

MARGARETVILLE CENTRAL SCHOOL
Student Handbook
2020-2021

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2020-2021 BELL/LUNCH/RECESS SCHEDULE

2020-2021 BELL/LUNCH/RECESS SCHEDULE			
BELL SCHEDULE		LUNCH/RECESS SCHEDULE	
		CLASS	LUNCH (21)
		Hazeltine - UPK 115	Lunch - 10:22-10:52 Recess - 10:52-11:13
7:30 AM	Building Opens	Rose - Kdg. 113	Lunch - 10:25-10:55 Recess - 10:55-11:15
7:40-8:05	BREAKFAST - Students should report to the cafeteria or remain in the corridor by Gym Entrance.	Smith - Kdg. 122	
8:00	1st Warning Bell		
8:05	2nd Warning Bell	Ballard - 1st. 124	Lunch - 10:30-11:00 Recess - 11:00-11:30
8:10-8:52	1st period	Welch - 1st. 126	
8:55-9:37	2nd period		
9:40-10:22	3rd period	Pacheco - 2nd. 128	Recess - 10:10-10:30 Lunch - 10:30-11:00
10:25-11:07	4th period	Roberts - 2nd. 130	
11:10-11:52	5th period		
11:55-12:37	6th period	Asher - 3rd. 119	Lunch - 10:40-11:10 Recess - 10:20-10:40
12:40-1:22	7th period	Smith - 3rd. 121	
1:25-2:07	8th period		
2:10-2:52	9th period	Gherisi - 4th. 111	Lunch 11:00-11:30 Recess - 10:40-11:00
	Buses leave: 2:57	TBD - 4th. 116	
		Pesa - 5th 114	Lunch - 11:03-11:33 Recess - 11:33-11:53
		Smith, K.- 5th 112	

DELAYED OPENING SCHEDULE

A. TWO HOUR AND THREE HOUR DELAYED OPENING SCHEDULE

	TWO HOUR DELAY	THREE HOUR DELAY	
9:30 AM	Building Opens	10:30 AM	Building Opens
9:30-10:05	Students should report to the cafeteria or remain in the corridor by Gym Entrance NO BREAKFAST	NOTE: We will alternate between Schedule B & C; the first day we have a 3 Hour Delay we will use Schedule B, the next time a 3 Hour Delay occurs we shall use Schedule C	
10:00	1st Warning Bell	SCHEDULE B (NO BREAKFAST)	
10:05	2nd Warning Bell	4th Period	11:00-11:42
10:10-10:22	1st period	5th Period	11:45-12:25
10:25-11:07	4th period	6th Period	12:28-1:03
11:10-11:52	5th period	7th Period	1:06-1:41
11:55-12:37	6th period	8th Period	1:44-2:19
12:40-1:04	2nd period	9th Period	2:22-2:57
1:07-1:31	3rd period	SCHEDULE C (NO BREAKFAST)	
1:34-1:58	7th period	4th Period	11:00-11:42
2:01-2:25	8th period	5th Period	11:45-12:25
2:28-2:52	9th period	6th Period	12:28-1:03
	Buses leave: 2:57	1st Period	1:06-1:41
		2nd Period	1:44-2:19
		3rd Period	2:22-2:57

ACADEMICS

ACADEMIC ELIGIBILITY POLICY FOR EXTRA CURRICULAR ACTIVITIES

The Board of Education, Administration, and Faculty of the Margaretville Central School supports and encourages students to participate in non-required extra-curricular activities. This includes both participation and attendance at all sports and other extra-curricular activities. However, since successful academic performance is the first priority at Margaretville Central School, the following Academic Eligibility Policy is in effect:

1. At the end of a 10 school day period, all teachers are required to submit to the Principal a list of students who are not passing a course for that 10 school day period, due to a lack of effort and/or performance. If the student is making a good effort, the teacher has the option of not submitting a student's name when the numerical performance is below passing. A new marking period does not invalidate a 10 school day failure.
2. On the school day the list is submitted, students failing two or more subjects will be placed on probationary status for a 10 school day period.
3. Students on probation have 10 school days to improve their performance. If, after this period, a student continues to fail any two subjects, the student will become ineligible for an additional 10 school day period. Ineligibility will result in no sports participation, club activities or non-required events. If, at the end of this period of ineligibility, the student is no longer failing two or more subjects, he or she will no longer be on Probation or Ineligibility. If still failing two or more subjects, the student will remain ineligible for an additional 10 school days.
4. Students, parents, advisors, coaches, faculty, and staff will be notified of students put on probation or deemed ineligible.
5. Dropping a class while on ineligibility will not take you off the ineligibility list for the 10 school day period.
6. Students who are on either probation or ineligibility are also automatically placed on No-Pass.
7. Seniors not passing one subject will have their uptown lunch and senior lounge privileges suspended and placed on No Pass.

ACADEMIC RECOGNITION

1. **Honor Roll** - Four times each year, after report cards are issued, an Honor Roll will be released based upon grades received during the previous quarter. Students are eligible for Honor Roll if they have passed all courses and are enrolled on a full-time basis.
 1. Honor Roll - 84.5 - 89.4%
 2. High Honor Roll - 89.5 - 94.4%
 3. Principal's List - 94.5 - 100%

Student Honor Rolls will be posted in the building and provided to local newspapers for publication.

1. **Students of the Quarter** - The Student-Faculty Senate will recognize students for their effort and achievement during quarterly assemblies.
2. **Big M Awards** - Grades 6-12 - Each spring, students are recognized for their academic achievements and participation in school activities and athletics.

Points are awarded toward Big M recognition based on participation in school activities as listed below. Five students are selected each for academics, activities, and athletics based on total points in an area. All points are per year unless indicated otherwise.

CHEATING AND PLAGIARISM:

Cheating and plagiarism are serious offenses. The purpose of oral and written assignments is to teach students to express their understanding of the material. Each piece of student work must be solely that student's unless acknowledgment of assistance is made. The teacher who discovers a student cheating or plagiarizing will report the incident to the principal. The work in question will receive a zero.

The full version of this policy can be found in the Main Office's copy of the Code of Conduct and on the MCS website.

CLASS RANK AND YEARLY AVERAGES

Final averages are computed according to the final course grade and credit assigned to a course. A one-credit course will count twice as much as a one-half credit course.

Averages are unweighted. Rank will be calculated at the beginning of the senior year and at the end of quarter 3. All credit bearing courses will be included in the student's grade average and used for class rank.

Margaretville Central School will allow the transfer of college credit from courses that are needed for high school graduation and are completed at colleges. All courses taken to satisfy a MCS graduation requirement must be pre-approved by the student's guidance counselor and principal.

