Madrid-Waddington Jr.-Sr. High School

Student Handbook
2026-2027

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Madrid-Waddington Central School

Nicole Miller
Elementary Principal

Eric Burke
Superintendent

Joe Binion
High School Principal

Robert Smith
Board President

Dear Parents/Guardians:

According the the Every Student Succeeds Act (ESSA), signed into law December 10th, 2015, schools must provide parents with the following information:

- Parents/Guardians have the right to request and receive information about the qualifications of the educators who teach students' core subjects.
  - This information must explain whether the teacher:
    - Has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
    - Is teaching under emergency or other provisional status through which state qualifications or licensing criteria have been waived.
    - Is teaching in their field or certification.
  - Whether students are provided services by paraprofessionals (teaching assistants) and if so, their qualifications.
  - Information on each assessment required by the State, including assessments required to comply with the assessments required by the district, including information on the subject, purpose, source of the requirement and, where available, the amount of time students will spend on the assessment, the schedule and the time and format for disseminating results.

For further information regarding the Every Student Succeeds Act (ESSA), please visit: http://www.ed.gov/essa?src=rn

Please contact the district office if you would like additional information.

Sincerely,
Eric Burke
Superintendent

Madrid-Waddington High School Parent-Student Handbook 2026-27

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

Graduation Expectations and Indicators
A GRADUATE OF MADRID-WADDINGTON CENTRAL SCHOOL WILL BE:

An Effective Communicator

- Comprehends the written word and responds appropriately;
- Listens effectively and responds appropriately; and
- Writes and speaks clearly and effectively in diverse contexts.

A Socially Responsible Community Member (Who)

- Demonstrates the rights and responsibilities of a good citizen; and
- Demonstrates tolerance of and sensitivity for a cultural diversities and environments in all communities: global, national, local and interpersonal.

A Cooperative Worker/Learner (Who)

- Completes assigned tasks using appropriate resources and technology; and
- Interacts effectively in a group and demonstrates role responsibility and reciprocity.

A Self-Disciplined Person (Who)

- Puts aside immediate gratification and personal desires for long-term success singularly or in a group;
- Sets realistic goals based on reasonable priorities and follows through with what s/he sets out to do; and
- Accepts responsibility for the consequences of his/her own actions.

A Creative Problem Solver (Who)

- Identifies the problem;
- Works independently and cooperatively using effective strategies;
- Gathers information from a wide range of sources; and
- Analyzes solutions and alternatives, and evaluates effectiveness of such using originality, insight and flexibility.

Madrid-Waddington High School Parent-Student Handbook 2026-27

Welcome!

The ultimate purpose of education is to help each student become an effective citizen in a democracy. To develop and accept the responsibilities and obligations of good citizenship, will help us to participate successfully in the world of tomorrow. Grades Pre-K-12 are part of our school at Madrid-Waddington Central. This handbook deals with grades 6-12.

BELL SCHEDULE

Days 1 - 6

7:35 -	**Buses Unload**
7:42 -	**Morning Bell**
7:45 - 8:29	**Period 1**
8:32 - 9:13	**Period 2**
9:16 - 9:57	**Period 3**
10:00 - 10:41	**Period 4**
10:41 - 11:26	**Period 5:** ***Lunch Grades 9 - 12 (10:41 - 1:11)***
11:11 - 11:56	**Period 6:** ***Lunch Grades 6 - 8 (11:26 - 11:56)***
11:59 - 12:40	**Period 7**
12:43 - 1:24	**Period 8**
1:27 - 2:08	**Period 9**
2:08 - 2:50	**Period 10:** ***Early Dismissal for Grades 6 - 12 (Only for students scheduled for a detention period or kept after for extra help, behavior, or scheduled for classes are to be in the building during detention).***

SCHOOL CALENDAR

August 31st and September 1st	*Staff Development Days*
September 1st	*Opening Day of School*
September 7th	*Labor Day*
October 12th	*Columbus Day*
November 6th	*Staff Development Day*
November 11th	*Veterans Day*
November 25th - 27th	*Thanksgiving Recess*
Dec. 21st - Jan. 1st	*Holiday Break*
January 2nd	*School Resumes*
January 18th	*Martin Luther King Jr. Day*
January 26th - 29th	*Mid Terms / Final Exams: End of 1st Semester*
January 26th - 29th	*Regents Exams*
January 6th	*Lunar New Year*
February 15th - 19th	*Mid-Winter Break*
March 29th	*Staff Development Day*
April 12th - 16th	*Spring Break*
April 5th - May 14th	*ELA, Math, Science Assessments*
May 31st	*Memorial Day*
June 7th - 14th	*Final Exams*
June 14th	*Last Day of Classes*
June 9th - 24th	*Regents Exams / Algebra (June 4th)*
June 19th	*Juneteenth*
June 25th	*Graduation - 6:00 pm (Rishe Baseball Field)*

Marking Period Dates:

1st: *September 2nd - November 6th*
Progress Report: ***October 2nd***

2nd: *November 9th - January 22nd*
Progress Report: ***December 11th***

3rd: *January 25th - April 2nd*
Progress Report: ***March 5th***

4th: *April 5th - June 25th*
Progress Report: ***May 14th***

Superintendent: Eric Burke
Principal/CSE, DASA Coordinator: Joe Binion
CSE Co-Chair/AIS Coordinator: Toni Siddon
School Counselors: Toni Siddon/ Sabrina Pribek
School Psychologist: Jennifer Scott
Title IX Coordinator: Eric Burke

Secretary to the Superintendent: Patricia Bogart
Principal/CSE, DASA Coordinator: Nicole Miller
High School Secretary/CIO: Jessica White
Guidance/CSE Secretary: Alissa Stebbins
Athletic Director: Brenda McCall
Title IX Coordinator: Julie Abrantes

FACULTY MEMBERS	RM	Subject(s)
Mrs. Jennifer Amo	23	Teaching Assistant
Mrs. Carla Averill	22	Teaching Assistant
Mrs. Katrina Bailey	29	Math
Mr. Kristopher Boettcher	28	Social Studies
Ms. Kholeen Borneo	64	Spanish
Mrs. Jenny Boyer	52	Health/Home Careers
Mrs. Michelle Burke	61	Instructional Technology Specialist
Mrs. Elyse Burnett	203	Nurse
Mrs. Anita Cafarella	55	Art
Mrs. Trudy Caswell-Ryan	48	English
Miss Ashley Chevier	22	Special Education
Ms. McKenna Daoust	26	English
Mrs. Julie Durham	43	Math
Mr. Conner Eldridge	50	English
Miss Lisa Flack	62	Special Education
Mrs. Crystal Ford	23	Special Education
Mr. Charlie French	44	Math
Mr. Michael Frohm	27	Science
Mrs. Buffy Gabri	42	Teaching Assistant
Mr. Bryan Huntley	45	Science
Ms. Monica Lavoie	62	Teaching Assistant
Mr. Aaron Jones	Gym	Physical Education
Miss Terri Marrama	65	French
Mrs. Brenda McCall	24	Math/Athletic Director
Ms. Jennifer Milburn	23	Teaching Assistant
Ms. Julie Moots	Library	Teaching Assistant
Mrs. Amber Murphy	203	Nurse
Mrs. Katie Murray	22	Teaching Assistant
Mrs. Sabrina Pribek	15	Guidance Counselor
Mr. Justin Richards	47	Social Studies
Mrs. Jill Roberts	54	Instrumental Music
Mrs. Michelle Robinson	66	Science
Mr. Mark Ruddy	49	English
Mrs. Sandra Ruddy	51	Social Studies
Mrs. Bonnie Sabatini	46	Science
Mrs. Jennifer Scott	119	School Psychologist
Mr. Ted Schulz	63	Special Education
Mr. Quinn Shoen	Gym	Physical Education
Mrs. Toni Siddon	14	CSE/Guidance Counselor
Mrs. Brianne Sterling	53	Music
Ms. Julia Watson	21	Social Studies
Mrs. Michele Weaver	25	Math

