

ACADEMICS

The following courses are available at Margaretville Central School:

ART

Art 6
Art 7
Art 8
Visual Arts 7
Visual Arts 8
Studio Art-A/Studio Art-B
Photo I
Photo II
Drawing
Painting
Graphics
Computer Art
Product Design

BUSINESS

Business Keyboarding
Intro to Computers 6
Yearbook
Multi-Media
Business Computers

ENGLISH

English 6
English 7
English 8
English 9
English 10
English 11
Readers Workshop 6
Writers Workshop 6
Readers & Writers Workshop 7
English Electives:
Short Fiction
Portfolio Writing
Great Books
Popular Fiction
Literature

SCIENCE

Science 6
Science 7
Science 8
Science Topics
Food Science
Earth Science
Physics
Chemistry
Authentic Science Research
Living Environment
Environmental Science

HOME and CAREER

FCCLA
Parenting
Child Development
Home and Career Skills 5
Home and Career Skills 6
Home and Career Skills 7
Intro to Nutrition
Entrepreneurship

MATHEMATICS

Mathematics 6
Mathematics 7
Mathematics 8
Accounting
Algebra IA & Algebra 1B
Integrated Algebra
Integrated Algebra II & Trigonometry
Integrated Geometry
Applied Math
Statistics
Pre-Calculus
Calculus

ACADEMIC ELIGIBILITY POLICY FOR EXTRA CURRICULAR ACTIVITIES

MUSIC

Music 6
Music 7
Music 8
History of Rock Music
Theatre Arts
Junior Band
Junior Chorus
Senior Band
Senior Chorus

PHYSICAL EDUCATION

Physical Education 6-12

HEALTH EDUCATION

Health Education 6
Health Education 7
Health Education - High School

LIBRARY

Library 6

TECHNOLOGY EDUCATION

STEM 7
STEM 8

SECOND LANGUAGE

Spanish 8
Spanish I, II, III, IV

SOCIAL STUDIES

Social Studies 6
Social Studies 7
Social Studies 8
Global Studies 9
Global Studies 10
U.S. History & Government 11
Economics/Government

DISTANCE LEARNING

Psychology
Sociology I
Criminal Justice

MCS 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 MCS, the following Academic Eligibility Policy is in effect:

1. At the end of a 10 school day period, a listing of students is generated who are not passing a course for that period, due to a lack of effort and/or performance. Teachers review the draft copy from Carol and sends edits back to Carol. 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.

1. On the school day following the submission of the list, students failing two or more subjects will be placed on probationary status for a 10 school day period.
2. 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. If, at the end of this period of ineligibility, the student is no longer failing two or more subjects, he or she will be on probation and return to step 2. If still failing two or more subjects, the student will remain ineligible for an additional 10 school days.
3. Students, parents, advisors, coaches, faculty, and staff will be notified of students put on probation or deemed ineligible.
4. Dropping a class while on ineligibility will not take you off the ineligibility list for the 10 school day period.
5. Students who are on either probation or ineligibility are also automatically placed on No-Pass.
6. Seniors not passing one subject will have their uptown lunch and senior lounge privileges suspended and placed on No Pass.

ACADEMIC RECOGNITION AND OPPORTUNITIES

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.

Students of the Quarter - The Student-Faculty Senate will recognize students for their effort and achievement during quarterly assemblies.

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.

ALCOHOL, TOBACCO, DRUGS AND OTHER SUBSTANCES (STUDENTS) 7320

Alma Mater

Oh, Margaretville, our Alma Mater
Thy praises we will always sing;
Along life's path we'll never falter
As glory to thee we will bring.
Our lives will always be the fuller
Because of memories gathered here,
And when we leave we won't forget you,
In spirit you'll be near.
Here nestled midst the rolling Catskills
With tower reaching toward the blue,
Our school will firmly stand forever
Symbolic of our standards true.
We've learned to work and play together
With fairness as our golden rule.
And Margaretville we will remember
Our dear old Central School.

ART, MUSIC, LIBRARY, HOME AND CAREERS, BAND AND CHORUS

Students in grades Pre-K-4 will have one day per week each of Art, Music, and Library instruction. Students in grade 5 will have a 10-week quarter each Art, Music, Library and Home and Careers. Students in grades 4th and 5th are eligible to participate in Elementary Band. Weekly instrumental lessons are available to current and future band participants in grades 4-6 on a pullout basis. Students in grades 5 are eligible to participate in the Elementary Chorus conducted by Mrs. Roselli.

ASSISTANCE DIRECTORY

Students and their parents need to know where to go for aid when problems occur or information is needed. Below is a list of available sources for help or information.

Absenteeism	Mrs. Debella	Computer Lab
Academic Problem	Mrs. Triebe Mrs. Millen	Guidance Counselors
Accident/Injury	Mrs. Hafner	Health Office
Change of Address	Mrs. Johnson	Guidance Office
Daily Announcements	Mrs. Norwick	Main Office
Lost and Found	Mrs. Hafner	Health Office

ATTENDANCE POLICY

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.

All unexcused absences, will count toward loss of unit credit determination with these exceptions:

1. Where home tutoring is provided, such absences will not be counted in denying credit. Arrangements for home tutoring will be made by the Building Principal. Parents are responsible for notifying the Principal in cases of prolonged absence.
2. If extenuating circumstances pertain to a specific absence or absences, an appeal committee may be convened to consider extenuating circumstances. The Appeal Committee will be composed of the Principal and members of the faculty. If the parent does not accept the committee's decision, the parent may appeal.
3. Teachers will inform the Guidance Office if students do not meet the course attendance requirement necessary to receive credit for a 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. A Parent-Teacher-Student-Counselor Conference will be required at the 50% mark of allowable absences. The conference will be arranged by the Guidance Office.
4. Students losing course credit due to excessive absences will be ineligible to take all tests and exams in the class.
5. 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.
6. 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:

1. personal illness;
2. family illness or death;
3. impassable roads during hazardous weather;
4. medical/dentist appointments (doctors 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. 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 extra-curricular 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 notes are due in the Main Office on the day following an absence or 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. Seniors participating in a "skip day" with or without parental permission will also be subject to disciplinary consequences and may lose their right to participate in their graduation ceremony.

ATTENDANCE PROCEDURES – 1st PERIOD

All students are assigned to a first period class where attendance is taken by the teacher via Powerschool. Students arriving after the 8:19 AM bell are considered tardy and are to sign-in at the Main Office. Students must obtain a pass to class from the Main Office. Unexcused tardiness will be subject to disciplinary action as per the classroom/teacher's tardiness policy.

STUDENTS LEAVING EARLY: All notes excusing students early must be presented to the Main Office before first period.

FIRST PERIOD TEACHERS *The duties of first period teachers include the following:*

1. Be in first period at 8:05 AM
2. **Personally** take classroom attendance at the start of first period.
3. The maintenance of good order and conduct during announcements, attendance, and other activities. Students are to be seated and silent during the announcements.