CLUBS AND SCHOOL ORGANIZATIONS GRADES 6-12

ART CLUB:	Advisor: Michele Dietz
BAND AND CHORUS:	Conductors: Jennifer Sobas
BIG M CLUB:	Advisor: Beth Teuber
BOOK CLUB:	Advisor: Kristen Vignona
CLASS GOVERNMENT:	
CLASS OF 2021	Advisor: Christina Stickle/Ruth Fuller
CLASS OF 2022	Advisor: Beth Teuber/Kristen Vignona/Meg Balcom
CLASS OF 2023	Advisor: Jen Clark/Chad Richards
CLASS OF 2024	Advisor: Kim Maggio/Tiffany Leone

DRAMATICS & PERFORMING ARTS:

<i>SCITAMARD SOCIETY</i>	Advisor: Jennifer Sobas/Kristen Vignon (fall)
ECCLA:	Advisor: Dove Karn
LIBRARY/READING CLUB:	Advisor: TBD
LOG (YEARBOOK):	Advisor: Christine Stickle
MEDIA CLUB:	Advisor: Christine Stickle
NATIONAL HONOR SOCIETY:	Advisor: Dove Karn
NATIONAL JR. HONOR SOCIETY:	Advisor: Elizabeth Tanzer
TEEN INSTITUTE:	Advisor: Khristen Vignona
STUDENT - FACULTY SENATE:	Faculty Senators: TBD Erin Cure Brittany Triebe

PRINCIPAL'S LIST (94.5% and higher)

Students in grades 6-12 who are achieving at a high academic level and earn Principal's List recognition will be issued Academic Honor privileges. The goal of this program is to provide an incentive to increase student achievement at a time of increasing standards and expectations. MCS Academic Honor privileges earned during the fourth marking period will be implemented during the first marking period of the following school year. These privileges are contingent on student responsibility to maintain appropriate behavior and high Academic Eligibility standards.

Students on Principal's List in grades 9-12 may sign out of their study hall after checking in with their study hall teacher and go to picnic tables outside in a designated area. Students in grades 6-12 on Principal's List can use their privilege as a hall pass to the Library, Learning Lab, etc., only after checking in with their study hall teacher. It cannot be used to arrive tardy to class or school.

HONOR SOCIETY

Marian Connell Chapter of the NATIONAL HONOR SOCIETY - Advisor: Ms. Dove Karn

Membership in the National Honor Society is both an honor and a responsibility. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, service, leadership, and character.

1. Membership in local chapters is an honor bestowed upon a student. Selection for membership is by a Faculty Council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities. Membership is open to Sophomores, Juniors, and Seniors who meet the following criteria:

Scholarship

All NHS students must maintain a cumulative average of 88.50% or higher.

Service

All NHS members are expected to be active in school and community service.

Leadership & Character

These qualities are essential at all times through activity participation and exemplary behavior. Good sportsmanship, behavior, and judgment must be exercised at all times in accordance with NHS standards.

2. Membership

All students in grades 10-12 with a proven record of scholarship, as previously defined, will be given an activity form. The activity form will require examples of recent school and community service, leadership, and good character. The activity form will be reviewed by the Faculty Council and the student will be notified of their decision.

All NHS members must abide by all Chapter By Laws in order to maintain membership.

PARENT/TEACHER CONFERENCES

Parent-Teacher Conferences are scheduled for all UPK-5 students in the fall on November 19th all day and afternoon for Grades 6-12. Notices will be sent home with the students giving the time and date. If the prearranged time is not appropriate or an evening conference is necessary, you need only to call the school for rescheduling. Parent-Teacher Conferences in the spring are scheduled for all UPK-12 students on March 15th in the afternoon.

CONFERENCES MAY BE ARRANGED AT ANY TIME UPON THE REQUEST OF A PARENT OR TEACHER.

PROMOTION POLICIES

A. PROMOTION POLICY FOR GRADES K-5

*Any student K-5 can be recommended for retention through the CST Committee. Parents will be involved in discussions, but only the principal or superintendent can revoke decisions to return.

*Grade 5 retention is no longer automatic if a student does not pass all subjects. Promotion of failing students can be recommended through the RTI Committee. Reasons for retention could include failing grades, attendance issues, lack of maturity, inability to do work successfully at the next grade level.

*Reasons for promotion of a failing student could include previous retentions, age of student, ability to do work. Students failing two Or more classes will participate in summer skill development to support promotion to the next grade level.

B. PROMOTION PROCEDURE FOR GRADES 6, 7 AND 8

If a student fails two or more core subject areas (English, Math, Science, Social Studies), an automatic collaborative review for promotion will occur which will include all students, teachers and support staff. If promoted, student will be scheduled into mandated AIS classes in the corresponding core subject areas. *

C. PROMOTION FOR GRADES 9-12

The credits necessary to move up to the next grade are as follows:

Grade 10	5.5
Grade 11	11 * Students who wish to participate in BOCES CTE program must be a junior in credits to participate.
Grade 12	16.5

D. OTHER GRADUATION REQUIREMENTS

COURSE LOAD GRADE 9-12

1. All students must carry a daily minimum of six (6) academic subjects plus Physical Education each semester. Any exceptions must be approved by the Principal/Administrator.

2. Occupational Center students must carry all required subjects including PE.

E. GRADUATION COURSE AND EXAM REQUIREMENTS

Students entering ninth grade (must complete 22 credits) and pass Regents exam in Math, Science, English, and Social Studies for a High School Diploma.

Students may earn a Regents Diploma or an Advanced Regents Diploma. To earn a Regents or Advanced Regents diploma students must score a 65 or higher on required Regents exams. There are additional course and exam requirements for the Advanced Regents diploma. **SEE GUIDANCE OFFICE FOR MORE PATHWAYS TO GRADUATION.**

The following chart applies to these students.

Courses	Regents Diploma	Exams Required	Advanced Regents Diploma	Exams Needed
English	4.0	1	4.0	1
Social Studies	4.0	2	4.0	2
Math	3.0	1	3.0	3
Science	3.0	1	3.0	2
Health	.5		.5	
Art/Music	1.0		1.0	
Core Credits	15.5		15.5	
Languages other than English	1.0		3.0	
Physical Education	2.0		2.0	
Sequences/Electives for Lang. (LOTE, CTE, The Arts)	3.5		4.5	
Total Required (minimum)	22		25	

Students must earn a 65 or higher as a final average to pass a course and earn credit. Students who fail a class will not earn course credit by passing the Regents only.