HIGH SCHOOL ACTIVITIES:

- Student Council
- Band - Jr. High and Senior High
- Summer Band
- Chorus - Jr. High and Senior High
- STARDUST
- Spring Musical
- Drama Club
- Key Club
- National Honor Society
- National Junior Honor Society
- Tri-M Honor Society
- History Club
- Esports
- The Nest
- Language Club
- Speech and Debate
- Mock Trial
- INDIVIDUAL CLASS ACTIVITIES:
  - Class of 2027 – Seniors (grade 12)
  - Class of 2028 – Juniors (grade 11)
  - Class of 2029 – Sophomores (grade 10)
  - Class of 2030 – Freshman (grade 9)
- Varsity Letter Club
- WHIZ QUIZ
- Yearbook
- Outing Club
- Auditorium Club

SPORTS TEAMS:

- Girls Soccer: Modified & Varsity
- Boys Soccer: Modified & Varsity
- Girls Volleyball: Modified, JV & Varsity
- Girls Basketball: Modified, JV & Varsity
- Boys Basketball: Modified, JV & Varsity
- Boys Baseball: Modified & Varsity
- Cheerleading
- Boys Track & Field: Modified & Varsity
- Girls Track & Field: Modified & Varsity
- Golf: Varsity
- Girls Softball: Modified & Varsity
- Drone Soccer

Merger Sports: Canton

- Football: Modified, JV & Varsity
- Boys Cross Country: Modified & Varsity
- Girls Cross Country: Modified & Varsity
- Boys Indoor T&F: Modified & Varsity
- Girls Indoor T&F: Modified & Varsity
- Wrestling: Modified & Varsity
- Girls Hockey: Varsity
- Girls Lacrosse: Modified & Varsity
- Boys Lacrosse: Modified & Varsity

Merger Sports: Norwood Norfolk

- Boys Hockey: Varsity

School Mascot: Yellow Jacket

School Colors: Blue and Gold

ANNOUNCEMENTS

Announcements will be made at the beginning of 1st Period of each school day on the public address system. Students are advised to listen to announcements as this information is for you. Organizations wishing announcements should leave them in the office a day in advance. Only school related announcements will be made. We do not announce birthdays.

ASSEMBLIES

Prior to any assemblies, students will report to their homerooms at the time indicated and then, sit together as a homeroom when called to the auditorium. Any disruptive behavior will result in removal from the auditorium. *Students in Grades 6-12 are not allowed to attend elementary functions and assemblies while their school day is in session. The school cannot condone or endorse the missing of their program, as it constitutes an unexcused absence.*

ATTENDANCE

Absence is the main cause of failure in school. Unless your health forbids or unless some emergency arises at home, you should be in school. Responsibility for making up work lies entirely with you. You should make appointments with your teachers to determine what is to be made up. **The standards and guidelines for make-up work are presented to the students at the beginning of each course they take. Copies of teachers' make-up policies are available upon request in the main office.** You assume the entire burden of getting this work done and handed in to your teachers. Punctuality and regular school attendance are essential to success in school and later on the job. **BE ON TIME AND IN YOUR CLASS EACH DAY.**

All absences must be verified by a note from the parent **within forty-eight hours of your return to school** indicating the reason for absence. **Excused absences** include personal illness, medical, dental, or legal appointments, religious observance and death in the family.

All absence, as well as tardiness and truancy are recorded daily. Car problems, oversleeping and personal reasons are not acceptable excuses for being late. LATE STUDENTS ARE TO REPORT TO THE OFFICE IMMEDIATELY UPON ARRIVAL. UNLESS SCHEDULED FOR AN ACTIVITY – ALL STUDENTS ARE TO LEAVE THE BUILDING AT 2:08 P.M.

NOTIFICATION REGARDING USE OF SURVEILLANCE CAMERA IN SCHOOL BUILDINGS, SCHOOL BUSES AND ON SCHOOL GROUNDS

The BOE 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

BUS BEHAVIOR

It is the school district's responsibility to provide proper and safe transportation to and from school. Bus drivers are expected to exercise the same degree of authority as a teacher would in a classroom. No student has the right to interfere with the safe and comfortable transportation of another student or the bus driver. Such actions as fighting, shouting, objectionable language, smoking, or any other behavioral problems may result in restrictions or losing the right to ride the bus.

Students are to only ride the bus they are assigned. The High School Office must approve any changes. Generally students are allowed to ride another bus to the home of a friend, relative, etc. These requests should be made in writing by a parent/guardian.

CAFETERIA/LUNCH/FOOD/BEVERAGES

Student behavior in the school cafeteria should be based on courtesy and cleanliness. This means leaving the area neat and in a condition you would like to live in. Each student is scheduled for a one-half hour lunch period. Students must go through the cafeteria line and pay for their choice of foods. Once you have eaten you may leave the cafeteria. The gym is available for students wishing to participate in limited activities. Appropriate behavior is expected.

As a general rule, food should not leave the cafeteria. Arrangements to eat in other locations must be made in advance. Students are not to go into areas where classes are being held during their lunch period. Each month the lunch menu is printed and is available to each student in the main office.

Students are subject to restrictions regarding food and beverages. During the regular school day, consumption *should mostly occur only during the designated lunch and breakfast periods*. *Though there are numerous exceptions and special circumstances*. The school reserves the right to control foods and beverages purchased on or off school grounds.

MEAL CHARGING AND PROHIBITION AGAINST LUNCH SHAMING:

It is the policy of the Board of Education at Madrid-Waddington Central to provide students with access to nutritious no- or low-cost meals each school day and to assure that a student whose parent/guardian has unpaid meal charges is not shamed or treated differently than a student whose parent/guardian does not have unpaid meal charges. ***District Policy #5660 – Meal Charging and Prohibition Against Meal Shaming***

SCHOOL DANCES

Throughout the school year, dances may be held in the school on Friday or Saturday evenings. Sign up for the use of this activity must be done through the high school office, well in advance of the date requested. Permission for school dances will be given only to existing clubs and class organizations at the High School.

Each of the following regulations will be in effect:

1. Dances are for MWCS students only, unless special approval is obtained from the main office. The sponsoring organization may designate grade level.
2. No drinking of alcoholic beverages or use of drugs before or during will be permitted. A violation may result in restriction from all extra-curricular events, as well as possible legal action.
3. Students exhibiting unbecoming conduct may be asked to leave school grounds.
4. Dances will be from 8:00-11:00 p.m., unless otherwise approved.
5. Students admitted to the dance will not be allowed to leave and return later.

10th PERIOD

The official school day at the high school ends at 2:50 p.m. Students whose work is complete, are not involved in extracurricular activities after school, or have not been assigned detention by the office or a teacher, should go home on the early dismissal bus at 2:08 p.m. Students may stay for extra help or for other reasons that have been approved by a teacher that has granted permission to do so.

Students assigned to 10TH PERIOD are to report to their teacher immediately at the bell. <u>STUDENTS ARE NOT TO REMAIN AFTER SCHOOL TO VISIT WITH TEACHERS, FRIENDS, CLEAN LOCKERS, USE THE LIBRARY, ETC</u>. At 2:50, <u>all</u> high school students must report to the high school cafeteria before dismissal on the elementary bus.

DISCIPLINE CODE

It is the policy of the Board of Education at Madrid-Waddington Central that disciplinary actions be progressive in nature to allow growth and change in student behavior. It recognizes, however, that some serious misbehavior may require an action not within the normal progression.

The following behaviors and corresponding disciplinary actions will apply to all students on school property and at school-sponsored activities. The primary goal is to bring about responsible and productive student behavior, which will result in a positive learning environment for all students in attendance.

These violations and disciplinary actions are a "GUIDE" to the School Administration. In certain situations, the code may be modified or changed due to extenuating circumstances. The High School Administrator would determine this decision.

INFRACTIONS WHICH RECEIVE PENALTIES ACCORDING TO THE CODE MAY ALSO INCLUDE NOTIFICATION OF PARENTS.