BASKETBALL CHAPERONE DUTIES - HOME GAMES

1. **CHAPERONES** should be at the school **30 minutes** before the first game starts.
2. **CHAPERONES** should keep spectators off the playing floor and clear of the sidelines during the game.
3. Students who leave the building should not be allowed to return without prior permission from the chaperone and for good reason.
4. There will be **NO SMOKING** on school property. The consumption of food is to be limited to the concession area.
5. **TEACHER CHAPERONES** are to station themselves by the gym doors (before the first game, at half-time of each game and between games).

During the game itself, chaperones will station themselves on both ends of the bleachers. Doorways to the gymnasium are to be free of all spectators. The doorways are fire exits and must be kept clear.

1. **CHAPERONES** are to remain on duty until ALL spectators have left the premises. One will remain in the gymnasium while the other will supervise the entrance.
2. **CHAPERONES** are responsible for overseeing the sportsmanship of the people in attendance. See Section IV rules posted outside entrances to gymnasium. This will include warning spectators behaving in an unsportsmanlike manner and a possible ejection from the gym.

2016-2017 BELL SCHEDULE

7:30 AM	Building Opens
	BREAKFAST - Students should report to cafeteria or remain in corridor by Gym Entrance.
7:40-8:05	
8:00	1st Warning Bell
8:05	2nd Warning Bell
8:10-8:52	1st period
8:55-9:37	2nd period
9:40-10:22	3rd period
10:25-11:07	4th period
11:10-11:52	5th period
11:55-12:37	6th period
12:40-1:22	7th period
1:25-2:07	8th period
2:10-2:52	9th period
	<u>Buses leave: 2:57</u>

DELAYED OPENING SCHEDULE

A. TWO HOUR DELAYED OPENING SCHEDULE

9:30 AM	Building Opens
	Students should report to cafeteria or remain in corridor by Gym Entrance
9:30-10:05	NO BREAKFAST
10:00	1st Warning Bell
10:05	2nd Warning Bell
10:10-10:22	1st period
10:25-11:07	4th period
11:10-11:52	5th period
11:55-12:37	6th period
12:40-1:04	2nd period
1:07-1:31	3rd period
1:34-1:58	7th period
2:01-2:25	8th period
2:28-2:52	9th period
	Buses leave: 2:57

BOCES AM classes are canceled during a two-hour delay schedule. These students are to report to the office for an assigned class until their normal lunch begins at 11:55 a.m.

BOCES PM students leave to travel to NCOC at 11:15 a.m. and are to be dismissed at 11:00 a.m. for lunch after checking in with their class or study hall teacher and obtaining class work that will be missed.

ALL DAY BOCES students will leave at 11:15 a.m. with the PM BOCES students when there is a school delay. Students should report to school prior to the buses leaving at 11:15 a.m.. There will be no morning classes for all day BOCES students when there is a delay.

BUILDING GUIDELINES

PARENTS/VISITORS MUST SIGN IN UPON ARRIVAL. STUDENTS ARE REMINDED OF THE FOLLOWING:

1. Walk quietly in the halls.
2. Consider others and keep the school, buses, and grounds clean.
3. Candy and gum should be left at home.
4. Students are prohibited from using or having on or in an operational mode any paging device, mobile telephone, cellular telephone, laser pointer or pen or any other type of telecommunications or

imaging devices during instructional time, except as expressly permitted in connection with authorized use in classrooms.

5. Smoking, swearing, and fighting are forbidden in school, on the buses, and on the playgrounds.
6. Vandalism to school property (books, desks, equipment, etc) will not be tolerated.
7. Do not engage in any actions that may be deemed harmful to the safety of others.
8. Line up quietly during fire drills and move quickly with your teacher out of the building.
9. During assembly programs; be courteous and considerate. Remain seated, and listen quietly.
10. The displays and projects in the halls represent many hours of student effort. Treat them with pride and respect.
11. If you see strangers in the building or on the school grounds, tell a teacher or notify office personnel at once.
12. Show respect for all school personnel.
13. Observe all school policies.

BUS CHANGES:

Parents in grades UPK-5 who request a bus change must submit a written request. The request slip will be handed to the classroom teacher and sent to the office with the attendance sheet to be processed. After the request is processed, a bus change sheet will be delivered to the classroom. Please note the bus changes. Emergency bus changes done after the 12:00 deadline will be delivered to the classroom teacher. Also, please make sure you notify the Main Office of any students who are picked up by their parents and do not have a bus permission slip. This will help eliminate any confusion for the bus drivers.

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.
3. Food, 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 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.

BUS CHAPERONES

One chaperone should be seated in the front and the other in the rear of the bus. All school rules apply. ALL STUDENTS should remain seated while the bus is in motion. The bus is not to leave until all students have been accounted for and seated. Students riding on the bus are to return on the same bus unless they leave with a parent (chaperone must verify) or have signed permission from the Administration.

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 K-4 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. Activities, which are included in this section, are Girl Scouts, Brownies, Daisy Scouts, Cub Scouts, Karate, and Ski Program.
6. Telephone calls for bus changes **WILL NOT** be accepted after **12:00** 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 stop in the office and check 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.
8. The school district will not transport children to non-school related after school activities (Examples: dance lessons, birthday parties, club activities, etc.).
9. Those students who walk to school and wish to remain after school for an activity should have a note from a parent.

CAFETERIA PROCEDURES

ALL STUDENTS are to return dishes and trays to designated areas. Good table manners should be observed. Proper behavior is expected of all students in the cafeteria. All students are to eat in designated areas during their lunch period. Students **are not to eat** snacks, sandwiches or other foods **in the corridors or any other place not specifically designated for the use of food**. Please note this includes soda and any other beverage. **Vehicle use is not allowed.**

CAFETERIA

Students are given the opportunity to participate in our nutritionally balanced meals program. A free and/or reduced price breakfast and lunch are available based on financial need. Please contact our District Office for the necessary applications. The "Type A" lunch meets federal standards for a well-balanced and nutritious meal. This lunch appears on the school lunch menu. For your convenience, up to 30 lunches per student may be pre-purchased at anytime. A check made out to MCS Cafeteria Fund entitles your child to **Type "A"** lunches only. For more information, call the Cafeteria Manager at 586-2647, extension 16. On days when school is delayed, breakfast will not be served. Breakfast is available at 7:30 AM with students expected to be in 1st period class on time by 8:19 AM. All food is to be consumed in the cafeteria or in a specially designated area directly supervised by a staff member.

CARE OF BUILDING

Care must be taken that the building and its contents are kept free from litter and defacement. Vigilance will prevent scratching of desks, pencil marks on walls, gum on the floor, and unsightly appearances of a room cluttered with waste paper. Each teacher will be held responsible for the condition of the room or rooms in which his classes are held and also for the corridor where he has supervision.

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.

CLASS ADVISORS

The duties of class advisors include the following:

1. Attendance at all class meetings.
2. The approval of all class announcements made during the day's announcements.
3. Chaperone all class functions sponsored by the class.
4. Approval of all class expenditures and active audit of the class's financial records.
5. Completed Building Use Form – signed by the Building Principal.
6. Completed Guest Permission Form – signed by the Building Principal.
7. The exercise of leadership and the provision of positive direction in assisting the class to establish a framework within which the class can achieve the goals it has set for the year and conduct successfully the activities it sponsors.