REPORT CARDS

- Grade K – 2:** Parent/Teacher Conferences scheduled on November 19th will replace report cards for Quarter 1. The report cards will be distributed the remaining three quarters.
- Grade 3 – 5:** Teachers will issue report cards on a quarterly basis. First quarter report cards will be issued at the fall conference. Report cards will be sent home with students the remaining two quarters of the year on February 1st. and April 19th. and mailed home at the end of June.
- Grade 6 – 12:** Report cards will be mailed home.

REPORT CARD/PROGRESS REPORT SCHEDULE

October 2, 2020	Progress Reports Due
October 5, 2020	Progress Reports Mailed
November 6, 2020	FIRST QUARTER ENDS
November 16, 2020	Grades 6 – 12 Report Cards Mailed
November 19, 2020	Grades 3 – 5 Report Cards Distributed at Parent Conference
December 11, 2020	Progress Reports Due
December 14, 2020	Progress Reports Mailed
January 22, 2021	FIRST SEMESTER/SECOND QUARTER ENDS
February 1, 2021	Grades 6 – 12 Report Cards Mailed K - 5 Report Cards Distributed to Classroom Teachers
March 5, 2021	Progress Reports Due
March 8, 2021	Progress Reports Mailed
April 2, 2021	THIRD QUARTER ENDS
April 19, 2021	Grades 6 – 12 Reports Cards Mailed K - 5 Report Cards Distributed to Classroom Teachers
May 14, 2021	Progress Reports Due
May 17, 2021	Progress Reports Mailed
June 25, 2021	SECOND SEMESTER/FOURTH QUARTER ENDS
END OF JUNE	Grades K – 12 Reports Cards Mailed

SCHEDULE CHANGES

Students may add/drop new courses during the beginning of each semester using an add/drop form only for the beginning of the 2020-2021 school year. **Please see Guidance to obtain a form or for more information.**

STUDENT/PARENT COMPLAINTS AND GRIEVANCES

Students, parents, and legal guardians have the general right to appeal decisions to the highest authority in the school, i.e. the Principal, as well as the Superintendent or Board of Education in the case of student suspension.

To resolve individual complaints, students and parents are granted a right of appeal in accordance with the chain of communication below:

1. Informal appeals or conciliation begins by conferring with the appropriate teacher or staff member to achieve a prompt resolution. Further appeals should proceed to the highest authority in the school building, the Principal, who has the final determination on all such matters.
2. For resolution of matters that are prescribed by State Law, (i.e. student suspensions) appeals may progress to the Superintendent of Schools and Board of Education.

STUDENT RECORDS

Parent or eligible student has a right to:

1. inspect and review the student's education records;
2. a specification of the intent of the school district to limit the disclosure of personally identifiable information contained in a student's education records except:
 - a. by prior written consent of the student's parent(s) or guardian(s) or

- b. the eligible student;
- c. as directory information; or uncertain limited circumstances, as permitted by FERP
- 3. request that records be amended to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights;
- 4. file a complaint with the U.S. Department of Education alleging failure of the district to comply with FERPA and its regulations; and
- 5. obtain copies of this policy and the locations where copies may be obtained.

Full version of the policy can be found in Margaretville Central School District Policy Book located in the Superintendent’s Office.

STUDY HALLS

All school rules apply. All students are to bring work with them to study hall and to work quietly.

Passes to the Library will be at the discretion of the study hall teacher and the librarian. Students will not be allowed to go to another classroom to see a teacher during that teacher’s instructional time. Students are not permitted to go to any unsupervised area including the gymnasium.

Students wishing to leave a study hall to go to the library, computer, lab, or to see a teacher must have a **pre-signed pass** and remain in that supervised location for the duration of the period.

REGENTS EXAM SCHEDULE: TBA due to Covid 19

Regents Examination Schedule: June 2021									

TESTING SCHEDULE

All 3-8th grade students must take a NYS exam in ELA and Math. Students in grades 4 and 8 also must take a NYS exam in Science. High School students must take a Regents exam if required by a particular course. NYSESLAT exams are given to students identified as ELL students (English language learners). Below is the schedule for these exams.

2019-2020 Testing Schedule				
Operational Test	Administration Dates	Make-up Dates	Scoring Dates	Final Dates to Submit Answer Sheets to Scanning Centers
NYSAA English Language Arts, Mathematics, and Science	Monday, March 8 - Friday, June 11	Make-ups must be given within the testing window	N/A	N/A
Grades 3-8 English Language Arts Paper Based	Tuesday, April 20 - Thursday, April 22	Friday, April 23 - Tuesday, April 27	Friday, April 23 - Wednesday, May 5	Wednesday, May 5
Grades 3-8 English Language Arts Computer Based	Monday, April 19 - Monday, April 26	Tuesday, April 27 - Thursday, April 29	Friday, April 23 - Wednesday, May 5	N/A
Grades 3-8 Mathematics Paper Based	Tuesday, May 4 - Thursday, May 6	Friday, May 7 - Tuesday, May 11	Friday, May 7 - Thursday, May 20	Thursday, May 20
Grades 3-8 Mathematics Computer Based	Monday, May 3 - Monday, May 10	Friday, May 7 - Friday, May 14	Friday, May 7 - Thursday, May 20	NA
NYSESLAT Speaking	Monday, April 19 - Friday, May 28	Make-ups must be given within the testing window	Speaking is scored as it is administered	Tuesday, June 15
NYSESLAT Listening, Reading, Writing	Monday, May 17 - Friday, May 28	Make-ups must be given within the testing window	Monday, May 18 - Thursday, May 28	Tuesday, June 15
Grade 4 Science Performance Test	Tuesday, May 25 - Friday, June 4	Make-ups must be given within the testing window	Scoring may start immediately following administration	Thursday, June 17
Grade 8 Science Performance Test	Tuesday, May 25 - Friday, June 4	Make-ups must be given within the testing window	Scoring may start immediately following administration	Thursday, June 17
Grade 4 Science Written	Monday, June 7	Tuesday, June 8 - Wednesday, June 9	Following make-up dates, but no later than Thursday, June 11	Thursday, June 17
Grade 8 Science Written	Monday, June 7	Tuesday, June 8 - Wednesday, June 9	Following make-up dates, but no later than Thursday, June 11	Thursday, June 17

TEXTBOOKS

Textbooks are generally issued to all students; they must be returned to the classroom teacher at the conclusion of the course. Students will be required to pay for books, which have been lost or carelessly damaged. Students are strongly encouraged to cover their books and lock their lockers to prevent book loss or damage.