INAPPROPRIATE DISPLAY OF AFFECTION:

1st referral:	Conference with the Principal or a call home	3rd referral:	**2** Detentions
2nd referral:	**1** Detention	4th referral:	**3** Detentions

ASSAULT (UNWARRANTED PHYSICAL ATTACK ON A STUDENT BY ANOTHER STUDENT, WHICH CAUSES SERIOUS BODILY INJURY):

1st referral: **3 days** out of school suspension
2nd referral: **5 days** out of school suspension and possible recommendation to the Superintendent for possible formal/informal meeting with the Superintendent

UNAUTHORIZED USE OF CELL PHONES OR INTERNET-ENABLED DEVICES:

1st referral:	Verbal warning or **1 detention**, device held in the office	3rd+ referrals:	**3 days** detention, device held in the office & parent pick up
2nd referral:	**2 days** detention, device held in the office		

Refusal to turn in a device may result in a referral for insubordination.

DELIBERATE DESTRUCTION AND/OR DEFACEMENT OF SCHOOL PROPERTY, INCLUDING TEXTBOOKS:

1ST referral: **2** detentions and **restitution**
2nd referral: **4** detentions and **restitution**
3rd referral: **6** detentions and **restitution**

REPEATED CLASS DISRUPTION:

1st referral:	**2** detentions	3rd referral:	**5** detentions
2nd referral:	**4** detentions	4th referral:	**1 day** of in-school suspension

FIGHTING:

1st referral: **3 days** out of school suspension
2nd referral: **5 days** out of school suspension and possible recommendation to the Superintendent for possible formal/informal meeting with the Superintendent

VERBAL OR PHYSICAL HARASSMENT, INTIMIDATING, MENACING, THREATENING, OR BULLYING (NAME CALLING, THREATS, PHYSICAL CONTACT SHORT OF FIGHTING):

1st referral:	**2** detentions	3rd referral:	**1 day** in-school suspension
2nd referral:	**5** detentions	4th referral:	**3 days** in-school suspension

INSUBORDINATION TOWARDS STAFF (REFUSAL TO FOLLOW A REASONABLE ORDER OR REQUEST BY A STAFF MEMBER):

1st referral: **Remainder of the day in ISS**
2nd referral: **Remainder of the day in ISS and an additional day of ISS**
3rd referral: **Remainder of the day in ISS and 2 additional days of ISS**
4th referral: **Remainder of the day of OSS and an additional day of OSS**

LOITERING (REST ROOMS, HALLWAYS, OUTSIDE THE BUILDING, ETC...):

1st referral: **1** detention
2nd referral: **2** detentions
3rd referral: **3** detentions
4th referral: **5** detentions

LYING (SPOKEN or WRITTEN- *INCLUDES FORGING PASSES, CHEATING ON SCHOOL WORK, ETC...*):

1st referral: **1** detention
2nd referral: **2** detentions
3rd referral: **3** detentions
4th referral: **4** detentions

POSSESSION AND/OR USE OF ILLEGAL DRUGS, INCLUDING MARIJUANA, ALCOHOLIC BEVERAGES AND DRUG PARAPHERNALIA ON SCHOOL PROPERTY, OR AT SCHOOL SPONSORED ACTIVITIES:

1st referral: **5 days** out of school suspension and/or referral to law enforcement
2nd referral: **5 days** out of school suspension and possible recommendation to the Superintendent for possible formal/informal meeting with the Superintendent

ATTENDANCE AT SCHOOL OR SCHOOL SPONSORED ACTIVITIES UNDER THE INFLUENCE OF ILLEGAL DRUGS, MARIJUANA OR ALCOHOL:

1st referral: **Parental conference** and **5 days** alternate education (in-school suspension)
2nd referral: **5 days** out of school suspension and possible recommendation to the Superintendent for possible formal/informal meeting with the Superintendent

SWEARING, UNACCEPTABLE LANGUAGE OR GESTURES ON SCHOOL PROPERTY, OR AT SCHOOL SPONSORED ACTIVITIES:

1st referral: **2** detentions
2nd referral: **3** detentions
3rd referral: **5** detentions
4th referral: **5 days** in-school suspension

SCHOOL TRUANCY OR LEAVING SCHOOL WITHOUT AUTHORIZATION (ALL OR PART OF A DAY):

1st referral: **5** detentions
2nd referral: **3 days** alternate education in-school suspension
3rd referral: **5 days** alternate education in-school suspension

TRUANCY FROM CLASS:

1st referral: **2** detentions
2nd referral: **4** detentions
3rd referral: **1 day** in-school suspension
4th referral: **3 days** in-school suspension

TRUANCY FROM DETENTION AND DISRUPTION IN DETENTION:

1st referral: **2 periods** of *additional* detention
2nd referral: **3 periods** of *additional* detention
3rd referral: **5** detentions
4th referral: **1 day** in-school suspension

POSSESSION OR USE OF TOBACCO PRODUCTS (SNUFF, E-CIGARETTES/VAPE, CHEWING TOBACCO, ETC…) ON SCHOOL PROPERTY OR AT SCHOOL SPONSORED ACTIVITIES:

1st referral: **1** day in-school suspension
2nd referral: **3** days in-school suspension
3rd referral: **3** days out of school suspension
4th referral: **5** days out of school suspension and possible recommendation to the Superintendent

POSSESSION OF A WEAPON:

1st referral: **5** days out of school suspension and Superintendent's Hearing

REPEATED UNAUTHORIZED TARDINESS TO SCHOOL (AFTER EVERY THREE INCIDENTS):

1st referral: **2** detentions
2nd referral: **3** detentions
3rd referral: **5** detentions

UNAUTHORIZED TARDINESS TO CLASS (EVERY 3 OFFENSES IN A 5-WEEK PERIOD):

1st referral: **1** teacher detention
2nd referral: **2** teacher detentions
3rd referral: **3** office detentions
4th referral: **1** day in-school suspension
5th referral: **3** days in-school suspension

THEFT:

1st referral: **3** detentions and **restitution**
2nd referral: **5** detentions and **restitution**
3rd referral: **3 days** in-school suspension

THROWING FOOD OR OBJECTS IN CLASSROOMS OR CAFETERIA:

1st referral: Community Service: Clean the Cafeteria
2nd referral: Community Service: Clean the Cafeteria and 3 Lunch Detentions
3rd referral: **1 day** in-school suspension, loss of lunch privileges
4th referral: **3 days** in-school suspension, loss of lunch privileges

REPEATEDLY UNPREPARED FOR CLASS: (EVERY 3 OFFENSES IN A 5-WEEK PERIOD):

1st referral: **1** teacher detention
2nd referral: **3** office detentions
3rd referral: **5** office detentions
4th referral: **1 day** in-school suspension

UNSAFE DRIVING ON SCHOOL PROPERTY:

1st referral: Removal of driving and parking privileges on school property for ***one semester***, possible legal referral
2nd referral: Removal of driving and parking privileges on school property for ***one year***, possible legal referral

USE OF OFF-ROAD RECREATIONAL VEHICLES ON SCHOOL PROPERTY (SNOWMOBILES, 4 WHEELERS, DIRT BIKES, ETC…):

1st referral: **Conference** with student and **contact with Parent**
2nd referral: **3** detentions
3rd referral: **5** detentions

MISUSE OF BATHROOM AND/OR HALLWAY PRIVILEGES:

1st referral: Warning
2nd referral: **1** Teacher Detention
3rd referral: **Limitation of Privilege to Supervised Times**

PROMOTING/INCITING HARASSING OR VIOLENT INCIDENTS BY RECORDING AND/OR POSTING TO SOCIAL MEDIA:

1st referral: **L**oss of phone privileges and **1** day ISS
2nd referral: **2** days out of school suspension and possible formal/informal meeting with the Superintendent

This discipline code also applies to *bus transportation*, along with the added option of suspension of transportation privileges when warranted.

ALL out-of-school-suspensions should include parental conferences before students are allowed back in school, where possible.

