves the Chromebook at home, the student is responsible for getting the coursework completed as if the Chromebook were present.
- C. Loaner Chromebooks may be issued to students when their Chromebooks are being repaired by the MCSD.
- D. Chromebooks must be brought to school each day in a fully charged condition.**
- E. Students should provide their own headsets/earbuds.
- F. Internet games are not allowed on the MCSD Chromebooks.**
- G. Students will be given information and instruction on printing with the Chromebook at school.

## Legal Issues

### Legal Propriety

- A. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the Library Media Specialist.
- B. Plagiarism is a violation of the MCSD rules. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on

the internet, such as graphics, movies, music, and text.

- C. Use or possession of hacking software is strictly prohibited and violators will be subject to MCSD discipline. Violation of applicable state or federal law may result in criminal prosecution.
- D. Users should have no expectation of personal privacy in connection with their usage of such District networks and other technology resources.
- E. Network supervision and security maintenance may require monitoring of directories, messages, or Internet activity.
- F. The District retains the right to monitor, access, and review all messages or information, e.g., files, created, received or sent over, or stored on, District technology and communication networks at all times and without notice in order to determine compliance with the Acceptable Use Policy.
- G. Some material on the Internet may contain items that are inaccurate or potentially offensive to some people. Although efforts are being taken to minimize student exposure to inappropriate material through the use of an Internet filter, it is ultimately the responsibility of parents and guardians of minors to set and convey standards that their children should follow when using electronic resources like the Internet.
- H. Parent/guardian permission shall be required before a student is allowed to use the Internet at school for educational purposes.

## **Home Internet Access**

- A. Students will be taking the Chromebooks home. Parents should know that while they are in school they are on our filtered network. While at home students on their chromebook are also monitored and filtered, however, we urge parents to take an

interest in what your child is doing on the Internet and to take necessary precautions.

- B. Students are allowed to set up wireless networks on their Chromebooks. This will assist them with Chromebook use while at home. Printing at home will require a wireless printer, proper settings on the Chromebook and the correct app.
- C. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.
- D. All activity on the Chromebook and district--issued email account, whether conducted at school or off site, is subject to search as District property.

### **Using the Chromebook Camera**

- A. The Chromebook comes equipped with both camera and video capacities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group and notifying the individual or group if the image will be posted online.
- B. Cameras may never be used in a locker room or restroom per state statute.**

### **Repairing or Replacing a Chromebook**

- A. In the case where a Chromebook or district--issued accessory is damaged by means other than normal use, wear and tear (i.e. abuse, neglect, intentional damage), the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the Chromebook.
- B. The MCSD Administration will make the final determination of any fees assessed.

- C. In the event of a lost or stolen Chromebook, the MCSD may deploy location software which may aid in recovering the Chromebook.
- D. All insurance claims must be reported to the MCSD in cases of theft, vandalism, or other acts.
- E. Failure to report a stolen Chromebook in a timely manner may result in a request for compensation for the replacement cost of the Chromebook.

# Madison Central School District

## *User Agreement and Parent Permission Form*

- I will take good care of my Chromebook and know that I will be issued the same Chromebook each year.
- I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- I will never loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- I will charge my Chromebook's battery to full capacity each night.
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
- I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and

remains the property of Madison Central School District.

- I will follow the policies outlined in the Chromebook Policy Handbook and the
- District Acceptable Use Policy while at school as well as outside the school day.
- I will file a police report in case of theft or damage caused by fire.
- I agree to pay the full replacement cost of my Chromebook, power cord/charger, in the event that any of these items are lost or intentionally damaged. (approximately \$225)
- I agree to return the Chromebook, power cord/charger in good working condition at the end of each school year.

**I have read through and accepted the Madison Central School District Chromebook Handbook which is posted on the District website.**

I understand that if I do opt-out the chromebook will not be allowed to go home and will only be available at school and will need to be picked-up and dropped-off each day. If students do not drop off their chromebook they will be given detention. Subsequent offenses will result in loss of technology privileges and other possible consequences. Students are not allowed to bring their own chromebook, laptop or any other device into school without administrative permission.