

MIDDLEBURGH JUNIOR-SENIOR HIGH SCHOOL

“MCS KNIGHTS SUCCEED”

STUDENT HANDBOOK 2020-2021



Middleburgh Junior-Senior High School
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Junior-Senior High School Discipline Guide¹Summary

The following is a summary of the Middleburgh Central School District Junior-Senior High School Discipline Guide. The complete guide of the Junior-Senior High School Discipline Guide can be obtained in the Main Office or the District Office.

The district has various policies, in addition to the following, which may be found in the student handbook. In addition, this guide does not limit school board policies or the discretion available to school administrators. Whether an offense falls within a particular category and offense level is within the sole discretion of school administrators. The consequences listed are options that an administrator may consider, but to which they are not limited.

The following consequences are examples of items listed in the complete guide.

Offense and Definition	Category Level #	1st Offense	2nd Offense in the same Category level	3rd Offense in the same Category level
<ul style="list-style-type: none"> • Absences • Cutting Class/Skipping • Disruption (class/school) • Dress Code Violation • Driving and Parking on school property without permission • Profanity • Refusal to Obey School Rules • Tardiness • Truancy • Uncooperative Behavior 	1	<ul style="list-style-type: none"> • Verbal council • 1-2 days in-school suspension/ afterschool detention • Restorative practice • Parent notification 	<ul style="list-style-type: none"> • 1-2 days in-school suspension • 1-5 days out of school suspension • Restorative practice • Parent notification 	<ul style="list-style-type: none"> • 3 days in-school suspension • 2-5 days in-school suspension • Restorative practice • Parent conf. w/ administrator

Offense and Definition	Category Level #	1st Offense	2nd Offense in the same Category level	3rd Offense in the same Category level
<ul style="list-style-type: none"> • Mask / Face covering Violations • Bus Violations • Tobacco/Smoking/ Vaping / Vaping • Cheating/Plagiarism/Academic Dishonesty • Computer/Electronic Communication Misuse • Defamation • Disrespect toward Adults/Defiance • Falsifying Records • Gambling • Insubordination • Leaving School Grounds without Permission • Trespassing 	2	<ul style="list-style-type: none"> • Verbal council • 1-2 days in-school suspension/ detention • 1-5 days out of school suspension • Restorative practice • Parent notification 	<ul style="list-style-type: none"> • 1-2 day in-school suspension • 1-5 day out of school suspension • Restorative practice • Parent notification 	<ul style="list-style-type: none"> • 3-5 days in-school suspension • 2-5 days out of school suspension • Restorative practice • Parent conf. w/ administrator • With regard to mask violation a 3rd offense will result in full remote learning
<ul style="list-style-type: none"> • Alcohol - Under the influence of alcohol/controlled substance • Arson • Discrimination • Drug Violation - Selling/Buying drugs/controlled substance • False Alarms/Bomb Threats • Fighting • Fireworks or Explosives • Harassment, Sexual • Harassment, Bullying, Hazing (Intimidation) • Stalking • Theft/Possession of Stolen Property • Threats (toward a student &/or staff) • Vandalism/Destruction of Property • Weapons 	3	<ul style="list-style-type: none"> • 2-5 days out of school suspension • Parent notification • Parent conference for conflict resolution • No extra-curricular activities • Super. Hearing • Police Report 	<ul style="list-style-type: none"> • 3-5 days out of school suspension • Parent notification • Parent conference for conflict resolution • No extra-curricular activities • Super. Hearing • Police Report 	<ul style="list-style-type: none"> • 5 day out of school suspension • Parent conference for conflict resolution • Alternate placement • No extra-curricular activities • Super. Hearing • Police Report

These offenses will be progressive in nature. A student may also lose study hall privileges and/or extra-curricular privileges, at the discretion of the administration

Dress Code

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting. A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
3. Not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, disability or excessive violence.
4. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage/depict other illegal or violent activities.

Each building principal or other designated administrator shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year. Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

District Attendance Policy – Attendance will be taken in both in-person, hybrid and remote settings

Yearly Absence Maximums

For students in grades seven and eight, a student may have no more than (22) (unexcused/excused) full day absences per year. A student will be denied grade advancement at the 23rd absence.

Full-year high school: A student may have no more than (22) (unexcused/excused) full day absences per year. A student will be denied all course credit on the (23rd) absence.

Half-year/credit high school course: A student may have no more than (12) (unexcused/excused) absences per half year. A student will be denied course credit on the(13th) absence.

Individual Course Absence Maximums

For students in grades seven and eight, a student may have no more than (23) (unexcused/excused) per course. A student will need to attend a summer school program to obtain course credit.

Full-year high school courses: A student may have no more than (23) (unexcused/excused) absences per course. A student will be denied course credit on the (23rd) absence.

