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

Administration Mr. Eric Burke, Superintendent
Mrs. Nicole Miller, Elementary Principal

Board of Education

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Vision

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

Mission

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

- Embrace challenges
- Resolve problems
- Provide varied opportunities to all students
- Promote global, national and local citizenship
- Develop collaborative and communicative skills
- Prepare students for productive employment and lifelong learning

Visitors to School

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

Student Arrival and Dismissal Procedures

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

If anyone seeks the release of a student from school, he/she must report to the office to sign out the student, and wait for the classroom teacher to send the student to the office. No student may be released to the custody of ANY individual who is not the parent or guardian of the student, unless the individual has been authorized to do so by the parent/guardian. The authorization must be in writing.

Attendance

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

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

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

a) **Excused:** An absence, tardiness or early departure may be excused if due to personal illness, illness or death in the family, impassable roads due to inclement weather, religious observance, quarantine, required court appearances, attendance at health clinics, approved college visits, approved cooperative work programs, military obligations, road tests, learner's permit, or other such reasons as may be approved by the Board of Education.

b) **Unexcused:** An absence, tardiness or early departure is considered unexcused if the reason for the lack of attendance does not fall into the above categories (e.g., family vacation, hunting, babysitting, hair cut, oversleeping).

School Closings

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

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Report Cards

Report cards will be issued four times during the year. Printed report cards will also be sent home in an envelope each quarter. We request that the parent/guardian sign the report card envelope and return it to school. Parents will also have access to paperless report cards. Electronic report cards expedite the process for parents/guardians to monitor their children's progress. Electronic report cards are available for viewing on the same day the paper copies are sent home. **Parents/guardians who require a second copy of a report card be mailed or emailed are asked to contact the elementary office to make this request.**

Procedure to Inspect Records

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

Dignity for All Students Act

The Dignity for All Students Act is federal legislation designed to promote civility in public schools, and to prevent and prohibit conduct, which is inconsistent with the district's educational mission. The Dignity Act includes, but is not limited to, acts of discrimination and harassment based on a student's race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, and gender.

Types of Harassment Behaviors

Physical

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

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.

Dignity Act Coordinators:
UPK/Elementary - Nicole Miller
Middle School/High School - Joe Binion

Title IX Officers:

Eric Burke
Julie Abrantes

School Expectations

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

Possible Consequences

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

Field Trips

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

Transportation

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

Bus Expectations

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

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

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

Nurse's Office

The services of a registered nurse are available to our students on a daily basis. In the event your child becomes ill during the day, a parent/guardian will be notified and asked to pick up your child. If there is a time during the school year that your child will need to take medication during the school day, it will be necessary for you to provide the school with a written request from the doctor and another one from you before any medication can be administered. With many medications it can be arranged so the child will not need to take them during the school day.

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

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

If you have a question regarding a health concern, please feel free to call one of our nurses, Mrs. Murphy or Mrs. Burnett, at school (315-322-5746 ext. 35203).

Homework

As we enter the 2026-2027 school year, we are recommitting ourselves to supporting our students to be independent, lifelong learners at all grade levels. In order to support this goal, we have worked together across grade levels to develop some guidelines for homework that allow for more consistency and scaffolded independence from one grade level to the next. These guidelines are meant to help families know what to expect when it comes to homework at each grade level. Please note that the time frames are what we believe should be the **maximum** time spent on homework each night.

As with our instruction here at Madrid-Waddington, homework may be differentiated based on a child's specific learning needs and whether they receive Tier 2, Tier 3 or special education support. The intention is to provide meaningful skill practice for all students, no matter their learning needs. If there are any questions regarding homework, please reach out to your child's classroom teacher.

Grade	Guidelines	Max Time
Pre-K	• Read with your child • Monthly Family Projects	5-10 minutes
Kindergarten	• Family Engagement Calendar • Reading (5 minutes - Decodable Books)	5-10 minutes
1st Grade	• Reading (5-10 minutes - Decodable Books or High Frequency Word Practice) • Math Application Worksheet	15 minutes
2nd Grade	• Nightly Reading Practice • Math Application Worksheet (flashcards/worksheet/activity)	15 minutes
3rd Grade	• Reading (15 minutes) • Math Application Worksheet • Studying (5 minutes)	30 minutes
4th Grade	• Reading (15minutes) • Math (4-7 problems - 10 minutes) • Science/SS/Spelling (5-10 minutes)	35 minutes
5th Grade	• Reading & Comprehension Questions (15 minutes) • Math Application Worksheet (15 minutes) • Science Review (10 minutes)	40 minutes
***In Grades 3-5, if homework is consistently not completed and a repeated pattern is established, even after the student has been provided time to complete work in school, the student will miss only the amount of recess needed to complete the assignments. Teachers will make contact with parents for chronic homework incompletion.		

If homework is causing difficulty for your family at night or your child is consistently spending more than the max suggested amount of time, please reach out to your child's teacher and share your concerns. Many times, students are given the opportunity to work on homework in class, but not all students choose to use this time wisely. If we know there's a concern, we can help your child get back on track!

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

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

If a student knows that he or she will be absent for several days, it is possible for homework assignments to be sent home by contacting the teacher at school. Teachers will need at least 48 hours notice to get work together to be sent home.

Academic Intervention Services (AIS)

The district will provide academic intervention services to students who have been identified as being at risk of falling below the state learning standards in English Language Arts, Math, Social Studies, and/or Science. Such services may include additional instruction services and/or student support services such as guidance, counseling, and study skills. A student's eligibility for academic intervention services will be determined based on his or her performance on state assessment examinations, local assessments, and/or teacher recommendation.

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

Use of School Computers and Internet

Each year students in the Madrid-Waddington Elementary School receive weekly classes in keyboarding skills, appropriate use of the internet, and structured introduction and guided use of grade and curriculum appropriate software. The district prohibits the use of any computer hardware/software in any inappropriate or destructive manner.

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

District Website

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

Electronic Devices

We are aware of the increased ownership of electronic devices (such as cell phones, ipods, game consoles etc.) among our students. The usage of these devices during the school day is **not** necessary. All incoming and outgoing emergency calls relating to your child should be made through the school office. If a student brings such a device to school, they will be asked to keep it in their locker at all times. It will not be allowed to be used in the classroom, at recess, or on field trips. Inappropriate use of electronic devices by students will be referred to the elementary principal.

Cafeteria

All students at our school have the opportunity to participate in the National School Breakfast and Lunch Programs, free of charge.

To make breakfast and lunch times more enjoyable for everyone, we ask that all students follow these cafeteria expectations:

Cafeteria Expectations

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

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

Physical Education

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

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

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

Recess and Playground Rules

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

Playground Expectations

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

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

Fire and Emergency Drills

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

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

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

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

Madrid-Waddington Elementary Student Appearance/Dress Code

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

- Any clothing that is overtly revealing, poses a safety risk, or can potentially disrupt the educational setting is forbidden. Examples of this may include but not be limited to:
    - Head coverings of any kind (male or female), except for religious or medical reasons
    - Any article of apparel which displays any of the following:
        - Obscene words, pictures or designs
        - Sexually suggestive remarks
        - Pro-alcohol or drug related messages
        - Derogatory comments regarding race, gender, religion, sexual orientation, family members, or school
    - Tube tops/halter tops
    - Underwear worn as outer garments
    - Pants, skirts, or shorts extending far below the intended waistline
    - Bare feet

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

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