VALEDICTORIAN/SALUTATORIAN/LAUREATE

The MCS valedictorian/salutatorian/laureate must spend their last two full years (junior and senior years) prior to graduation at Margaretville Central School. Three year graduates and January graduates are eligible to be valedictorian, salutatorian or laureate if they spend their last two full years at MCS. If they expect to graduate early, they should declare that by September 29th of their junior year. MCS students in foreign exchange programs must spend their junior and senior years at MCS to be considered as valedictorian or salutatorian. This will allow a student to be in a foreign exchange program between their junior and senior years.

ATHLETICS

ATHLETICS

Margaretville Central School offers a wide range of interscholastic athletics to meet the needs and interests of all students. To participate, each student must have an annual physical examination prior to any participation. These are offered free at the Health Office on a specified date in June each year. Each physical is valid for one year after the exam. An additional medical history form must be completed prior to the physical exam by May 31st each year. Students may choose to have a physical with their own physician at their own expense. No student is permitted to practice or participate in an athletic activity without a valid physical exam allowing participation. If you have any questions about sports physicals, please see the nurse in the Health Office. Please see our Athletic Director, Mrs. Tracy Reither, for further information.

FALL SEASON

Varsity Boys Soccer	Coach: Jim Owdienko
Varsity Girls Soccer	Coach: Toni Smith
Modified Boys Soccer	Coach: Lenny Cordero
Modified Girls Soccer	Coach: Katie Pardee
Varsity Golf	Coach: Jim Owdienko

WINTER SEASON

Varsity Boys Basketball	Coach: John Bernhardt
Varsity Girls Basketball	Coach: Kim Smith
J.V. Boys Basketball	Coach: Shane Maher
J.V. Girls Basketball	Coach: Erin Cure
Modified Girls Basketball	Coach: Erin Cure
Modified Boys Basketball	Coach: Tim Joedicke
Ski Team	Coach: Jim Owdienko
Cheerleading	Coach: Christine Stickle

SPRING SEASON

Varsity Baseball	Coach: John Bernhardt
Varsity Softball	Coach: Beth Tanzer
Modified Baseball	Coach: Frank Hayes
Modified Softball	Coach: Caitlin Roberts
Tennis	Coach: Jim Owdienko

ATTENDANCE

ATTENDANCE POLICY

Regular school attendance is a necessary requirement in the learning process. Credit for completion of all courses will be based, in part, on classroom attendance and the following criteria:

1. In a two-semester course, absences of **21** class periods will result in loss of credit.
2. In a semester course, absences of **11** or more class periods will result in loss of credit.
3. All unexcused absences, will count toward loss of unit credit determination with these exceptions:
Where home tutoring is provided in cases of prolonged absences over 3 days, such absences will not be counted in determining unit credit. Arrangements for home tutoring will be made by the Building Principal upon request. In subjects where home tutoring due to illness is not normally provided (Art, Music, Technology, Home and Career Skills, etc.), the student may make arrangements to make up work after school. Parents are responsible for notifying the Principal in cases of prolonged absence.
4. If a student and/or his or her parent believe that extenuating circumstances pertain to a specific absence or absences they may

petition an Appeal Committee to excuse those absences from being counted in determining unit credit. The Appeal Committee will be composed of the Superintendent, Building Principal and a member of the Secondary Faculty. If the parent does not accept the committee's decision, the parent may appeal to the Board of Education.

5. Teachers in Grades 9-12 will inform the Guidance Office if one or more of their students do not meet the course attendance requirement necessary to receive credit for a course. No credit will be received after 21 absences during full year courses or 11 absences with a semester course. Parents and Guidance will be sent a notice when the student has reached the 50% mark of allowable absences (10 days) and again at the 75% mark (15 days). There will be one notice at the 5 days mark and another at the 7-day mark for 1/2 year courses.
6. Students losing course credit due to excessive absences will be ineligible to take all tests, including the final exam, in the class.
7. Elementary and middle school students missing more than ten percent of total school days due to excused or unexcused absences may be subject to grade retention.
8. Students who are absent from class for reasons listed under the policy as excused may make up missed class work within five School days of the absence. If the work is not completed, the absence will be unexcused.

ATTENDANCE

Every student is expected to be on time and attend all classes. The following reasons for student absences from school are recognized as valid by the Board of Education:

1. personal illness;
2. family illness or death;
3. impassable roads during hazardous weather;
4. medical/dentist appointments (doctor's note required upon returning to school);
5. religious observance;
6. quarantine;
7. approved college visits for seniors (signed document from admissions office);
8. required court appearance; and/or
9. approved, school-sponsored trips.

Any other absence is considered unexcused (illegal). Each absence must be accounted for. It is essential that parents/guardians provide a written excuse for each absence. Such excuse should contain the reason and the date of absence. Attendance is taken each day and staff will attempt to contact parents to report unexplained school absences.

NOTE: A student who is absent for a whole day or leaves school early due to illness or any illegal absence may not attend or participate in any extracurricular activities that day. This includes participation as a spectator, sporting events, dances, concerts, practices, performances, or meetings. Students must be in school by 9:00AM each day to be eligible to participate in any extracurricular activity that day. The only exceptions to this rule are excused tardies as determined by the Athletic Director or an Administrator.

When it is necessary for a student to leave school during school hours, a request (excuse) signed by a parent or legal guardian must be brought to the Main Office for authorization before period 1 begins. The request should state the specific reason for and time to be excused. Before leaving the building, the student must sign out in the Main Office; and if he/she returns before the conclusion of school, the student must sign in at the time of arrival, and report to class. A phone number where a parent may be reached during the day is to be included with the note.

When a student has missed a day or more of school, an excuse signed by a parent or legal guardian stating the reason for the absence and the date(s) of absence must be given to the school nurse. An excuse is also required when a student is tardy. All tardy notes are due in the Main Office on the day following a tardy. Lunch detention will be assigned if late to school without an excuse for being tardy. "Skip days" with or without parental permission will result in disciplinary consequences for cutting classes. A Full Version of the Attendance Policy can be found in the District Office.

BUS

BUS DRILLS

We are required by State Law to have 3 evacuation drills and 1 early (at least 15 minutes) dismissal drill per year.