STUDENT-FACULTY SENATE:

Mrs. Patricia Moore
Mrs. Dawn Reidlinger
Mrs. Beth Tanzer

CODE OF CONDUCT

All teachers are required to review the school Code of Conduct with each of their classes within the first week of school.

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

For information, please contact the Cubmaster, Mr. Terry Johnson at 586-4945.

BOY SCOUTS - Grades 6 and older

For information, please contact Mr. Bill Svoboda at 586-3563 or 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. Patricia Svoboda at 586-3563 or Mrs. Ruth Fuller at 586-4603.

4-H CLUB

Clover Buds	--	up to age 8
4-H	--	ages 8-19
Teen Counsel	--	ages 13-19
Summer Camp	--	ages 8-18

For information, please contact the 4-H regional agent, Mrs. Emily Roach at (607) 865-6531 or email @ esc33cornell.edu.

Code of Conduct

COPYING AND LAMINATING

No copying in the Main Office. **ALL** materials must be put in the copy box in the Teacher's Lounge **24 HOURS** in advance.

Mrs. Goodchild will laminate materials each week usually on Wednesday. Please leave materials to be laminated in the laminating box in the faculty lounge.

COURSE LOAD GRADE 9-12

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.

Course Outline Handbook

CRISIS Team

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

Crisis Plan

<https://drive.google.com/file/d/0B92sNc-FqTDXLURoa01JR2FwbkVWRGJyUno5Y0Nfc0VtM2pB/view?usp=sharing>

DANCES - GENERAL RULES AND PROCEDURES FOR 6-12 GRADES

Dances will be held between 7:00 PM - 11:00 PM. in the gymnasium. Students must enter or leave by the front door only. Any student opening any other door will be asked to leave. Before being admitted to a dance, all students are required to have an ALCO-SENSOR (breathalyzer) test administered .At least four chaperones will supervise the dance. The advisor will be responsible for refreshment monies collected and bills paid. A Class advisor 3 members of the faculty or support staff or an amount deemed appropriate by the Principal.

ALL STUDENTS' outer garments must be left on tables provided at entrance hallway. Absolutely **NO COATS** will be permitted inside the dance area. Students who plan to leave the dance before its scheduled end must, upon going into the dance, give the chaperones a note from their parents requesting that they be allowed to leave the dance early. Parents may also come into the gymnasium to pick up their children. Chaperones are to notify the parents of those children who have insisted on leaving the dance without permission that their children have left the school for that evening. Students who are suspected of being under the influence of drugs or alcohol, or are unreasonable or obnoxious, out of order, etc. cannot attend the dance. Chaperones are to call their parents and ask that they be taken home. An administrator is to be contacted in the event of any serious incident. Food or drinks are not permitted outside the cafeteria. No loitering is allowed in the inside hallways. If a student is asked to leave and does not, legal authorities will be contacted to remove the student. No

student may leave the dance and then return again without the advisors or administrators permission.

The following information must be kept at the admission desk: One updated attendance sheet for all MCS students: One sheet for all pre-registered: Ineligibility list.

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.

DANGEROUS WEAPONS IN SCHOOL

No person shall have in his or her possession upon school premises any object which could be used as a weapon. A weapon is defined as any instrument capable of firing a projectile, the frame, or receiver of any such weapon, firearm muffler or silencer, any explosive device, or any other instrument capable of inflicting bodily harm. In accordance with the Gun-Free Schools Act of 1994, a student found guilty of bringing a firearm, as defined in federal law, onto school property after a hearing has been provided pursuant to section 3214 of the Education Law, will be subject to at least a one-year suspension from school.

DETENTION POLICY - AFTER SCHOOL

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

DETENTION POLICY - LUNCH TIME

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.

DIGNITY FOR ALL STUDENTS ACT 7554

DISCIPLINE K-6

Students must abide by all school rules as well as teacher/student generated classroom rules. However, there are instances when students will be referred to an Administrator or Guidance

Counselor. Students may then receive play or lunchtime detention, after school or In-School Suspension, or a request for a parent conference. Parents will be notified in the event of disciplinary action taken. The administration, at its discretion, may take other corrective actions as well.

DISCIPLINARY REFERRALS

In the event a student is uncooperative, rude, uses inappropriate language, or is a disruptive influence preventing you from teaching, please leave all information for the teacher you were substituting for regarding any discipline issues. Please contact the office using the intercom phone if you send a student to the office or if you need assistance in the class.

UPK-4 DISMISSAL PROCEDURE:

All UPK-2nd grade children will be walked to the buses by the teacher. Any student requesting to ride a bus other than their regular bus **must** be listed on the Bus Change Sheet. Parents of children that do not ride a bus will meet their child by the elementary gym, where they will sign them out with the monitor in charge. Any student left who was expecting to be picked up and was not met by their parent is to be brought to the Main Office.

DISMISSAL

Students are not allowed to be dismissed from school unless they present to the Main Office when arriving at school a written note from parent or guardian requesting an early dismissal and stating the reason for dismissal. It is essential that all dismissals be referred to the Main Office. Teachers are to communicate “special dismissal procedures” to their substitute teachers. (i.e.-custody arrangements for pick-up.)

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. Goodchild.

E-MAIL

Teachers are expected to check their e-mail daily. Student use of the district’s Wi-Fi is through the student or guest network only.

Electronic Devices

Students are prohibited from using or having on or in an operational mode all electronic devices during instructional time, except as expressly permitted in connection with authorized use in classrooms. While students are permitted to possess such devices during the school day, they are prohibited from using them in any manner which invades the privacy of students, employees, volunteers or visitors. Students are not permitted to use any form of information technology, including their own personal electronic devices, to intimidate, harass or threaten others. This type of harassment is generally referred to as cyber bullying. If a student violates this prohibition, then he/she is subject to discipline under this provision and/or any provision in the District Code of Conduct that may be applicable to the circumstances involved. Any electronic device that is permitted on school property is encouraged to be kept on the person and in a concealed manner.

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 AUP will be subject to consequences outlined in the Code of Conduct.

Managing Device Usage

A color code system will be used to help manage device usage. The code may change in a classroom from day to day or period to period depending on the class activities for the day.

A red zone means that all electronic devices are prohibited and students found with devices in this zone will face consequences. For example, during tests students will have their test results voided with no makeup opportunity.

A yellow zone means that students can have their devices but they must be silent and out of sight.

A blue zone means that devices are permitted for specific instructional use.

A green zone means that general and open use of the device is allowed.

EXPLANATION OF THE SIX DAY SCHEDULING CYCLE

The daily class schedule is run on a six-day cycle. Days are designated as "1," "2," "3," "4," "5," and "6" rather than Monday, Tuesday, etc. The first day of the school year will be a day 1. The next day of school will always follow the numerical cycle regardless of weekends, holidays, vacations, or snow days. This schedule facilitates the equal scheduling of math, science labs, music lessons, band, chorus, physical education, elementary art, music, and library. The schedule does not affect classes that meet every day throughout the school year or a semester.

