

**Madrid-Waddington Elementary School**  
**315-322-5746**  
**www.mwcsk12.org**

**Administration**    Mr. Eric Burke, Superintendent  
                              Mr. Matthew Daley, Elementary Principal

**Board of Education**

Matthew O'Bryan, President	Richard Hobkirk
Gerald Molnar, Vice President	Katie Logan
Tina Wilson Bush	Jordan Walker
Bruce Durant	
Charles Grant	

Brian Hammond

**Vision**

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

**Mission**

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

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

**Visitors to School**

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

**Student Arrival and Dismissal Precautions**

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

If anyone seeks the release of a student from school, he/she must report to the office to sign out the student, and wait for the classroom teacher to send the student to the office.

No student may be released to the custody of ANY individual who is not the parent or guardian of the student, unless the individual has been authorized to do so by the parent/guardian. The authorization must be in writing.

### **Attendance**

Excessive absences from school are the main cause of failure in school. Unless a student's health prohibits or there is an emergency situation, students should be in school. Punctuality and regular school attendance are essential to success in school.

All absences must be verified by a note from a parent or guardian when the student returns to school. The note should contain the date(s) of absence and the reason for the absence. Sample notes may be printed from our nurse's web page. Legal excuses for absence include personal illness; medical, dental or legal appointments; religious observances; and death in the family.

### **School Closings**

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

### **Report Cards**

Report cards will be issued four times during the year. We have paperless progress reports and report cards. Electronic progress reports and report cards expedite the process for parents/guardians to monitor their children's progress. Essentially, parents/guardians will be notified via email when progress reports and report cards are ready for viewing and parents can simply log-in to their SchoolTool account to view.

Parents/guardians who do not have internet access may still submit a written request to the elementary office for progress reports and report cards to be mailed home.

Parents, who are not yet registered in SchoolTool, may access the SchoolTool Parent Portal by completing the registration form located on the District website:

<http://www.mwcsk12.org/forms/public-forms>.

### **Procedure to Inspect Records**

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

## **Dignity for All Students Act**

The Dignity for All Students Act is federal legislation designed to promote civility in public schools, and to prevent and prohibit conduct, which is inconsistent with the district's educational mission.

The Dignity Act includes, but is not limited to, acts of discrimination and harassment based on the a student's race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, and gender.

### **Types of Harassment Behaviors**

#### **Physical**

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

#### **Verbal**

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

#### **Social/Emotional**

Excluding/Threatening to Exclude  
Spreading Rumors/Gossiping  
Ostracizing, Alienating  
Using threatening looks or gestures  
Extortion

#### **Cyberbullying**

Use of internet, cell phone, or other technology  
to harass and intimidate

The Madrid-Waddington Elementary School staff will promote a positive school climate that encourages interpersonal and inter-group respect among students and between students and staff. Administration and staff will work to provide all students with a supportive and safe environment in which to grow and thrive academically and socially. Any information regarding the harassment of any student will be taken seriously and any knowledge of incidents involving the harassment of students will be addressed immediately.

To comply with the "Dignity for All Students Act", a staff member from each building has been designated as the Dignity Act Coordinator. This individual has been trained in the provisions of the Dignity Act and methods to respond to handling human relations in all covered areas of discrimination. All violations of the act should immediately be reported to the Dignity Act Coordinator assigned to that building.

UPK/Elementary - Matthew Daley  
Middle School/High School - Eric Burke

#### **Student Expectations**

- Exercise courtesy, cooperation, and kindness.
- Respect the rights and the property of others.
- Follow classroom rules.
- Walk in an orderly manner at all times.
- Demonstrate responsibility (complete class and homework assignments on time, care for own money, notes, etc.).
- Deliver all notices from school to your parents/guardians.

- Obey reasonable requests of all staff members. (Reasonable defined: in this instance, something that is legal, inline with, or not contrary to Board of Education Policy, and would be expected of all students in a similar situation.)

**Possible consequences:**

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

**Field Trips**

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

**Transportation**

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

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

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

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

## **Nurse's Office**

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

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

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

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

**If you have a question regarding a health concern, please feel free to call our nurse, Mrs. Murphy, at school (315-322-5746 ext. 203).**

## **Homework**

Students in grades K-5 are given homework, and they are responsible for the daily completion of their assignments. Homework provides excellent opportunities for developing good study habits, providing for individual differences and abilities, and encouraging self-initiative on the part of the student. The amount of homework will vary at each grade level and should be age appropriate. If a student feels that he/she has an excessive amount of or too little homework per week, a conference with the teacher is suggested.

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

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

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

### **Academic Intervention Services (AIS)**

The district will provide academic intervention services to students who have been identified as being at risk of falling below the state learning standards in English language arts, math, social studies, and/or science. Such services may include additional instruction services and/or student support services such as guidance, counseling, and study skills.

A student's eligibility for academic intervention services will be determined based on his or her performance on state assessment examinations and/or teacher recommendation.

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

### **Use of School Computers and the Internet**

Each year students in the Madrid-Waddington Elementary School receive weekly classes in keyboarding skills, appropriate use of the internet, and structured introduction and guided use of grade and curriculum appropriate software.

The district prohibits the use of any computer hardware/software in any inappropriate or destructive manner.

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

### **District Website**

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

### **Electronic Devices**

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

## **Cafeteria**

All students at our school have the opportunity to participate in the National School Breakfast and Lunch Programs. Students from households that meet federal income guidelines are eligible for free meals or reduced price meals. Parents must file a new application for the program each year. These applications are available in the district newsletter or in the school office upon request.

Prices for this year are as follows:	Regular Breakfast	\$1.50
	Reduced Breakfast	\$ .25
	Regular Lunch	\$2.25
	Reduced Lunch	\$ .25
	All milk	\$ .50

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

1. Respect the monitor /teacher in charge.
2. Talk in a quiet, conversational voice.
3. Follow posted classroom, breakfast and lunchtime rules.
4. Keep uneaten food on trays and empty trays carefully.
5. Remain seated until dismissed by the monitor/teacher.

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

## **Physical Education**

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

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

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

### **Recess and Playground Rules**

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

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

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

### **Fire and Emergency Drills**

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

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

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

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



### **Madrid-Waddington Elementary Student Appearance/Dress Code**

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

Any clothing that is overtly revealing, poses a safety risk, or can potentially disrupt the educational setting is forbidden. Examples of this may include but not be limited to :

- Head coverings of any kind (male or female), except for religious or medical reasons.
- Any article of apparel which displays any of the following:
  - Obscene words, pictures or designs
  - Sexually suggestive remarks
  - Pro-alcohol or drug related messages
  - Derogatory comments regarding race, gender, religion, sexual orientation, family members, or school
- Tube tops/ halter-tops
- Underwear worn as outer garments.
- Pants, skirts, or shorts extending far below the intended waistline.
- Bare feet

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

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