BUS EXPECTATIONS

Proper bus behavior includes the following safety rules and regulations for students:

1. Everyone must be seated on the bus at all times.
2. Fighting, swearing, verbal abuse, throwing objects, or any behavior that infringes upon the safety of bus passengers and/or the driver is unacceptable and dangerous.
3. Food (including lollipops), sharp instruments, animals, visitors, drugs, alcohol, or tobacco in any form are not allowed on district buses.
4. Students shall keep the buses clean and the aisles clear. Vandalism, such as destroying or mutilating bus property, is prohibited.
5. All students must obey the bus driver as to directions, procedures, fire drill rules and regulations, etc.
6. Students must keep all parts of their person inside the bus. No objects will be thrown from bus windows or doors at any time.
7. All students shall remain on the bus in the morning until the driver allows them to enter the building.
8. Students who are changing buses for any reason must have a permission slip from the Main Office to do so.
9. Students will remember that by New York State Law the bus driver is in charge of the bus at all times. Any failure to comply with the bus expectations will result in a bus referral.
10. Covid 19 protocols will be publicized; these might impact pick-up and delivery schedules and seating.

BUS PROCEDURES TO FOLLOW FOR A CHILD TO STAY AFTER SCHOOL OR RIDE A DIFFERENT BUS UPK - 12

1. Each child must present a Notice of Bus Route Change to his/her teacher. A separate slip must be completed for each day a child requests a change. Blanket notes will not be accepted for after school activities.
2. The regular classroom teacher will give special teachers, who have a class for Grades UPK-5 the last period of the day, a list of bus changes.
3. Bus drivers will not permit a non-regular bus student to ride the bus unless the student has a bus permission slip.
4. Lists will be generated each day, listing those students who will be staying after school for the various activities.
5. The school district will not assume any responsibility for canceling any non-school activities for which parents have given permission for their children to stay after school, regardless of weather and road conditions. If these activities are cancelled, it will be done by the advisor. The advisor must contact all parents involved and assume full responsibility for parent notification.
6. Telephone calls for bus changes should be done first thing in the morning unless it is a case of extreme emergency. If a non-school activity is canceled at the last minute and parents have not been notified, these students will be kept after school. Supervision will be provided and the organization will be billed for that service at the rate of ten dollars (\$10.00) per hour.
7. A parent wishing to take a child from school prior to dismissal should send in a note with the child and must enter through the new secure entrance next to the main entrance and sign the child out. The office will contact the classroom and the child will be sent to the office. The office will fill out a Notice of Bus Route Change for the driver when necessary. Early dismissal should only be for illness or essential appointments, (i.e.: medical or court).
8. The school district will not transport children to non-school related after school activities (Examples: dance lessons, birthday parties, club activities, etc.).

CAFETERIA AND SCHOOL BREAKFAST/LUNCHES

OUR SCHOOL BREAKFAST/LUNCHES ALL LUNCH AND BREAKFAST MEALS ARE FREE

We are pleased to announce that Margaretville Central School has been accepted into a program called Community Eligibility Provision (CEP). This program allows ALL children to eat breakfast and lunch at no charge. CEP is provided by the USDA to schools that apply and qualify based on criteria similar to those used for free/reduced meals in the past. This is an exceptional opportunity for all of our students to get the nutrition they need to meet their academic potential. Please note that success of this program depends on student participation. So please dispense with the brown bags, get to school in time for breakfast, and let us prepare delicious, well balanced meals for your children. You do not need to submit an application to participate in the CEP. However, it is extremely important that you fill out the CEP Household Income Form (enclosed). This form may qualify your Child(ren) for other school related programs and affects the amount of government aid the school receives. Neglecting to submit this form may have serious negative financial repercussions, so please submit it as soon as possible. *All information acquired is confidential and used strictly for the administration of school related programs. Childhood obesity is a rising public concern. In an effort to discourage excessive or unnecessary snacking, the cafeteria no longer allows students to use their meal accounts to buy snacks. Students must buy ala carte and snack items with cash. If you wish to allow your child to purchase snacks please send in snack money. Due to new regulations snacks are limited and students are encouraged to choose healthier snacks such as fruits and vegetables. The MCS Cafeteria meets the federal nutritional standards for school meals, ensuring the variety of meals are healthy, well balanced, and provides students with all the nutrition they need to succeed at school. School meals offer low fat milk, fresh fruit and vegetables, protein and whole grains. You can get the facts about school meals at www.schoolnutrition.org. Breakfast is available at 7:30 a.m. Students are expected to be in their 1st period class by 8:05 a.m. On days when school is delayed, breakfast will not be served. All food is to be consumed in the cafeteria or in a specifically designated area directly supervised by a staff member. Food is not permitted in hallways or the gymnasium. For more information, call Connie Mathiesen at 586-2647 extension 126 or email at cmathiesen@margaretvillecs.org.

LUNCHES "UPTOWN"

Students in Grade 12 **ONLY** may have "uptown" lunch privileges if written parental and District permissions are obtained. Seniors who leave campus for lunch must have on file a signed and approved "Uptown" Lunch form. During this lunch period, seniors must stay away from the parking lot and out of any vehicle. Furthermore, seniors must be on time for their seventh period class (immediately after lunch). Seniors with "uptown" lunch privileges who drive to school must agree to park in the student parking lot, stay off private property, and behave appropriately. Students other than seniors will not be permitted off campus for lunch unless accompanied by a parent.

STUDENTS WHO ABUSE THE "UPTOWN" LUNCH PRIVILEGES WILL FACE THE LOSS OF PRIVILEGES AND/OR DISCIPLINARY CONSEQUENCE.

DISCIPLINE

CODE OF CONDUCT

FULL VERSION OF CODE OF CONDUCT IS LOCATED IN THE MAIN OFFICE

I. Introduction

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

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

The board recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline when necessary is administered promptly and fairly. To this end, the board adopts this code of conduct ("code"). Unless otherwise indicated, this code applies to all students, school personnel, parents and other visitors when on school property or attending a school function.

II. Student Rights and Responsibilities

A. Student Rights

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

1. Have a safe, healthy, orderly, a courteous school environment.

2. Take part in all district activities on an equal basis regardless of race, sex, religion, national origin, or disability.
3. Attend school and participate in school programs unless suspended from instruction and participation for legally sufficient cause as determined in accordance with due process of law.
4. Have school rules and conditions available for review and, whenever necessary, explanation of such by school personnel.
5. Be suspended from instruction only after his/her rights pursuant to Education Law 3214 have been observed.
6. Have, in all disciplinary matters, the opportunity to present his/her version of the facts and circumstances leading to imposition of disciplinary sanctions to the professional staff member imposing such sanction.
7. To be protected from intimidation, harassment, or discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion, or religious practice, sex, gender/gender identity, sexual orientation, or disability, by employees or students on school property or at a school-sponsored event, function or activity.