FACULTY MEETINGS

Faculty meetings will normally be scheduled for Monday afternoons at 3:00 PM according to a schedule established by the Building Principal. It is recommended that teachers plan their yearly calendar around Monday afternoons. Coaches, club advisors, and teachers with extraordinary commitments should clear their absence from any faculty meeting with the Building Principal in advance.

FIELD TRIPS AND EXCURSIONS REGULATION

1. All requests for field trips must be in by the 25th of the month prior to the month in which the field trip is scheduled.
1. Pencil in your trip on the calendar in the District Office.
2. Please check with Mr. Marks before making any field trip arrangements to avoid conflicts with athletic events (i.e. transportation).
3. Fill out a transportation request form and submit it to the Main Office
4. All field trips, which exceed 100 miles, or involve overnight accommodations, must have approval of the Board of Education.
5. At least one bus driver must remain with the school buses at all times.
6. Cost of admission for teachers, other adult supervisors, and bus drivers to an activity must be included in the student ticket price.
7. Travel expenses for highway tolls, bridges, tolls, gasoline, and other related expenses will be given to the driver in advance by the district’s Treasurer.
8. PLEASE NOTIFY THE SCHOOL NURSE TO GET MEDICAL INFORMATION AND/OR MEDICATIONS STUDENTS MAY NEED WHILE ON THE FIELD TRIP.
9. Submit directions to Beth Smith for the bus drivers and check on availability of bus parking.
10. Notify the cafeteria (order lunches if needed).
11. If leaving before 6AM, notify Beth Smith.
12. Please notify Speech, OT, & PT of any field trips involving students receiving these services.

FINAL COURSE GRADES

In computing final grades, please use the following system. All courses will use the final exam as 20% of the final grade. The Regents Exam will be used as the final exam where there is a Regents exam offered. The passing score at Margaretville Central School for all tests including regents is 65.

Sample grade computation:

- | | | | |
|----|-------------|-------------------|------------|
| A. | Full year | | |
| | 1. | 75 | |
| | 2. | 74 | |
| | 3. | 75 | |
| | 4. | 76 | |
| | R or F 70 = | <u>370</u> points | 74 Average |
| | | 5 | |
| B. | Half year | | |
| | 1. | 80 | |
| | 2. | 65 | |

FIRE DRILL PROCEDURES

Fire drills are intended to ensure your safety in case of an emergency. As with any fire alarm, we must assume a drill is a real emergency and the Fire Department trucks are on their way. 12 fire drills per year are required by the State, eight by December 1st. Directions are posted in each room. Each teacher should familiarize himself and his pupils with the directions for his room. Each teacher is to follow their class to ensure all students leave.

The following procedure is to be followed during a fire drill or alarm:

1. Please close all room windows and shut the classroom door. This will prevent oxygen from feeding a fire.
2. Students are to be made aware of the posted room evacuation route.
3. The first person to reach a hall fire door is to open it and hold it open for other students.
4. Double the line of students going down stairways and out the door.
5. All students are to remain outside with their teacher. Please stand clear of areas where emergency vehicles must pass.
6. Talking is absolutely forbidden. In case of an emergency or blocked exit, special announcements will need to be given by staff.
7. Teachers should have their attendance book with them in order to account for all assigned students.
8. Be familiar with your posted classroom evacuation plan.
9. Walk rapidly, but do not run.
10. In an emergency, special instructions may need to be given so all may safely leave the building. PLEASE DO NOT TALK!
11. Once outside, stand with your teacher and class away from the building and areas where emergency vehicles must pass.
12. If the normal exit is blocked or too dangerous to pass, the nearest alternative exit is to be used.

FLAG DISPLAY

The United States flag shall be on display in every classroom and at every public meeting held within the school building. The Pledge of Allegiance will be conducted daily during first period.

GENERAL INFORMATION

All teachers are to help at all times in securing rapid and quiet change of periods.

1. Allow NO LITTERING OR RUNNING IN THE CORRIDORS.
2. Teachers of students in grades 6-12 are to stand outside their classroom door between periods.
3. Keep Liz DeBella (**# #125**) informed of the absence of pupils for insufficient reasons.
4. Plan your work so as to dismiss your class promptly at the end of the period.
5. Please establish the routine of using the absentee list throughout the day and report discrepancies to Liz DeBella. This includes students present who are marked absent.

6. It is the duty of all teachers to aid in enforcing school regulations at all times, including before and after school.
7. Use agenda book pass for grades 6-12.
8. Take period-by-period attendance.

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		22	

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.

Grading Rule

55 rule

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.

HEALTH OFFICE

The School Nurse is in the Health Office. 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 have a signed pass in their agenda book 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.

HONOR CARD

Students in grades 6-12 who are achieving at a high academic level and earn Honor Roll recognition will be issued an Honor Card valid for the following marking period. The goal of this program is to provide an incentive to increase student achievement at a time of increasing standards and expectations. The Honor Card entitles the student to specific privileges at MCS. Honor Card 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.

Honor Roll: (84.5% - 89.4%)

High Honor Roll: (89.5% - 94.4%)

Principal’s List: (94.5% and higher)

HONOR SOCIETY-Marian Connell Chapter of the NATIONAL HONOR SOCIETY

Membership 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. 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.

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

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. 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 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.

KEYS

Each teacher is provided with a key to his or her own room and a security badge. The key is to be returned to the Main Office at the end of the academic year. Teachers should keep doors locked at all times at the end of the school day.

LEAVING BUILDING DURING SCHOOL DAY (ALL STAFF MEMBERS)

Any staff member who leaves the school grounds during the school day must notify the Main Office when they leave and also upon returning.

LIBRARY USE - STAFF

1. Please sign out any material that you take from the libraries.
2. All teacher materials are due June 1st. We do, however, reserve the right to request the return of certain items if needed by others.
3. Please notify the librarian 3-5 days in advance when planning to bring a class to the library.
4. Books and materials are put on reserve for requesting teachers. Please notify the library staff of the dates materials are to be reserved.
5. Reference books may go to classrooms for a limited time upon request of the teacher.

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 and should be returning in September with their locks. 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). Do not share your locker or give your lock combination to others. Students are required to keep their hall locker lock at the end of the school year for use the following September. A \$5.00 replacement fee is assessed for locks that are lost or not returned in September. 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.

Students are responsible for the care and protection of items of personal value, which they bring to school. To assist in safeguarding those items, a school lock is loaned to students and is to be placed on all lockers. The replacement cost of lost locks is \$5.00.

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 who has a key. 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. The Yellow Sheet must be posted by your door.

MAILBOXES

It is recommended that staff members check their mailboxes once a day.