Any student, who is involved in an out-of-school suspension, or full- day in-school suspension , will be denied participation in, or attendance at ***ALL*** school related activities or events.

For any "violation" not covered above, which in the judgment of the Building Principal constitutes a clear and present danger to the safety of pupils, school employees, property or to the normal educational process, *disciplinary action will be administered accordingly*.

Teachers handling minor discipline problems in their classrooms will not be following the above discipline code, but should record all offenses in the School Tool discipline module.

IN-SCHOOL SUSPENSION (ISS) GUIDELINES:

1. **Have proper materials to complete work while assigned to ISS:**
   - Bring all assignments, books, papers, writing utensils needed to complete work.
   - Assignments will be requested from your teachers
2. **Be on Time:**
   - You will be in the ISS room upon arrival to school.
   - All privileges are revoked in ISS.
3. **No Talking or Communicating with others**
   - If you need assistance, raise your hand and the ISS attendant will assist you.
4. **No Electronic Devices:**
   - Phones, Ipods, MP3 Players, kindles, headphones, etc... If you are found with one, it will be confiscated.
   - Use of Chromebooks for school work is allowed, but will be monitored.
5. **No Sleeping:**
   - Laying your head down counts as sleeping.
6. **No Vandalism:**
   - Marking on a desk, wall, seats or other property belonging to the school will be considered vandalism.
7. **Meals**:
   - Students will be accompanied to the cafeteria for Breakfast and Lunch, but they will return to the ISS room to eat. This will be when the rest of the students are not present in the cafeteria.
   - Students must use their lunch number or bring from home. Students who eat at the school may use the same food program (including free and reduced) they use during regular lunch period.
8. **Failure to Comply With ISS Guidelines**:
   - Students will be sent home for Insubordination and will have to reserve the day in ISS.

DOWN IN TWO:

- Every 5-weeks, there is an academic check. Progress Reports at the midway point of each marking period and Report Card grades at the end of the marking period.
- Students that are on the Down in Two list may lose some privileges in order to improve their academics.
  - Extra Curricular Activities: Students will complete a weekly rubric to monitor their attempts to improve their grades. If progress has not been made, the student can be removed from the activity.
  - Attending School Events: Students will complete a weekly rubric to monitor their attempts to improve their grades. If progress has not been made, the student may not be allowed to attend after school events.
- Study Halls: Students will not be allowed to go to the library from the study hall. They will remain in study hall in order to improve their grades. Seniors and Honor Society Members will not be allowed to use the courtyard during their study halls. Students will not be allowed to have their cell phones during study hall when Down in Two. Cell phones should be kept in lockers or turned over to the teacher.

UNACCEPTABLE BEHAVIORS:

The following behaviors are considered unacceptable at Madrid-Waddington Central School and may result in one of the disciplinary actions as outlined in the progression of discipline.

1. Profane and/or vulgar language will not be tolerated. Appropriate disciplinary action will be taken by the building principal.
2. Kissing and embracing by students in school is considered unacceptable behavior.
3. Insubordination or disrespect to a staff member will not be tolerated.
4. Student fighting or harassment of each other will not be tolerated.
5. No student will use physical force or attempt to use physical force against a staff member.
6. Stealing or entering a locker, classroom, or school building without permission will not be tolerated. If a student uses another student's property without authorization, it may be considered stealing. Students guilty of this infraction will be required to pay for the property.
7. Destroying, defacing school, staff or student property will not be tolerated.
8. COMPUTERS: Unauthorized, inappropriate, or illegal use of computer facilities will not be tolerated and will be reported to the building principal.
9. Students tardy to school and/or class will not be tolerated and will initially be dealt with by the teacher in charge.
10. Skipping classes, school, or failure to report to an assigned class or study hall will not be tolerated. Teachers should also deal with the student individually who skips their class. Habitual skipping is truancy and will be dealt with by the Administration.
11. Weapons and dangerous objects of any type are not permitted in school the school building or on school grounds of the District without Administrative authorization. In accordance with the Gun-Free Schools Act of 1994, any student who, after a hearing held pursuant to Education Law #3214, is found guilty of bringing a firearm onto the premises of any school owned or controlled by this school district will be subject to a penalty of at least a one year suspension from school. However, in determining an appropriate penalty, the Superintendent of Schools may modify the suspension requirement on a case-by-case basis, considering, among other things, the totality of circumstances surrounding the offense and the student's previous record.
12. In accordance with state law, students are forbidden to **use** or **possess** tobacco and tobacco-related products (also known as "smokeless" or "chewing" tobacco, including e-cigarettes/vaping products) on school premises, on school buses, or at school-sponsored activities.
13. Students will not possess or be under the influence of alcohol, drugs, or controlled substances or bring alcohol beverages, drugs, or drug related paraphernalia onto school grounds or into school buildings or school owned vehicles. **Students will not misuse, sell or distribute prescription or non-prescription drugs, over the counter medications, or any other substance or fluid intended to or reputed to have a metabolic impact on the human body.** Violations of this rule may result in suspension and legal action.
14. Any electronic devices considered disruptive to the learning process are restricted in school and on the school buses. *Students are discouraged from bringing any non-essential digital or electronic devices to school, as they are always at risk to be damaged or stolen. Staff members may, at any time, restrict the use of such devices and also may ask a student to turn the device over to them. Such matters will reach their ultimate resolution through the building principal.*
15. Any action on the part of students that disrupts the educational process at Madrid-Waddington Central School will not be tolerated.
16. The student's record of behavior will be used to determine the severity of a penalty.
17. Misbehavior may result in more than one penalty.

CELLPHONE AND INTERNET-ENABLED DEVICES:

To ensure a safe and focused learning environment, our school district has updated its policy on student use of personal internet-enabled devices to comply with new state regulations.

- All devices must be stored in a student's assigned locker from the beginning of the first period until the end of the last period. Students may not use their devices on school grounds during school hours unless an exemption applies.
- Off-Campus Programs: Students attending BOCES or other off-site programs should follow the device policy of the host program. Students will be allowed to take their phones on the bus during times of transportation.

Students may use personal devices on school grounds during the school day only under the following exempted circumstances:

- For educational purposes when authorized by a teacher or administrator.
- For health-related needs (e.g., monitoring a health condition like diabetes).
- During emergencies.
- For translation services.
- On a case-by-case basis for students who serve as caregivers.
- When specified in a student's IEP or Section 504 Plan.
- When otherwise required by law.

If you believe your grade 6-12 student qualifies for an exemption, forms are available in the high school office.

A STUDENT'S RIGHTS AND RESPONSIBILITIES

1. ACCESS TO RECORDS

Parents of students or eligible students may inspect and review educational records upon request. A written request must be submitted to the building principal. A copy of the Student Records Policy, outlining this procedure, and also including the type, location, and custodians of educational records in this district, is available at the High School Office. The disclosure of educational records as well as the correction and appeals procedure is also included in this policy.

2. RULES

RIGHTS: A student has the right to know all the rules in advance that govern his or her conduct in school.

RESPONSIBILITY: Rules must be obeyed promptly. A student has the responsibility to read school rules. He or she is responsible for remembering the rules. A student is required to obey the teacher's reasonable requests or directions.

3. SUSPENSION

RIGHTS: five days or less

A.) A student has the right to know why he or she has been suspended. The building principal normally informs the student of the reason for suspension.

B.) A student has the right to explain his or her side.

RESPONSIBILITY: Correcting improper behavior is the student's responsibility. A student has the responsibility to make sure misbehavior does not occur again. The responsibility for an appeal belongs with the student or his/her parents.

4. SUSPENSION

RIGHTS: five days or more - this type of suspension can only be done by the Board of Education or the Superintendent. A student has the right to the following:

A. A hearing
B. Reasonable notice indicating what he or she is accused of doing.
C. Present evidence and ask witnesses to testify.
D. Cross examine witnesses who testify against him or her.
E. Appeal the decision of the Principal, Superintendent and Board of Education to the Commissioner of Education.