B. Student Responsibilities

All District students have the responsibility to:

1. Be familiar with and abide by all district policies, rules, and regulations pertaining to student conduct.
2. Work to the best of his/her ability in all academic and extracurricular pursuits and strive toward the highest level of achievement possible.
3. Conduct himself/herself, when participating in and/or attending school sponsored extracurricular events, as a representative of the district and as such hold himself/herself to the highest standards of conduct, demeanor, and sportsmanship, and accept responsibility for his/her actions.
4. Seek help to solve problems that might lead to disciplinary procedures.
5. Be in regular attendance at school and in class.
6. Contribute to the maintenance of an environment that is conducive to learning and show due respect to other persons and property.
7. Dress in accordance with standards declared by the board and the Superintendent.
8. Make constructive contributions to the school and report fairly the circumstances of school related issues.
9. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
10. Work to develop self-control and accept responsibility for personal actions.
11. To respect one another and treat others fairly in accordance with the District Code of Conduct and the provisions of the Dignity Act. To conduct themselves in a manner that fosters an environment that is free from intimidation, harassment, or discrimination. To report, and encourage others to report, any incidents of intimidation, harassment or Discrimination

III. Student Dress Code

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

A student's dress, grooming and appearance, including hairstyle/color, jewelry, makeup and nails, shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments such as tube tops, midriff baring garments, net tops, halter tops, shirts with less than 1" shoulder strap, short shorts, very short skirts, skorts, skirts with inappropriately high slits, plunging necklines (front and/or back), see-through garments and sunglasses (inside the building) are not appropriate. The basic guideline for skirt and short length will be the fingertip test. When arms are allowed to hang freely to a person's side, skirt or short length should reach or extend beyond the person's fingertips. Ensure that underwear is completely covered with outer clothing.
3. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
4. Not include the wearing of hats in the classrooms except for a medical or religious purpose.
5. Not include items that are vulgar, obscene, libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
6. Not promote and/or endorse the use of alcohol, tobacco or illegal drug and/or encourage other illegal or violent activities.

The building principal or his or 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 in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

IV. Student Use of Electronic Communication Devices

MCS recognizes that cell phones are a part of everyday life. Unfortunately, cell phones are often times a distraction to children's learning or they are even weapons used to bully each other. Because we will be moving toward having access to the internet with individually assigned computers, we no longer need cell phones during the school day. This means that cell phones will not be seen or heard between 8:10am and 2:52 pm. Students who violate will have their phones confiscated until the end of the school day. If a cell phone is confiscated more than once, the second offense will include one hour of detention after school and a third will include two hours of after school detention along with a parent conference. Parents who need to reach their child may contact the school. Messages will be distributed before 2 pm.

Wireless Access

Student use of the district's Wi-Fi is through the student or guest network only.

Technical Support

The district is not responsible for devices brought to school by students. Students assume all responsibility for security and maintenance of their own devices. The district cannot guarantee the necessary time, power or outlets to charge during the school day.

Cyberbullying and other misbehaviors

A violation of the Code of Conduct is always a violation, even if it takes place in cyberspace. The District will make it clear on all permission forms, in the Code of Conduct, and in communications to students and parents that bullying, discrimination, harassment, plagiarism and other misdeeds will not be tolerated. Students who violate the Acceptable Use Policy (AUP) will be subject to consequences outlined in the Code of Conduct.

V. 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 student's 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 can be found in the full version of the Code of Conduct.
- b. Engage in conduct that is insubordinate. Examples of insubordinate conduct can be found in the full version of the Code of Conduct.
- c. Engage in conduct that is disruptive. Examples of disruptive conduct can be found in the full version of the Code of Conduct.
- d. Engage in conduct that is violent. Examples of violent conduct can be found in the full version of the Code of Conduct.
 - There will be zero tolerance for intimidation, menacing, and fighting at MCS.

- Any student who brings any form of a weapon on school property will be referred immediately to the State Police and will be excluded from school for up to one year (this is the maximum under the law).
 - Students with peer disagreements are to take advantage of Peer Mediation instead of fighting or intimidation.
 - Students with anger issues are to consult their guidance counselor in lieu of acting aggressively.
- e. Engage in any conduct that endangers the safety, morals, health, or welfare of others. Examples of such conduct Can be found in the full version of the Code of Conduct.
- f. Engage in misconduct while on the school bus.
- g. Engage in any form of academic misconduct. Examples of academic misconduct can be found in the full version of the Code of Conduct.

VI. Reporting Violations

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

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 if warranted, which may include permanent suspension and referral for prosecution.

The building principal or his or 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 day the principal or his or 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.

VII. Disciplinary Penalties, Procedures, 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 student's 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.

MCS uses a 4 tiered disciplinary system that is founded on student behavior's impact on learning.

Tier 1 - Behavior impacts only the student's learning.

Tier 2 - Behavior impacts other student's learning.

Tier 3 - Behavior impacts other student's learning and makes students uncomfortable in the environment.

Tier 4 - Behavior of other tiers is persistent and/or behavior endangers the health and safety of others.

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

A. Penalties

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

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

B. Procedures

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

Students who are to be given penalties other than 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. (Explanations can be found in the full version of the Code of Conduct).

1. Detention
2. Suspension from transportation
3. Suspension from athletic participation, extracurricular activities and other privileges
4. In-school suspension
5. Teacher disciplinary removal of disruptive students
6. Suspension from school

C. Minimum Periods of Suspension

1. Students who bring a weapon to school
2. Students who commit violent acts other than bringing a weapon to school.
3. Students who are repeatedly substantially disruptive of the educational process or repeatedly substantially interferes with the teacher's authority over the classroom.

D. Referrals

1. Counseling
2. PINS Petitions
3. Juvenile Delinquents and Juvenile Offenders

VII. 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 building principal or his or her designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the school:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors to the school must 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 the identification badge to the principal's office before leaving the building.

3. Visitors attending school functions that are open to the public, 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 the code of conduct.

IX. 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
- B. Penalties
- C. Enforcement

DETENTION POLICY - LUNCH TIME

Lunch detention for students will be served during periods 4,5,6. Students should obtain their lunch and promptly report to room #227. Cafeteria lunches will be available to any student on detention.

While serving lunch detention, students may eat their lunch quietly, read, or do homework. Students will not be permitted to talk with other students.

Students arriving late to lunch detention will not be admitted, and an additional day of detention will be added as a penalty.

Students who miss their assigned lunch detention will also be assigned an additional day.

Further disciplinary action may be taken at the discretion of the Building Principal or designee.

DETENTION POLICY - AFTER SCHOOL DETENTION

Students assigned to after school detention must be informed by the principal or designee that they have a day of after school detention. Detention will be held from 3:00 - 5:00PM.