MIA STEINER

The Mia Steiner Prize Program was established in 1987 through a bequest in the will of Mr. Abe Savetman of Halcott Center. The prizes and awards are named in memory of Mr. Savetman's dear friend and longtime companion, Mia Steiner. Mr. Savetman wanted to establish a series of prizes and awards for creative student work in a variety of fields in which he and Ms. Steiner were interested. Mia Steiner Prizes are awarded annually in five categories to students in grades 6-12. Mia Steiner Childhood Awards are similarly awarded in five categories to students in grades K-5. Students may enter any number of award categories. A separate jury judges each category.

MISSION STATEMENT

Margaretville Central School will develop capable individuals and critical thinkers, instilled with positive self-esteem, creativity, and a life-long desire for learning. To assure our school's atmosphere for growth and achievement, we will foster a challenging educational environment supported by a dedicated staff, and the cooperation of family, peers, and community.

Morning Announcements

NO-PASS

A student on No-Pass will not have the privilege of leaving a class or study hall for any reason.

Students will be placed on No-Pass for:

1. Tardiness
2. Overdue library materials
3. Water guns, water balloons and insubordinate hat use in class
4. Academic needs – i.e. failure to turn in homework, signed tests, etc.
5. Other “infractions”
6. After 3 consecutive days on “No-Pass” for the same offense, further disciplinary action will be taken by the teacher. This will include:

- · Parental contact by the staff member assigning No-Pass
- · Lunchtime detention via disciplinary referral by the teacher
- · After repeated offenses, a Parent/Guardian Conference will be required.
- · Students found in the corridors while on No-Pass will be referred for disciplinary action.

Anyone who is on either probation or ineligibility is automatically placed on No-Pass. How do students get on no-pass???

PARENT/TEACHER CONFERENCES

Parent-Teacher Conferences are scheduled for all K-5 students in the fall on November 19th PM and all day on November 20th for K-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. CONFERENCES MAY BE ARRANGED AT ANY TIME UPON THE REQUEST OF A PARENT OR TEACHER.

PLAN BOOKS

All teachers are expected to maintain a Plan Book, on a week to week basis, outlining the work to be taught in each class. Plan books are collected and stored in the Main Office at the end of the year. Plans should include:

1. Overview of long term objectives for each class.
2. Specific short term goals to include materials, field trips, and methods reflecting student involvement.
3. Evaluation procedures
4. Copies of Elementary plans may be given to special teacher for integration in their curriculum.
5. All teachers are responsible for plans for their substitutes in case of absences.
6. All teachers are expected to maintain accurate classroom attendance records.

Power School

PowerSchool general guidelines (including but not limited to: accessing IEPs, Demographics, adding grades, symbol legend for “no pass” and other alerts)

PROGRESS REPORTS

Progress reports are sent home every 5 weeks. They may also be sent home at any time in the marking period to note a sudden change in achievement. When a teacher judges that a student is in danger of failing a specific course or grade, they should contact parents to discuss the situation. Parents deserve early warning when their children may fail a course or grade.

PROMOTION POLICY FOR GRADES K-5

Any student K-5 can be recommended for retention through the RTI Committee. Parents will not be able to revoke the recommendation to retain a student. 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.

PROMOTION/GRADUATION POLICY FOR GRADES 6, 7 AND 8

A point system for grades 6, 7, and 8 promotion is based upon courses taken. Points will be assigned as follows for a passing grade in the course.

To advance to the next grade level (7th, 8th or 9th), a student must accrue: 5.50 points in grade 6 to move to grade 7; or 5.50 points in grade 7 to move to grade 8; or 5.50 points in grade 8 to move to grade 9

When a grade 6 student does not accrue 5.50 points, that student will repeat the 7th grade. When a grade 8 student does not accrue 5.50 points, that student will repeat the 8th grade.

Summer school is recommended for students who fail a core class in English, Social Studies, Math, or Science.

SUBJECT AREA	POINTS	POINTS	POINTS
	Grade 6	Grade 7	Grade 8
Math	1.0	1.0	1.0
English	1.0	1.0	1.0
Social Studies	1.0	1.0	1.0
Science	1.0	1.0	1.0
Art	0.25	0.25	0.25
Home and Careers	0.25	0.25	0.25
Music	0.25	0.25	0.25
Library 6	0.25		

Readers & Writers Workshop 7		0.25	
Writers Workshop 6	0.25		
Readers Workshop 6	0.25		
Intro to Computers 6	0.25		
Physical Education	0.50	0.50	0.50
STEM 7		0.50	
STEM 8			0.50
Health 7		0.50	
Health 6	0.25		
Spanish 8			1.0

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;
Grade 12 16.5

REGENTS DIPLOMAS REQUIRE PASSING REGENTS EXAMS WITH A 65 OR HIGHER SCORE. Total Credits Required = 22

PURCHASING PROCEDURES

NOTHING IS TO BE PURCHASED WITHOUT A PURCHASE ORDER!!

ANYTHING BOUGHT WITHOUT A PURCHASE ORDER IS THE PURCHASER'S RESPONSIBILITY.

If you are ordering an item on approval, get a purchase order FIRST! Purchase orders must be dated before the invoice. Purchasing at these establishments must be approved through the business office BEFORE making the purchase.

REPEATING A COURSE

A student repeating a course in high school must take the course over for the entire year. Half year courses are to be taken for the full half of the year. Upon approval of the Building Principal students will be allowed to take the Regents Exam in January.

RECESS

In the event of inclement weather or temperatures below 20 F, recess will be held in the classroom and supervised by the aide. Please have the students dressed and ready to go out by the time recess starts.

REPORT CARDS

Report cards and all grading are processed through the Guidance Office.

REPORT CARDS

Grade K – 2: Parent/Teacher Conferences scheduled on November 19th and 20th 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 4th and April 22nd and mailed home at the end of June.

Grade 6 – 12: Report cards will be mailed home.

REPORT CARD/PROGRESS REPORT SCHEDULE

October 4, 2013	Progress Reports Due
October 10, 2013	Progress Reports Mailed
November 1, 2013	FIRST QUARTER ENDS
November 12, 2013	Grades 6 – 12 Report Cards Mailed
November 19 & 20 2013	Grades 3 – 5 Report Cards Distributed at Parent Conference
December 6, 2013	Progress Reports Due
December 11, 2013	Progress Reports Mailed
January 24, 2014	FIRST SEMESTER/SECOND QUARTER ENDS
February 4, 2014	Grades K – 12 Report Cards Mailed
March 7, 2014	Progress Reports Due
March 12, 2014	Progress Reports Mailed
April 4, 2014	THIRD QUARTER ENDS
April 22, 2014	Grades K – 12 Reports Cards Mailed
May 16, 2014	Progress Reports Due
May 21, 2014	Progress Reports Mailed
June 26, 2014	SECOND SEMESTER/FOURTH QUARTER ENDS
END OF JUNE	Grades K – 12 Reports Cards Mailed

RTI

SCHEDULE CHANGES

Students may add/drop new courses within two weeks from the beginning of each semester. Subsequent to the two week period all add/drops must be approved through an administrative committee.