RESPONSIBILITY: A student is responsible for conducting himself/herself in a courteous and respectful manner.

5. EXCLUSION FROM EXTRACURRICULAR ACTIVITIES

RIGHTS: A student may not be excluded from activities unless there is a legitimate basis to do so.

RESPONSIBILITY: Mature and considerate conduct is required at all school functions.

6. ACADEMIC PENALTIES

RIGHTS: An academic penalty may not be used as a punishment for general misconduct. A student may not be disciplined for misbehavior by assigning extra homework, by lowering a grade or withholding a grade unless the misbehavior is related to the penalty.

RESPONSIBILITY: Honesty and integrity are required of a student in all academic areas. Each student has the responsibility to help maintain a learning atmosphere in the classroom.

7. RIGHT TO AN EDUCATION

RIGHTS: A student has the right to a free education until twenty-one years of age, or until he/she graduates from High School. This includes the right to a free BOCES education. Also included is the right to remediation when a student falls below the State Standard on certain tests.

RESPONSIBILITY: This right can be forfeited by conduct that is harmful to the best interest of the school's welfare, safety and health.

8. PREGNANCY OR ILLNESS

RIGHTS: A pregnant student has the right to remain in school before and after the birth of the baby. A student has the right to request a tutor after an extended illness.

RESPONSIBILITY: A student is responsible for maintaining an adequate level of performance for meeting course and grade requirements. The student or parents must request or make arrangements with the building principal for a tutor, and must verify an extended illness through a physician.

9. DISCRIMINATION/HARASSMENT/BULLYING

RIGHTS: Students have the right to equal treatment in school *without respect to* race, sex, sexuality, gender identity, religion, color, national origin, or physical or mental ability.

RESPONSIBILITY: Discrimination against a fellow student is not allowed. A student is responsible for treating all people in school with respect and dignity. *Harassing behavior, sexual or otherwise, should be reported immediately to a school staff member with the understanding that the main office will ultimately be informed.*

Based upon the principle that every student is entitled to be treated with dignity and respect, bullying of a student by another student is strictly prohibited on school property, in school buildings, on school buses, at school sponsored events and/or activities whether occurring on or off campus.

10. DEFINITION/EXAMPLES OF PROHIBITED CONDUCT

For purposes of this regulation, the term "bullying" among children is defined, in general, as: "a variety of negative acts carried out repeatedly over time. It involves a real or perceived imbalance of power, with a more powerful child or group attacking those who are less powerful." Bullying can take three forms:

1. Physical (including, but not limited to, hitting, kicking, spitting, pushing, taking personal belongings);

2. Verbal (including, but not limited to, taunting, malicious teasing, name calling, making threats);
3. Psychological (including, but not limited to, spreading rumors; manipulating social relationships; or engaging in social exclusion, extortion, or intimidation)

The District also prohibits "Internet bullying" (also referred to as "cyber-bullying") including the use of instant messaging, email, websites, chat rooms, and text messaging when such use interferes with the operation of the school; or infringes upon the general health, safety and welfare of District students or employees.

11. STUDENT PUBLICATIONS

RIGHTS: Students have the right to express their views in speech, writing, or through any other medium or form, limited solely by those restrictions imposed on all citizens generally and those specifically applicable to children and youths in a school setting. Students have a right to distribute literature on school grounds and in school buildings provided such distribution does not interfere with or disrupt the educational process.

RESPONSIBILITY: All student publications must comply with the rules for responsible journalism. Libelous statements, unfounded charges and accusations, obscenity, false statements, materials advocating racial or religious prejudice, hatred, violence, the breaking of laws and school policies and/or regulations, or materials designed to disrupt the educational process will not be permitted. The Board of Education reserves the right to edit or delete such speech, which it feels is inconsistent with the district's basic educational mission. No literature may be distributed unless a copy is submitted in advance to the Superintendent of Schools and the Building Principal.

12. SYMBOLIC EXPRESSION

RIGHTS: Buttons and armbands for self-expression for a legitimate issue are permitted.

RESPONSIBILITY: An orderly and reasonably quiet atmosphere is necessary for many learning situations. The student is required to help maintain this atmosphere. Interference with the educational process may cause the loss of this right.

13. PLEDGE OF ALLEGIANCE

RIGHTS: A person does not have to say the Pledge to the Flag. Students have the right to stand quietly, remain seated or leave the room, if he or she has a political, philosophical or religious objection to saying the pledge.

RESPONSIBILITY: A student has the responsibility to exercise right in a serious manner based on personal convictions and conscience. He or she also has the responsibility to obey the directions of the teacher.

14. PERSONAL APPEARANCE

RIGHTS: The choice of personal clothing generally belongs to the individual.

RESPONSIBILITY: Clothing or clothing graphics and other aspects of an appearance must not cause a disruption, be unsafe, unhealthy, or otherwise undermine the school's basic educational mission.

15. SEARCHES

RIGHTS: Lockers and personal property will only be searched with reasonable cause.

RESPONSIBILITY: A student is responsible for keeping illegal or harmful material out of the school, school buses, school functions or areas under the supervision of the school.

16. POLICIES AND INTERROGATIONS

RIGHTS: The student has the right to decline a police interview for activities outside the school. However, he/she may be questioned on school property if the investigation involves a crime on school property. The student has the right to remain silent under criminal arrest.

RESPONSIBILITIES - Students have an obligation to obey laws and school rules. It is each student's responsibility to respect the rights of others. A student is required to answer the questions of administration and staff members honestly and respectfully.

17. ATTENDANCE

RIGHTS – Every student has the right to enjoy the privileges available to them during the school day, as well as the right to participation in extracurricular activities.

RESPONSIBILITIES – Students are expected to be in school, on time. Students who are late or have excessive absences or appointments, excused or unexcused, may see their privileges limited or completely taken away.

GRADUATION RECOGNITION AND HONORS

Honors will be awarded to students based upon completion of high school and Regents program. Class ranking and honors will be based on a rounded weighted average after seven semesters, four semesters of which must be at Madrid-Waddington.

Cum Laude:	**Magna Cum Laude**:	**Summa Cum Laude**:
90 GPA average or above	93 GPA average or above	95 GPA average or above

DRIVING TO SCHOOL

Students who drive, as well as riders, are required to be in the building and seated in their 1st period class at **7:45 a.m.** Any lateness to school due to driving or riding may require detention period make-up time. Repeated instances of tardiness may result in loss of driving/riding privileges and students may be required to use school transportation.

Driving/riding privileges may also be revoked for unsafe operation of the vehicle, loitering in the parking lot, truancy and leaving school without permission. All cars are to be parked in the main parking lot in front of the high school building. **Snowmobiles and ATV vehicles are not allowed on school property.**

LEAVING SCHOOL

Upon boarding the school bus and/or arriving at school a student is subject to the rules and regulations of the school. Students may not leave school before the end of the day without permission of the office. *A parental note* or telephone call **must be** presented to the office prior to the time the student is scheduled to leave. **Notes after the fact will not be accepted.** Before a student leaves the school grounds he/she must checkout in the office. *Parents or their designees who are picking up and transporting students will be required to sign them out in the main office.*

LIBRARY

Students may sign out of study hall or come to the library for reference work, research work, computer use or to borrow a book. Books may be signed out for a two-week period. Students will be expected to pay for lost library materials. No passes will be issued from the library.

Students that want to leave their study hall for the library, must sign up on the appropriate sheet for their study hall period before going to homeroom. The student reports directly to the library at the beginning of the period.
Attendance is taken in the library and reported to the study hall teacher.