Students assigned to detention will be expected to arrive on time and to bring work with them. Students will not be permitted to sleep during detention. Students failing to bring work with them will not be permitted to enter the detention room.

Students who arrive late to detention will not be admitted and additional detention time will be assigned. Students may be assigned after school detention for the following reasons:

1. Major insubordination; or continued minor insubordination
2. Cutting class or study hall - assigned two days of detention for each class cut
3. Abusive language
4. Leaving school grounds without permission from school officials
5. Damage to property
6. Stealing
7. Tardies

Further disciplinary action may be taken at the discretion of the Building Principal. In-School Suspension may be assigned in lieu of detention.

LEARNING LAB

The Learning Lab is located in room #110. This room is supported by teaching assistants who will provide academic assistance to students on a short-term, or regular basis. Students can be referred to this through their guidance counselor.

SUSPENSION (IN SCHOOL)

In-School Suspension is a disciplinary consequence assigning a student to spend the school day supervised by a staff within the ISS room. Work assigned by classroom teachers and ISS supervisor is to be completed during the day(s) assigned to ISS in the ISS room. Lunch is also to be eaten in the ISS room.

The following In-School Suspension guidelines will be in effect for the 2018-2019 school year:

1. Students on ISS are to meet in the Main Office to be met by the ISS teacher. Prior to 8:15AM, the ISS teacher is to ensure that students' teachers have provided work, Students in ISS who regularly participate in the school breakfast program are to eat prior to 8:19AM in the cafeteria. Students assigned ISS for aggressive behavior are not to be in the cafeteria without direct supervision. The upstairs locker areas are off limits while on ISS. Students should arrive with all books and materials necessary to complete schoolwork.
2. Cafeteria lunches will be available to students on ISS. Bag lunches from home are permitted. No glass containers are permitted in the room. Breakfast and snacks are also not permitted in the ISS room
3. ISS is a quiet environment focused on academics. Electronic devices, video games, or other music or game devices are not permitted. Restroom breaks will be limited to once at mid-morning and once at mid-afternoon. There is no movement between class periods.
4. Students assigned to ISS are not to be in the corridor unsupervised at any time.
5. Disciplinary code violations in ISS will result in additional time being assigned. Cooperation and hard work will result in a possible reduction of time.
6. All completed work will be given to the classroom teacher by the ISS teacher. Tests taken in ISS must be taken under test conditions.

TARDINESS - Grades 6-12

Margaretville Central School believes it is important to ensure students are arriving to class on time as well as attending class, since these are essential aspects of ensuring an orderly environment for learning.

All tardy students are to sign-in at the new secure entrance next to the main entrance prior to attending class. A note signed by a parent or legal guardian explaining the reason for a student's lateness or absence is required. Any student tardy without a signed note from a parent or guardian will be admitted to their 1st period class with a pass obtained from the office. Since tardiness and absences are not conducive to good work habits or to learning, parents should make every effort to have their children in school every day and on time. A student will be considered tardy to school if they are not in their 1st. period class by 8:10AM. A student will be considered late if they arrive late within the first twenty minutes of class. A student arriving after the first twenty minutes of class has elapsed will be considered as absent and cutting class.

EMERGENCY INFORMATION

CRISIS Team

The MCS CRISIS team is dedicated to maintaining safety in our school and prepared to respond to any emergency large or small.

The MCS CRISIS team is made up of faculty, staff and community members, and experts in crisis response from our area. The team has developed strategic plans to address the potential for fires, storms, accidents, floods, bomb threats and violent incidents.

We have also developed plans to address incidents of medical emergencies and psychological crises.

Town, county and state resources have helped to develop these plans and will serve as resources to the MCS CRISIS team when needed. The CRISIS team will be meeting with administrators, teachers and staff members at the start of the school year to provide them with information about the emergency and psychological crises.

EMERGENCY DAYS/EARLY DISMISSAL/SCHOOL CLOSING

When school or a school activity is delayed or canceled due to inclement weather, road conditions or other emergencies, parents will be notified. We will communicate to all Pre-K – 12th grade parents via our automatic announcement system. Announcements will also be made on the following radio stations: WGY (810 AM), WDLA (1270 AM and 92.1 FM), WBNG (TV Channel 12) and WKXZ (94 AM). Announcements pertaining to evening activities will be made as early as possible.

In the event of an emergency, during the school day, we will communicate to all PreK-12 parents via our automatic announcement system.

LOCKDOWN/LOCKOUT PROCEDURES

During the 2020-2021 school year, we will continue to practice lockdown/lockout procedures. When an announcement regarding lockdown/lockout is made, students are to return to the classroom they came from or report immediately to the nearest classroom available. Look for a room with an adult present. Students are not to attempt to overpower/confront the person(s) causing the problem. No one should be in any hallway, stairway or bathroom during lockdown/lockout. Attendance will be taken by the adult in charge of the room. DO NOT open a door to a knock. Doors will be opened by someone in authority. Someone in authority will give you further instructions or tell you when it is safe to continue your day. If the fire alarm goes off during lockdown/lockout, DO NOT leave the room. Students must be quiet during this time.

EMERGENCY SHELTERING

During the school year MCS will continue to practice its evacuation/sheltering procedures. When the announcement regarding evacuation/sheltering takes place, someone in authority will give you directions on how to proceed. Students must be quiet and well behaved during this time. Students are not allowed to leave school in their vehicles at any time.

FIRE DRILL PROCEDURES

Fire drills are intended to ensure your safety in case of an emergency. Each school in New York State is required to conduct 8 fire drills per school year. As with any fire alarm, we must assume a drill is a real emergency and the Fire Department trucks are on their way.

The following procedures are to be followed:

1. Be familiar with your posted classroom evacuation plan.
2. Walk rapidly, but do not run.
3. In an emergency, special instructions may need to be given so all may safely leave the building. **PLEASE DO NOT TALK!**
4. Once outside, stand with your teacher and class away from the building and areas where emergency vehicles must pass.
5. If the normal exit is blocked or too dangerous to pass, the nearest alternative exit is to be used.

Copies of the district School Safety Plan may be obtained in the District Office.

EXTRA CURRICULAR ACTIVITIES

COMMUNITY-BASED ACTIVITIES

The following activities are not school sponsored or funded:

CUB SCOUTS - Boys (September - June) Boys can begin cub scouting at any grade level.

Tiger Cubs	--	grade 1
Bobcat/Wolf Scout	--	grade 2
Bear Scout	--	grade 3
Webelos Scout - 1st year	--	grade 4
Webelos Scout/Boy Scouts	--	grade 5

BOY SCOUTS - Grades 6 and older

For information, please contact Mrs. Terry Lehn at 586-2354.