SCHOOL CLOSINGS AND DELAYS

When school or a school activity is delayed or cancelled due to inclement weather, road conditions, or other emergencies, announcements will be made from radio stations WGY (810 AM), WDLA (1270 AM and 92.1 FM), WBNG (TV Channel 12), and WKXZ (94 AM). We are also on the web at www.margaretvillecs.org and for MTC customers we're on Channel 6. We will again implement our automated announcement system which allows us to send a message to your home phone, cell phone and email in the event of a school closing or cancellation. Announcements pertaining to evening activities will be made as early as possible. PLEASE DO NOT CALL THE SCHOOL FOR INFORMATION.

SCHOOL HOURS

The school is officially open from 8:00AM until 2:53PM. Unsupervised students arriving in school prior to 8:05AM will go to the cafeteria. Students remaining after school must be under the supervision of a staff member.

School Profile

SECURITY

All doors will be locked during school hours. Doors should remain locked and not be propped open. All people entering the building should enter through the main entrance.

SEXUAL HARASSMENT OF STUDENTS 755

SEXUAL HARASSMENT

MCS is committed to safeguarding the right of all students within the school to learn in an environment free from all forms of sexual harassment. Sexual harassment is a form of sexual discrimination. Any student who believes that he or she has been subjected to sexual harassment by any individual on school grounds or at school activities should report the alleged misconduct immediately to Mrs. Carolyn Cassels. The student may pursue the complaint informally or file a formal complaint.

SKATEBOARDS, ROLLER BLADES, ETC.

Skateboards, or roller blades will not be permitted to be used on school grounds. Under no circumstances are they permitted to be used during the school day.

Staff Listing

BOARD OF EDUCATION

President - Mr. Terry Johnson

Vice President - Mrs. Katie VanBenschoten

Mr. Lee Austin

Mrs. Agnes Laub

Mrs. Doris Warner

ADMINISTRATION

Superintendent: Dr. Robert Chakar

Building Principal: Mr. Colin Clark

GUIDANCE

Mrs. Nancy B. Millen UPK-7 Mrs. Brittany Triebe 8-12

INSTRUCTIONAL STAFF

UPK	Mrs. Kathy Hazeltine	2nd	Mrs. Melissa Pacheco
Kdg	Mrs. Lisa Ciaravino		Ms. Dorothy Rose
	Mrs. Toni Smith	3rd	Ms. Diana Ballard
1st	Mrs. Denise Asher	4th	Mrs. Susan Hinkley
	Ms. Kayla VanValkenburg		Mrs. Barbara Taylor
		5th	Mrs. Linda Pesa

Special Education:

Mrs. Becky Hubbell
Mrs. Joy Holden
Mrs. Sari Kretschmer
Mrs. Erica Ritter
Ms. Catherine Sapinsky
Mrs. Keira Terpening
Mr. Bill Powers
Mrs. Amy Smith

Reading:

ESL:

Social Studies:

Mathematics:

Science:

English:

Spanish:

Art (UPK-8):

Art (9-12):

Business:

Family/Consumer Sciences:

Vocal Music (UPK-12):

Instrumental Music:

Physical Education:

Ms. Jane Keller
Mr. Shane Maher
Mrs. Brigitte Nagle
Mrs. Jenni Leaver
Mrs. Elizabeth Tanzer
Mrs. Jamie Durkin
Mrs. Cassie Pezzello
Mrs. Lisa Kaufman
Mr. Jeffrey Mann
Mr. Joseph Dabritz
Mrs. Amanda Wells
Mrs. Becky Hubbell
Mrs. Dawn Reidlinger
Ms. Katy McMurray
Ms. Michele Dietz
Mrs. Christina Stickle
Ms. Dove Karn
Mrs. Leslie Roselli
Ms. Jennifer Sobas
Mr. Jeremy Marks *Athletic Director*
Mr. James Owdienko

Physical Education/Health:	Mrs. Tracy Reither
Librarian:	Mrs. Patricia Moore
Speech Therapist	Mrs. Brenda Geehrer-Todd
Occupational Therapist:	Mrs. Heather Thompson
Physical Therapist:	Mrs. Chris Peters
Treasurer:	Mrs. Teresa Goodchild
Account Clerk:	Mrs. Milissa Bruno
Secretaries:	Mrs. Teresa Goodchild <i>District Office</i>
	Mrs. Stacey Johnson <i>Guidance Office</i>
	Mrs. Carol Norwick <i>Main Office</i>
Network Admin.:	Ms. Beth Johnson
Computer Lab Assistant:	Mrs. Liz DeBella
Teaching Assistants:	Mrs. Susan Allen
	Mrs. Rebecca Miller
	Mrs. Lisa Palazzolo
	Mrs. Susan Tallman
Teacher Aides:	Ms. Kathy Andersen
	Mrs. Sue Boice
	Mrs. Robin Costa
	Mr. Larry Hull
	Mrs. Roxane Mathis
	Mrs. Denise Williams
Teacher Aide/Bus Driver:	Mrs. Sally Dwyer
Cafeteria Cook/Manager:	Mrs. Connie Mathieson
Cafeteria Cook:	Mrs. Margaret Scudder
Food Service Helper:	Mrs. Lore Todd
Head Custodian:	Mr. Randy Klein
Asst. Bldg. Maint. Mech:	Mr. Floyd Knapp
Head Mechanic:	Mr. Brian Grocholl
Bus Dr/Asst. Bldg.Maint.Mech:	Mr. John O'Reilly
Head Bus Driver	Mrs. Beth Smith
Bus Drivers:	Mrs. Penny Finch
	Mr. Fred Gartlemen
	Mr. George Griffin
	Mr. William Osmundsen
	Mr. Kevin Valk
Custodians:	Mr. Scott Archibald
	Mr. Dave Carpenter
	Mr. Floyd Knapp
	Mrs. Cheryl Nealon
	Mr. John O'Reilly
	Mr. John Rosa
School Nurse:	Mrs. Mary Hafner

School Physician:	Dr. Paul Llobet
School Psychologist/CSE Chairperson	Mr. Michael Moore
School Tax Collector:	TBA

STUDENT ACTIVITIES/ATHLETICS

MCS 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 three specified dates 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.

FALL SEASON

Varsity Boys Soccer	Coach: Mr. Jeremey Marks
Varsity Girls Soccer	Coach: Mrs. Toni Smith
Modified Boys Soccer	Coach: Mr. Jim Owdienko
Modified Girls Soccer	Coach: Mrs. Julia Marks
Varsity Golf	Coach: Mr. Jeremey Marks
Modified Golf	Coach: Mr. Jeremey Marks

WINTER SEASON

Varsity Boys Basketball	Coach: Mr. Jeremey Marks
Varsity Girls Basketball	Coach: Mr. Kyle Holden
J.V. Boys Basketball	Coach: Mr. Shane Maher
J.V. Girls Basketball	Coach: Ms. Beth Johnson
Modified Girls Basketball	Coach: Mrs. Lisa Kaufman
Modified Boys Basketball	Coach: TBA
Ski Team	Coach: Mr. Jim Owdienko
Cheerleading	Coach: Mrs. Christina Stickle

SPRING SEASON

Varsity Baseball	Coach: Mr. John Bernhardt
Varsity Softball	Coach: Mr. Kyle Holden
Modified Baseball	Coach: Mr. Randy VanKeuren
Modified Softball	Coach: Mr. Bill Fiedler
Tennis	Coach: Mr. Jim Owdienko

STUDENT DRESS CODE

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should

exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting. A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments such as tube tops, midriff baring garments, net tops, halter tops, spaghetti straps, 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 building 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.