- *Sign-ups must be completed before the homeroom bell.*
- *Do not sign other students' names.*
- *Do not sign up for more than one study hall period per day.*
- *Students who are late to the library will be sent back to study hall.*

Pre-signed passes (Grades 6-12):

- *Students who did not sign up for the library, but who have a pre-signed reference pass should report directly to the library, and give their pass to the librarian.*
- *Late passes will not be accepted.*
- *Students must work on the assigned project for the entire period.*

LOCKERS & BACKPACKS

Each student is assigned a hall locker and a gym locker at the beginning of the school year. Hall lockers are for storage of books, coats, and notebooks. **A hall locker *or a gym locker* is not a safe.** Students are reminded not to leave valuable items or money in lockers. Lockers are assigned to the students for their use, but remain the property of the school. The high school administration has the right to search any locker if reasonable cause exists. *Additionally,* ***backpacks are to be stored in lockers*** *throughout the day and should not be carried by students.*

HIV POLICY

The Board of Education recognizes the public concern over the health issues surrounding Acquired Immune Deficiency Syndrome (AIDS) and Human Immunodeficiency Virus Infection (HIV). The Board also recognizes, based upon the current state of medical knowledge, that the virus associated with AIDS is not easily transmitted and there is no evidence that AIDS or HIV virus can be transmitted by casual social contact in the open school setting.

The board acknowledges the rights of those students diagnosed as having AIDS or HIV infection to continue their education as well as the rights of all students in the school district to learn and participate in school activities without being subjected to significant risks to their health. The Board also takes notice that under current law and regulations the disclosure of confidential AIDS and/or HIV-related information must be strictly limited.

Accordingly, it is the policy of the Board of Education that no student shall be denied the opportunity to attend school, continue his/her education or take part in school-related activities solely on the basis of being diagnosed as having AIDS or HIV infection.

In accordance with current state law and regulations, it is also the policy of the Board of Education to prevent any student from being subjected to adverse or discriminatory treatment or stigma because he or she has been diagnosed as having AIDS or being HIV-infected.

HEALTH

- The Nurse's Office will be open each school day from 7:40 until 3:15 daily.
- In the event of an accident or injury at any time:
  1. Notify the teacher in charge of the class
  2. Proceed (with the teacher if necessary) to the nurse's office or the main office.

REPORT CARDS TO PARENTS

The school district is now paperless. No longer will parents/guardians receive a paper copy of school progress reports or report cards. **Parents wishing to receive a paper copy should contact the guidance office.** All student correspondence regarding grades, discipline, and attendance records will now be accessed on the Madrid-Waddington Central School District website through the student management system SchoolTool. If you do not have SchoolTool access or have forgotten your password, please be sure to contact the Superintendent's Office to create an account.

EMERGENCY SCHOOL CLOSING

In the event it is necessary to close the school building for severe winter weather conditions or for an unexpected emergency, parents and students will be notified by the school through Parent Square, local radio stations WMSA and WYBG in Massena, WSLB and WPAC in Ogdensburg, WSLU in Canton, and WPDM in Potsdam. Closings are also listed on television stations (WWNY, Spectrum News, and WWTI), and online at http://www.wwnytv.net/WEBClose.htm and on the school website at www.mwcsk12.org.

TWO HOUR DELAY SCHEDULE:

Period 1 – 9:45 - 9:57	Period 3 – 10:14 - 10:26
Period 2 – 10:00 - 10:12	Period 4 – 10:29 - 10:41

SCIENCE LAB REQUIREMENTS

It is the requirement of the Science Bureau of the State of Education Department that students complete lab requirements for Earth Science, Biology, Chemistry, and Physics. These are prerequisites for taking the Regents Examinations in these subjects. Instructors will set the completion dates.

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.

1. Head coverings (baseball caps, winter hats, etc…) of any kind (male or female), except for religious or medical reasons.
2. Any article of apparel which displays the following:
    - Obscene words, pictures, symbols, or designs
    - Sexually suggestive remarks
    - Pro-alcohol or drug related messages
    - Derogatory comments regarding race, gender, religion or sexual orientation, or disability
3. Sunglasses, unless prescribed by a physician
4. Clothing that is transparent or is deemed to be too revealing or disruptive as worn throughout the day
5. Pants, skirts or shorts worn below the intended waistline or inside out.
6. No pajamas/sleepwear of any kind.
7. Bare feet. Footwear must be worn at all times and securely fastened.
8. Any item that may be considered disruptive to the educational process.

STUDENT MEDICATIONS

Drugs and medication prescribed by a Physician are to be reported and left with either the School Nurse or in the Main office. No more than the daily requirement should be brought to school.

STUDY HALL REGULATIONS

Students are required to use this time to the best educational advantage. Sleeping, socialization, card playing and non-class activities are not permitted. Pre-signed teacher passes are required to leave the study hall. Student passes will be issued for lockers, restrooms, and offices only. Passes are not to be issued or accepted for a classroom area except for specific remedial and/or make-up work (pre-signed pass required). Passes to the music area, stage, gym, and shops may require permission of the main office.

- Students should not be talking unless working on a group assignment approved by the study hall teacher(s).
- If a student is not using their Chromebook for educational purposes the study hall monitor should take the Chromebook for the remainder of the period.
- Students should come prepared to work; books, pencils, Chromebook, or any other materials needed to complete class assignments (Students should be prepared and not need to go to lockers from the study hall).
- Students should remain in the study hall throughout the entire period.
- Students should not be permitted to work in the hallway during study halls.
- If a student is leaving study hall to work with a teacher or go to the library, they must have a pass from the teacher to report to them at a specified time (please don't let students leave SH to go get a pass).
- Students that report to the library during study hall should remain in the library for the entire period.
- Only one student at a time should be permitted to use the bathroom.

SENIOR LOUNGE:

- The privilege of creating a study hall exclusively for students in 12th grade.
- Seniors are allowed to use the cafeteria or a classroom where a teacher has allowed them to be there during their planning time.

- Members of the senior class have the responsibility of informing the office where the senior lounge will be located for each period of the day.

WORK PERMITS

Work permits are available through the Main Office. Any student ages 11-18 is eligible for a work permit if he/she is employed. Students should check with their employer and/or the main office for details.

SUMMER SCHOOL

Summer school provides the opportunity for students to enroll in courses that they have not had time for in their yearly schedule, to make up credits and improve grades, and to accelerate their high school program. Generally students from this District attend summer school in Ogdensburg. Students must register through our Guidance Office and then, through the office at the school they have chosen to attend. Information on all of the summer schools is usually available by the first week in June.

ONLINE COURSES

It is possible for credits earned through online courses to be applied towards graduation requirements.

TEXTBOOKS

Basic textbooks are loaned to the students for their use during the school year. Some workbooks and related supplies may be charged to the students. Textbooks are to be kept clean and handled carefully. Please be sure that your name, grade, and the school are written in the book in case the book is misplaced. Students will be required to pay for lost or damaged books.

TELEPHONE

Students will not be allowed to use the office phone except in **cases of emergency**. In the event that a student receives a call he/she will be called out of class only if an emergency exists. The hall phone is available for limited student use **after 3:00 p.m.** to make necessary local calls. The High School Office or the student's classroom teacher must approve use during other times. Student access to phones, both school and personal, may be limited or restricted for misuse, over-use, or anything deemed to interfere with the educational process or climate.

VISITORS

School, in an educational sense, is a place of business and the students and staff are rarely in a position to host visitors for purely social purposes. With the exception of academic, professional and parental visitors, all other visitation is expected to occur outside of school hours.

Regardless of the nature of the visit, all visitors must report to and sign in at either the high school or elementary main office.

LOST AND FOUND

Students losing personal possessions at school should report this to the office as soon as possible. Any school equipment such as textbooks, sports equipment, etc. should also be reported. It is strongly suggested that valuable possessions not be brought to school. In the event that it is necessary to bring money into the building it may be left in the office until needed. AGAIN - A LOCKER IS NOT A SAFE!!!

HOMEWORK ASSIGNMENTS WHEN YOU ARE ABSENT

If a student is absent from school for 1-3 days, we suggest they obtain homework assignments through a fellow classmate who is able to pick up the necessary assignments, worksheets etc. from teachers. (These arrangements should be made with a fellow classmate the night after the first day of absence.)