GIRL SCOUTS - (September - June)

Girls can begin scouting at any grade level.

Daisies	--	Kindergarten
Brownies	--	grades 1-3
Juniors	--	grades 4-6
Cadets	--	grades 7-9
Seniors	--	grades 9-12

For information, contact Mrs. Ruth Fuller at 586-4603 or loughman@catskill.net.

DANCES, SPORTS EVENTS, AND AFTER SCHOOL/EVENING EVENTS

During evening events, students are reminded that all school rules, including those regarding academic eligibility and sportsmanship, remain in effect. Each student attending an event is expected to remain in the building until it is completed. Students leaving the building during an event will not be readmitted. Any guests attending MCS dances must obtain approval by the Building Principal prior to the event.

Students must be in school by 9:00AM each day to be eligible to participate in any extracurricular activity that day. The only exceptions to this rule are excused tardies as determined by the Athletic Director or an Administrator.

GYMNASIUM USE

Students may use the gym only under the direct supervision of a faculty member or coach who assumes responsibility for the use of the facility.

GENERAL INFORMATION

DOLLARS FOR SCHOLARS

You must follow this process to apply for Awards and/or Scholarships to be given out at Graduation.

Dollars for Scholars applications are now available via the internet at our Dollars for Scholars Site: margaretville.dollarsforscholars.org. Developed by Scholarship America, this online tool allows students to input their general information and have it all in one convenient place while going through the application process. It is a simple, straightforward design that also helps students find scholarships they might not have found otherwise — and since all of the student's basic information is already in ChapterNet, applying for multiple scholarships is faster and simpler.

ChapterNet isn't just an application portal, either. In the Student Dashboard, students can view their progress and explore local chapter opportunities, scholarship listings and matches; there are also links to national news and resources that provide help with the college process. Finally, ChapterNet helps students find volunteer and internship opportunities, additional financial aid tools, college success resources, and even allows students to export a resume!

If you have any questions, please feel free to stop and see Mrs. Teuber in the District Office.

HEALTH OFFICE

The School Nurse is in the Health Office throughout the school day. Illnesses and accidents occurring during school must be reported to the nurse. Permission to leave the school for health reasons must be obtained from the nurse before signing out in the Main Office.

Students are required to receive a written pass from their study hall or academic instructor before proceeding to the Health Office for all non-emergency situations.

All student medications ("over the counter" or prescription) must be kept in the Health Office. No student may carry any prescription medication without a written doctor's note. The nurse cannot dispense "over the counter" or prescription medication without parental approval and a doctor's written request.

INTERNET USE

Internet use is a privilege granted to students at MCS. Parents not wishing their children to use the internet must notify the school in writing. If a student fails to follow the school's acceptable use policy the school may revoke that student's internet use privilege.

A copy of the complete Acceptable Use Policy (AUP) is available to students and parents in the Main Office and the school library. The AUP is summarized below:

All rules in the school's Code of Conduct are in effect when using the internet. Also, all laws governing students at MCS, including copyright law, are in effect when using the internet.

Internet access is provided to students for educational purposes only. Students are not allowed to use Instant Messaging or Chat Rooms. E-mail is allowed for educational purposes. Accessing or downloading illegal or immoral material is strictly prohibited. Vandalism, including downloading computer viruses, is prohibited, as is the use of the internet for commercial or financial gain. Plagiarism, or copying information from the internet and representing it as your own, is strictly prohibited. Students are expected to be polite and respectful when using the internet. Students should not reveal personal information over the internet. The school provides internet filtering, and any attempt to disable or circumvent this is prohibited.

LOCKS/LOCKERS

Combination locks will be assigned by the classroom teacher beginning in 5th grade. Students in grades 6-12 will be assigned a locker by their 1st period teacher. Gym lockers are issued to students by PE teachers. It is highly recommended that all lockers be kept locked in order to protect personal valuables as well as school textbooks and materials. Please be aware that the school cannot guarantee the security of lockers against break-ins. In order to protect your student's belongings, please do not allow them to bring anything of value to school (including electronic devices). If it is absolutely necessary to bring something of value to school, please make arrangements with a teacher or Building Principal for safekeeping. Do not share your locker or give your lock combination to others. Students are required to turn in their hall locker lock at the end of the school year for use the following September. A \$5.00 replacement fee is assessed in June for

locks that are lost or not returned. Student lockers, desks and other school storage places are subject to search at any time by school officials, without prior notice to students and without their consent. ONLY school locks are permitted on school lockers. Non-school locks will be removed from lockers. Students are responsible for keeping the inside and outside of their lockers clean and free of graffiti and stickers.

PBIS

Margaretville Central School is in its 4th year of PBIS. Positive Behavior Intervention & Support is used to foster and promote a safe and positive school environment that enhances student learning through teaching and recognizing positive behaviors. More information will be communicated throughout the school year.

STUDENT PARKING

Students who wish to drive to school must register their vehicle in the Main Office. The registration form will require parental and school approval. Students are to park in the parking lot on the end closest to the bus garage. Students will at no time go to the parking lot or to a vehicle during the school day without permission from the building principal. Students are to drive slowly and responsibly on school property. Any violation of the student parking rules and regulations may result in a suspension or loss of parking privileges. Further information is available on parking registration form.

USE OF SURVEILLANCE CAMERAS IN THE SCHOOL DISTRICT AND ON SCHOOL BUSES

It is the Board of Education's responsibility to ensure the safety of the District's students, staff, facilities, and property. While the Board of Education recognizes the importance of privacy, it has authorized the use of surveillance cameras on District property including in school buildings, school facilities, as well as on school buses, when necessary. These surveillance cameras will help to assist the Board in maintaining the overall safety and welfare of the District's students, staff, property, and visitors, as well as to deter theft, violence, and other criminal activities.

Further, surveillance cameras will only be placed in public or common areas, such as stairways, hallways, cafeterias, parking lots, or playgrounds, and not in private areas such as locker rooms, bathrooms, or other areas in which individuals have a reasonable expectation of privacy. Audio recordings will not be utilized by the District officials, however, this prohibition may not preclude the use of audio recordings by law enforcement officials in accordance with their official duties or as otherwise authorized by law.

Full version of this policy is available on the school website or you can obtain a copy in the Main Office.

VISITORS

Parents/visitors must sign in at the new secure front entrance next to the main entrance..

WORKING PAPERS

Working papers for employment certificates are required by law for employed students between the ages of 14 and 18. It is not the function of the school to enforce this law, but rather to issue the proper form or certificate required by the employer. Application forms and working papers are available from the Guidance Office.