STUDENT RIGHTS AND RESPONSIBILITIES

The Board of Education's goal is to provide an environment in which a student's rights and freedoms are respected and to provide opportunities, which stimulate and challenge the student's interests and abilities. These opportunities will be available as long as the student pursues such interests and studies in an appropriate manner, and does not infringe upon the rights of others. The Board therefore assures district students that they shall have all the rights afforded them by federal and state constitutions, statutes, and regulations. The Board also recognizes all federal, state, and local laws in connection with these rights and reminds students that certain responsibilities accompany these rights.

It shall be the right of each district student:

1. to have a safe, healthy, orderly and courteous school environment;
2. to take part in all district activities on an equal basis regardless of race, sex, religion, national origin, or disability;
3. to 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. to have school rules and conditions available for review and, whenever necessary, explanation of such by school personnel;
5. to be suspended from instruction only after his/her rights pursuant to Education Law 3214 have been observed; and
6. in all disciplinary matters, to have 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.

It shall be the responsibility of each district student:

1. to be familiar with and abide by all district policies, rules and regulations pertaining to student conduct;
2. to work to the best of his/her ability in all academic and extracurricular pursuits and strive toward the highest level of achievement possible;
3. to conduct himself/herself, when participating in 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;
5. to seek help in solving problems that might lead to discipline procedures;
- to be in regular attendance at school and in class;
6. to contribute to the maintenance of an environment that is conducive to learning and to show due respect to other persons and to property;
7. to dress in accordance with standards declared by the Board and the Superintendent; and;
8. to make constructive contributions to the school, and to report fairly the circumstances of school-related issues.

STUDENT RULES

1. Students arriving in school prior to 8:05 a.m. will go to the cafeteria if not under direct supervision of a staff member. Students remaining after school must be under the supervision of a staff member.
 2. The gym will not be used at any time without direct supervision of a faculty member or coach.
 3. Students are prohibited from using or having on or in an operational mode all electronic devices during instructional time, except as expressly permitted in connection with authorized use in classrooms.
 4. Students are forbidden to leave school property for any purpose without a permission slip from a parent or guardian. Permission slips are requested to be in the Main Office by 8:30 AM.
 5. Illegal class/study hall tardiness or absence will not be tolerated. Consequences are specified in the tardiness policy.
 6. All study halls will be run as work periods according to the guidelines in the handbook, not as free periods.
 7. No food will be consumed at MCS except in the cafeteria or in/at another specifically designated time/area (i.e. detention room or other functions directly supervised by a faculty member who assumes responsibility). Food will not be eaten in classes, study halls or in the hallways. Food purchased in the MCS cafeteria will not be taken from the cafeteria for consumption later.
- “No-Pass” applies to classes and study halls.

Running, shouting, and other boisterous behavior will not be allowed at MCS. Inappropriate public displays of affection are not allowed at MCS.

Using abusive language or gestures including racial or ethnic remarks will not be tolerated.

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:

- 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.
- 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 USE OF LIBRARY

The High School Library has been designed to complement the curricular offerings of our education program. Student conduct in the library must always reflect the purpose of that area: A place where reading, research, and study can occur with minimal distraction. Only a minimum of talking should take place.

STUDENT SUPERVISION

Do not leave your students unsupervised in your classroom.

STUDENT VISITORS

All visitors must sign in at the Main Entrance. Visitors will not be granted extended visitation which might disrupt normal instruction. All visitors to the school 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. After signing in visitors must report to the Main Office. The visitor must return the identification badge to the front registration desk before leaving the building.

STUDY HALL RULES AND REGULATIONS GRADES 6-12

- All students will bring work with them to study hall and work quietly.
- Students will be expected to arrive at the study hall on time and immediately take their seat. Students should not be permitted to sit on window sills or lounge on the floor.
- Students are prohibited from using electronic devices during instructional time, except as expressly permitted in connection with authorized use in classrooms.
- At the beginning of the study hall period, teachers will take period attendance via Powerschool. Students must sign-in before leaving for an alternative location.
- Students will not be permitted to play cards, checkers, chess, or games of chance in study hall.

- Passes to the Library will be at the discretion of the librarian. Students going to the Library, Computer Lab, or to see a teacher are to sign-in at that location and remain in that supervised location for the duration of the period.
- A student on “No-Pass” or Ineligibility will not have the privilege of leaving the study hall for any reason unless they have a pre-signed pass written by a teacher, counselor, or administrator.
- Students wishing to leave a study hall to see a teacher must have a pre-signed pass from the requesting teacher.
- Physical Education is a class. Therefore, students may not leave a Study Hall for the gymnasium.
- Students cannot visit other Study Halls.

SUBSTANCE ABUSE

(Alcohol, Tobacco, and Illegal Drugs) MCS is a Drug-Free School Zone/Tobacco-Free campus. No person may use, possess, sell or distribute alcohol or other substances, nor may use or possess drugs and paraphernalia, on school grounds or at school-sponsored events. The term “alcohol and/or other substances” shall be construed throughout this policy to refer to the use of all substances including, but not limited to alcohol, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alikes, and any of those substances commonly referred to as “designer drugs.” The inappropriate use of prescription and over-the-counter drugs shall also be prohibited. Prescription and over-the-counter drugs must be held and administered by the school nurse with written doctor’s instructions. Additionally, the following persons shall be prohibited from entering school grounds or school-sponsored events: any person exhibiting behavior, conduct, or personal or physical characteristics indicative of having used or consumed alcohol and/or other substances, or any person who school personnel have reasonable grounds to suspect has used alcohol and/or other substances. Any student found in the possession of, with the intent to sell or consume, an alcoholic beverage or illegal drug, or under the influence of the above items on school grounds, will face the following disciplinary actions: Immediate notification of the parents or guardians and a minimum of 2-5 days out-of-school suspension and police notification. A suspension longer than 5 days may be considered after a Superintendent’s Hearing upon the recommendation of the Building Principal.

SUBSTITUTE CALLING

Please use the following procedures if you need a substitute, Teresa Goodchild @ 845-586-2076. The line has been set up strictly for substitute calling. Leave your name, date, and reason for being out. You will get whoever is available. The hours to call will be: 5:30-7:00AM and 7:00-9:00PM. Calls will not be answered after 7:00AM. If you need coverage, you will have to call the Main Office at 586-2647. Remember the neighboring schools share most of the same substitutes, so the earlier you call the better chance of finding coverage. During the school day there will be a sign-in book in the District Office. If you need coverage, sign your name, date, and reason for being out. If you have a scheduled appointment, please sign in the book ASAP. Also, if you are attending a conference, taking a personal day, field trip or any other reason you might need a substitute you MUST sign in the book.