If a student is absent from school for a long period of time **(3 or more days at a time**), parents may contact the high school office and we will assist in getting assignments together for a parent/guardian to pick up. Due to the time element involved, we ask for your cooperation in this matter.

ACCESS TO RECORDS

As a parent or a student over 18 years of age, you should be aware of your right to:

1. Inspect and review the student's educational records.
2. The right to exercise a limited control over other people's access to the student's educational records.
3. The right to seek to correct the student's educational records, through a hearing, if necessary.
4. The right to file a complaint with the U.S. Department of Education, Washington, D.C. if the school district fails to comply with the act.
5. A copy of the District's student record policy may be obtained in the High School Guidance Office.

NATIONAL JUNIOR HONOR SOCIETY

- **Section 1:** Membership in local chapters is an honor bestowed upon a student. Selection for membership is by Faculty Council and is based on outstanding scholarship, leadership, service, character, and citizenship. Once selected, members have the responsibility to continue to demonstrate these qualities.
- **Section 2:** Candidates eligible for election to this chapter must be members of the sixth, seventh, or eighth grade class. Candidates eligible for election to the chapter shall have a minimum scholarship average of 90 percent or its equivalent. This scholastic level of achievement shall remain fixed, and shall be the required minimum scholastic level of achievement for admission to candidacy. All students who can rise in scholarship to or above this standard may be admitted to candidacy for election of membership. Scholastically eligible students are contacted and requested to complete and submit a Student Activity Information Sheet. Their eligibility shall then be considered on their service, leadership, and character.
- **Section 3:** Candidates eligible for election to this chapter will be evaluated by their teachers using a rating guide. Students will be evaluated on leadership, service, and character. Those candidates who receive an acceptable rating will be given the application packet for membership.
- **Section 4:** The Faculty Council shall reserve the right to award honorary membership to school officials, principals, teachers, NJHS advisers, adults, students with disabilities, or foreign exchange students in recognition of achievement and/or outstanding service rendered to the school in keeping with the purposes of the National Junior Honor Society. Honorary members shall have no voice or vote in chapter affairs.
- **Section 5:** Candidates become members when inducted at a special ceremony.
- **Section 6:** An NJHS member who transfers to another school and brings a letter from the principal or chapter adviser to the new school advisor shall be accepted automatically as a member in the new school's chapter. Transfer members must meet the new chapter's standards within one semester in order to retain membership.
- **Section 7:** Members who resign or are dismissed are never again eligible for NJHS Membership or its benefits. Resignation or dismissal from NJHS has no bearing on future consideration for membership in NHS in high school.

NATIONAL HONOR SOCIETY

The procedure for selection of students for the National Honor Society is directly derived from the Society Handbook in conjunction with the rules and expectations delineated in the constitution of the Kathryn E. Fay Chapter. The following are integral aspects of this selection process.

Membership in the National Honor Society (NHS) is one of the highest honors that can be awarded to a high school student. Our chapter strives to give practical meaning to the Society's standards of scholarship, service, leadership, and character. These four ideals are considered as the basis for selection. No student is inducted simply because of a high academic average. The NHS strives to recognize the total student - one who excels in all of these areas. The standards used for selection are:

- **Scholarship:** 87.0 cumulative average This is the average of all credit bearing courses taken since the 9th grade, not solely the current Honor Roll, which is based upon a 10 week average.
- **Leadership, Service, and Character:** as demonstrated by activities, teacher/community evaluations, an essay, and a personal interview.

Membership, however, is more than an honor. It is an ongoing responsibility and an obligation to continue to demonstrate those outstanding qualities that result in a student's selection. Membership also carries a responsibility to the chapter. If our NHS chapter is to be effective and meaningful, each member MUST become involved.

Membership & Chapter Obligations:

- Maintain an 87.0 cumulative average
- Attend meetings once a month
- Participate in chapter fundraising
- Participate in chapter community service projects
- Complete a minimum of 30 community service hours outside of chapter projects
    - A minimum of 15 will need to be completed each semester
    - A minimum of 10 will need to be completed in your local community (a non-school related activity)
- Complete and turn in all paperwork by assigned deadlines
- Complete and return community service evaluation form
- Exhibit the highest standards of moral character and serve as role models to fellow students.
- Exhibit the characteristics of a leader through attitude, effort, and the willingness to serve others
- Maintain communication with chapter advisor (you must check your email)
- Probation and Dismissal - Members may be placed on probation and/or dismissed for falling below the minimum GPA, insufficient community service and leadership positions, poor or no attendance at meetings, poor or no participation in chapter events, and inappropriate school behavior or violating school rules.

Selection Process Summary

Becoming a member of NHS is a four step process. The procedure for selection of students for NHS membership is directly derived from the Society Handbook in conjunction with the rules and expectations delineated in the constitution of the Kathryn E. Fay Chapter. The following are integral aspects of this selection process:

1. Students' academic records are reviewed by the guidance counselor to determine scholastic eligibility which is based upon the most recent cumulative grade point average.
2. All high school faculty members are asked to complete student evaluation forms based upon the necessary criteria of Leadership, Service, and Character.
3. Based on the results of the faculty evaluations and Honor Council recommendations, scholastically eligible students are contacted and requested to complete and submit a Student Activity Information Form, Outside Activity Evaluation, and essay.
4. The Honor Council then reviews information concerning the potential candidates after which potential candidates may be scheduled for an interview with the Honor Council. Candidates must receive a majority vote of the Honor Council to be inducted into the local chapter of NHS.

Selection for membership in NHS is an honor extended by the Honor Council. There may be times that an academically eligible student is not selected. This situation may arise because of the need to meet all the requirements of the selection process as evaluated by the Council members. It is clearly stated in the NHS policy that all eligible students must have a fair and equal opportunity to be considered, not necessarily to be selected. Special efforts will be made to explain the selection process to an individual student and/or parent who is dissatisfied. However, the chapter is not obligated to share information concerning specific students not selected for membership in the society.

It is clearly stated in National Honor Society policy that all eligible students must have a fair and equal opportunity to be considered, not to be selected. Special efforts will be made to explain the selection process to an individual student and/or parents who are dissatisfied. However, the chapter is not obligated to share information concerning specific students not selected for membership in the society.

PUBLIC CONDUCT ON SCHOOL PROPERTY

Madrid-Waddington Central School expects a high standard of conduct from its students, faculty and support staff, as well as visitors to the schools. The school will enforce a code of conduct, which governs the conduct of all persons, whether or not their presence is authorized, upon any premises or property under the control of the district and used in its teaching, administrative, cultural, recreational, athletic, and other programs and activities.
Prohibited Conduct: No person, either alone or with others, shall:

1. Cause or threaten physical injury to any other person, for the purpose of compelling or inducing such other person to refrain from any act which he/she has a lawful right to do, or to do any act which he/she has a lawful right not to do.
2. Use, possess, sell or distribute alcohol, illegal drugs and drug paraphernalia;
3. Smoke or use tobacco,
4. Physically restrain or detain any other person, nor remove such person from any place where he/she is authorized to remain, except that students may be restrained as permitted by Commissioner's Regulations (see 5314, Corporal Punishment)
5. Damage or destroy property of the district or under its jurisdiction, nor remove or use such property without authorization;
6. Without permission, expressed or implied, enter into any private office of an administrative officer, member of the faculty or staff member;
7. Enter upon and remain in any building or facility for any purpose other than its authorized uses or in such manner as to obstruct its authorized use by others;
8. Without authorization, remain in any building or facility after it is normally closed;
9. Refuse to leave any building or facility after being required to do so by an authorized administrative officer, member of the faculty or staff member;
10. Obstruct the free movement of persons and vehicles in any place to which these rules apply;
11. Disrupt or prevent the peaceful and orderly conduct of classes, lectures, and meetings or deliberately interfere with the freedom of any person to express his/her views, including invited speakers;
12. Have in his/her possession upon any premises to which these rules apply, any rifle, shotgun, pistol, revolver, or other firearm or weapon without the written authorization of the Superintendent of Schools, whether or not a license to possess the same has been issued to such person;
13. Incite others to commit any of the acts herein prohibited with specific intent to procure them to do so; and/or
14. Violate any law, regulation or Board policy.

Penalties: Anyone who violates any of the provisions of these rules is subject to appropriate penalties, up to and including time-out, verbal reprimand, written reprimand, detention, withholding of privileges, suspension, ejection, arrest, and/or prosecution.

DIGNITY FOR ALL STUDENTS (DASA):

Since July 2012, New York State has provided an official framework for how schools respond to negative behavior, such as bullying, harassment, intimidation, taunting, or discrimination. The Dignity for All Students Act, or DASA, outlines requirements for reporting and investigation, requires staff training on prevention and intervention, and identifies related communications for notifying parents and students about DASA-related topics.

DASA specifically calls for the protection of students from harassment, bullying (including cyberbullying), or discrimination by employees or other students. According to the New York State Education Department, the aim of DASA is not to increase punishment, but rather to foster social interaction among students as a way to maintain a safe learning environment that results in less bullying, an increased ability to identify individual students who are being bullied, and an instilled responsibility to inform the necessary authorities when a peer is a victim of bullying, harassment, or discrimination.

The District encourages and expects students, parents, and staff who have observed, been subjected to, or been informed of harassment, bullying, or discrimination to report the incident(s) by completing the form below.

DASA Reporting Form: https://forms.gle/rjDr2zYZuBFNNxed6

STATEMENT OF PESTICIDE USE THROUGH THE INTEGRATED PEST MANAGEMENT PLAN (IPM) DURING A SCHOOL YEAR

What is Integrated Pest Management?

IPM is an effective and environmentally sensitive approach to pest management that relies on a combination of common sense practices. IPM programs use current and comprehensive information on the life cycles of pests and their interactions with the environment. This information, in combination with available pest control methods is used to manage pest damage by the least economical means that pose the least possible hazard to people, property and the environment. IPM programs take advantage of all pest management options possible which include but are not limited to the judicious use of pesticides. Understanding a pest's needs is essential in implementing IPM effectively. Pests seek habitats that provide basic needs such as air, moisture, food and shelter. Pest populations can be prevented or controlled by creating inhospitable environments by removing some of the basic elements pests need to survive or by simply blocking their access into buildings. In the event that these actions are not effective, IPM may require that pests be managed by other methods such as traps, vacuums, biological controls or pesticides. This notice is to inform you of the Integrated Pest Management Program of this school. Schools are required to maintain a list of staff and parents who wish to receive forty-eight hour prior written notification of pesticide applications at relevant facilities and procedures on how to register with the school to be on a list for notification.

To be placed on a list to receive 48-hour prior notice of pesticide application, please contact Eric Burke (Superintendent) at 315-322-5746-ext. 35221.

MWCS STUDENT INTERNET SAFETY POLICY

We are pleased to offer students of the Madrid-Waddington Central School access to the district computer network for electronic mail and the Internet. It is the intention of the Board of Education (1) to insure that users will not have access to inappropriate materials when using the internet, email, chat rooms and other forms of direct electronic communications provided by MWCS; (2) to prevent unauthorized access and other unlawful activities by users online; (3) to prevent unauthorized disclosure, use and dissemination of personal identification information regarding users, and (4) to comply with the Children's Internet Protection Act. [20USC6801 and 47USC254(h)].

To gain independent access (the use of the Internet during a student's free time) to email and the Internet, all students must obtain parental permission and must sign and return the attached form to the appropriate principal's office.

DEFINITIONS:

1. Child Pornography - Any visual depiction which involves the use of a minor engaging in sexually explicit conduct; or where a depiction appears to be of a minor or has been created, adapted or modified to appear that a minor is engaging in such conduct; or is advertised, promoted, presented, described or distributed in a manner that conveys the impression that the material is or contains a visual depiction of a minor engaging in sexually explicit conduct.
2. Harmful to Minors - "Any picture, image, graphic image file or other visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and taken as a whole lacks serious literary, artistic, political or scientific value as to minors."
3. Inappropriate Materials - Any material that is obscene, child pornography or harmful to minors.
4. Obscene - Any material or performance when, considered as a whole, predominantly appeals to a prurient interest in sex; or that depicts or describes in a patently offensive manner actual or simulated sexual acts, sexual contact, nudity, sadism, masochism, excretion or a lewd exhibition of the genitals; and that lacks serious literary, artistic,

political or scientific value.

5. Technology Protection Measures - A specific technology that blocks or filters Internet access.

PREVENTION OF ACCESS TO INAPPROPRIATE MATERIALS

Technology protection measures shall be used, to the extent practicable, to block or filter access to the internet, email, chat rooms, and other forms of direct electronic communications by MWCS students and other users and by students and other users in schools receiving computer or data processing services from MWCS. Technology protection measures shall be used for the following purposes.

1. Safety for Minors - To prevent access to visual depictions that are obscene, child pornography, or otherwise harmful to minors.
2. Safety For All Users - To prevent access to visual depictions that are obscene or child pornography.
3. Protect Confidential Information - To prevent unauthorized disclosure, use and dissemination of personal identification information regarding minors.
4. Prevent Unauthorized Access - To prevent unauthorized access, including "hacking," and other unlawful activities online.

Access to the Internet will enable students to explore thousands of libraries, databases, and educational websites throughout the world. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. **While our intent is to make Internet access available to further educational goals and objectives, it is possible for students, either accidentally or otherwise, to access other materials as well.** Instruction and guidelines to ensure proper and safe use of the Internet are presented to MWCS students. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Madrid-Waddington Central School teachers who utilize the Internet for instruction will review the guidelines for its use. We also reaffirm that parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Madrid-Waddington Central School supports and respects each family's right to decide whether or not to apply for independent access.

DISTRICT INTERNET RULES

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school library. General school rules for behavior apply. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right. Access entails responsibility. Individual users of the district computer networks are responsible for their behavior and communications over those networks.

Network storage areas may be treated like school lockers. Network administrators may at any time review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private. Within reason, freedom of speech and access to information will be honored. **During school, teachers of younger students will guide them toward appropriate materials.**

GUIDELINES FOR ACCEPTABLE USE

Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

1. Be polite. Do not get abusive in messages. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Racist, sexist and threatening language are inappropriate, and forbidden.
2. Illegal activities are strictly forbidden.
3. Do not reveal personal address or phone number or that of other students or staff members.
4. Note that a user's electronic mail (email) is not guaranteed to be private. People who operate the system do

have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the network in such a way that would disrupt the use of the network by other users.
6. Do not access, alter, or destroy other users' files.
7. Use must be in support of education and research and be consistent with the educational objectives of Madrid-Waddington Central School. For example, users shall not play games for recreational purposes or use Internet Relay Chats (IRC's) at any time or use Multi-User Dimensions (MUD's).
8. Do not use other users' network ID's and passwords.
9. Respect all copyright laws (e.g., as in any type of research, credit should be given to all sources used) and license agreements (do not copy or install software without authorization).
10. Do not intentionally waste limited resources.
11. Do not employ the network for commercial purposes.
12. Report the discovery of inappropriate material (e.g., in email, in personal folders, or on the Internet) to the teacher in charge or the system administrator.

SANCTIONS

1. Violations will result in a loss of access at the discretion of the building principal. The system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff of Madrid-Waddington Central School District may request the system administrator to deny, revoke, or suspend specific user accounts.
2. Additional disciplinary action may be applied in keeping with the school's discipline policy. This may range from verbal reprimand to out-of-school suspension
3. When applicable, law enforcement agencies may be involved.
4. Parents and guardians will be notified of any and all disciplinary actions.
5. Disciplinary actions may be appealed to the Superintendent/Superintendent's designee.

Parent/Guardian signature on this document is also a release for photographs of student activities and special events (such as concerts, graduations, and field trips) to be posted on the Madrid-Waddington Website (http://www.mwcsk12.org). Student names are **NOT POSTED**.