All teachers will keep a substitute folder in the main drawer of their desk which should be left open. In that folder should be:

- Academic Eligibility List
- Attendance Template
- Class Rosters
- Class Rules and Procedures
- Daily Schedules
- Emergency Procedures
- Fire Drill Procedures
- Lesson Plans
- Supplemental Service pull-out Schedules
- Elementary teachers should include bus information

When a sub is secured, you will be charged for the time. If you only need coverage for a short term, you must arrange it with your colleagues and the Building Principal. Teachers are responsible for providing lesson plans and a daily schedule for the substitute to implement. Emergency sub plans must be filed on the teacher's desk.

When possible, substitutes will be called using the following criteria:

- Certified Teacher in subject area
- Certified Teacher
- Teacher Preference
- Substitute familiar with the subject or grade level

Substitute ARRIVAL:

Upon your arrival at MCS, you need to sign-in in the logbook on the counter in the District Office. Please make sure you see Mrs. Goodchild in the District Office to complete all the paperwork necessary for payment. You should arrive in the building by 8:00AM and be in your classroom by 8:05AM and you may leave at 3:00PM. Notify the Main Office if you are available throughout the day and when you are leaving the building. The teacher's mailboxes are located in the staff lounge and should be checked before the start of class. Important information such as attendance sheets need to be picked up.

Substitute KEYS AND PLANS:

Lesson plans are generally left on the teacher's desk or sent in first thing in the morning. Check with Mrs. Norwick in the Main Office to see if any plans have been left there. You may also pick up a key in the Main Office if the classroom is locked. Please return the key as soon as the class door is opened.

SUSPENSION (OUT OF SCHOOL)

Suspension is used only as a last resort for repetitive or serious offenses, like fighting, or whenever a disruptive student constitutes a threat to the health or safety of others, him/herself, or the staff.

SUSPENSION GUIDELINES (IN SCHOOL)

In-School Suspension is a disciplinary consequence assigning a student to spend the school day within the ISS room to complete work provided by the regular classroom teacher.

Students on ISS are to meet in the Main Office to be met by the ISS teacher. Prior to 8:15, the ISS teacher is to ensure that student's teachers have provided work. Students in ISS who regularly participate in the school breakfast program are to eat prior to 8:19 in the cafeteria. The upstairs locker areas are off limits while on ISS. Students should arrive with all books and materials necessary to complete schoolwork. ISS is a quiet environment focused on academics. Electronic devices are not permitted. Lavatory breaks will be limited to once at mid-morning and once at mid-afternoon. Lunch is eaten in the ISS room with no movement between class periods.

Disciplinary violations in ISS will result in **additional time** being assigned. All completed work will be given to the classroom teacher by the ISS teacher. Tests taken in ISS must be taken under test conditions. 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

Classroom/Office Guidelines

Number of tardies per marking period

1

2

3 and beyond

Consequences

No-Pass - 1 day

Lunch Detention - 1 day

and parent notification - via referral

For tardy #3, the student will be assigned after school detention.

SUSPENSION PROCESS (LONG TERM)

Out-of-school suspensions longer than five school days shall be authorized only if a Superintendent's Hearing has been conducted. These hearings are convened under the due process procedures outlined in Education Law Section 3214. However, a student's rights are subject to limitation. Suspension, and in certain instances expulsion from attendance in our schools, is allowed when his/her conduct or condition is found to violate the provisions of the discipline code. As Education Law Section 3214 (3) (a) provides, the Board of Education, the Superintendent of Schools, a Building Principal or in his/her absence, an acting Building Principal, may suspend a student from attendance upon instruction where it is determined that the student:

1. Is (a) insubordinate or (b) disorderly, or (c) exhibits conduct which endangers the safety, morals, health or welfare of others; or
2. Exhibits a physical or mental condition, which endangers his/her health, safety or morals or those of other students.

A student may be suspended from instruction for more than five days when an incident or series of incidents specified in Education Law Section 3214 or the Discipline Code is violated.

TARDINESS GRADES 6-12

Margaretville Central School believes it is important to ensure students are attending class as well as arriving to class on time. A student will be considered tardy to school if they are not in

their 1st period class by 8:19 AM. A student will be considered late if they arrive late within the first twenty minutes of class. Lunch detention will be assigned if late to school without an excuse for being tardy.

All tardy students are to sign-in at the Main Office 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 parent or guardian will be admitted to their 1st period class with a pass obtained from the Main Office only. 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. Lunch detention will be assigned if a student does not have a note from a parent or guardian. A student will be considered tardy to school if they are not in their 1st. period class by 8:19AM. 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.

TEACHER EXTRA-CLASS DUTIES

During the school year faculty members are assigned duties in the halls and outside the building during the school day to ensure the proper conduct and safe passage of students. Morning duty ends when all students are in their homeroom.

Each person assigned to afternoon bus duty is to take his position and supervise the activity of students until the buses have left.

All staff are asked to help control the flow of traffic in the halls between classes during the school day.

TEACHERS – FIRST PERIOD DUTIES

The duties of first period teachers include the following:

Be in first period at 8:05 AM

Personally take classroom attendance at the start of first period.

The maintenance of good order and conduct during announcements, attendance, and other activities.

TEACHERS- VOICE MAIL

All teachers will be assigned voice mailbox. Please check your messages DAILY. All calls will be forwarded to your voicemail unless it is an emergency.

TESTING SCHEDULE

All 3-8th grade students must take a NYS exam in ELA and Math. Students in grades 4 and 8 only 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.

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.

PROCEDURE FOR CHARGING STUDENTS FOR LOST OR DAMAGED TEXTS

<u>Year of Use</u>	<u>Charge</u>
New	80% of replacement cost
2nd year	60% of replacement cost
3rd year	40% of replacement cost
4th year	20% of replacement cost
5th year	10% of replacement cost
6th year	No Charge

USE OF TOBACCO PRODUCTS

In accordance with Federal and State Law, Margaretville Central is a 24-hour Tobacco Free campus. No one is permitted to smoke or use any other tobacco products in the school building or on school property. This applies to school sponsored activities as well as the regular school day.

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. 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.

VISITORS

Parents/visitors must sign in at the front entrance desk then report to the main office before going to their destination.

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.

ZERO TOLERANCE FOR AGGRESSIVE BEHAVIOR FOR GRADES 6-12

There will be zero tolerance for intimidation, menacing, and fighting at MCS. Students who do not initiate a fight but who respond by fighting will be treated as fighting. Students who do not initiate a fight and are defending themselves will not be treated as fighting. Self-defense is doing what is necessary for a student to get away from a fight they did not provoke or initiate and go to a safe, supervised area. A student who initiates an assault will be referred to the State Police. Any student who brings any form of a weapon on school property will be referred immediately to the State Police and be excluded from school for one year.