Half-year high school courses: A student may have no more than (12) (unexcused/excused) absences per half-year course. A student will be denied course credit on the (13th) absence.

Lateness: Tardiness to class of more than (15) minutes will be considered an absence.

All absences will be counted toward the overall number of absences allowed for each grade for Kindergarten through eighth grades (of 25 absences for a year) and for each high school class (of 25 absences for a full-year course or the 13 absence maximum); as per New York State Commissioner of Educational Guidelines. No distinction will be made between absences which are legal (excused or unexcused) or illegal as defined by the New York State Education Department.

The following class absences will not count toward the absence maximum:

- Out-of-school suspension
- Home instruction
- School mandated testing, including but not limited to, Advanced Placement testing (test period only), and psycho-educational testing
- School sanctioned meetings or events (i.e.: field trips or pre-scheduled music sessions).
- Illness or death in the family,
- Religious observance,
- Legal and/or criminal matters involving the student,
- Documented attendance at health clinics,
- Approved college visits,
- Approved cooperative work programs,
- Military obligations

New students to Middleburgh Central School District shall have all the allowable number of absences prorated to reflect the portion of their courses which remain after they have entered the District.

Students who have failed to meet the attendance requirements for a course may be denied academic credit.

In each course, when a student exceeds the maximum number of absences a notation of "WF" (Withdrawn/Failing) for all subsequent reporting periods and exams will be entered on the report card. Students who have failed to meet the attendance requirements may be denied academic credit, but will be responsible to continue to audit the course. The purpose of auditing a course is so that a student receives seat time qualifying that student for summer school if applicable. Where summer school is not available or the student chooses not to attend summer school, the student will be required to retake the course the following year if that course is required for graduation.

If a student is auditing a course and becomes a discipline problem, that student will be removed from the course and will become ineligible for that course in summer school.

Students will be allowed to make-up missed class assignments up to the maximum of 25 absences. At 26 absences in a full-year course or 14 absences in a half-credit course, no make-up work will be given and the student will receive no credit (NC) for the course unless otherwise determined by the outcome of the attendance hearing.

Class Absences and Tardiness

This policy addresses all absences from school as well as all absences from a class. Students who arrive late for a class will be permitted to enter the classroom, but will be marked as late when classroom attendance is taken. A student shall be regarded as being absent from class if he or she misses more than fifteen (15) minutes of class including tardiness or early dismissal.

Students shall not be considered absent when they are authorized by school officials to be somewhere other than in their regularly scheduled class. For example, if school personnel expect students to report somewhere other than their regularly scheduled class for such activities as meetings, music lessons, conferences with school personnel, field trips, out-of-district athletic trips, testing and in-school/out-of-school suspension, the students shall not be considered absent.

Chronic Absenteeism

Chronic absenteeism is defined as missing at least 10% of enrolled school days in a year for any reason, excused or unexcused. Chronic absenteeism differs from truancy because it emphasizes missed instructional time rather than unexcused absences. Missed instructional time can increase a student's risk for disengagement, low achievement, and dropping out, among other things.

Students who miss at least 5% of enrolled school days in a year are at risk of becoming chronically absent. In light of this, the District will implement intervention strategies for students who miss 5% or more of the enrolled school days in a year.

Incentives and Sanctions

Appropriate incentives that will promote consistent pupil attendance will be developed and implemented. Such incentives may include, but shall not be limited to, school recognition for perfect attendance, and course credit/kindergarten through eighth grade advancement through attendance.

Unexcused absences, tardiness and early departures will be subject to the penalties set out in the Code of Conduct. Such sanctions may include but are not limited to denying privileges to student events and activities or revoking a student's employment certificate.

MIDDLEBURGH JUNIOR-SENIOR HIGH SCHOOL STUDENT RIGHTS AND RESPONSIBILITIES

With every right comes a responsibility.

It is the student's right:

- 1) To attend school in the district in which one's parent or legal guardian resides.
- 2) To expect that school will be a safe, orderly and purposeful place for all students to gain an education and to be treated fairly.
- 3) To be respected as an individual.
- 4) To express one's opinions verbally or in writing.
- 5) To dress in such a way as to express one's personality.
- 6) To be afforded equal and appropriate educational opportunities.
- 7) To take part in all school activities on an equal basis regardless of race, color creed, religion, religious practice, sex, sexual orientation, gender, national origin, ethnic group, political affiliation, age, marital status, or disability.
- 8) To have access to relevant and objective information concerning drug and alcohol abuse, as well as access to individuals or agencies capable of providing direct assistance to students with serious personal problems.
- 9) To be protected from intimidation, harassment, or discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion, or religious practice, sex, gender/gender identity, sexual orientation, or disability, by employees or students on school property or at a school- sponsored event, function or activity.

It is the student's responsibility:

- To attend school daily, regularly and on time, perform assignments, and strive to do the highest quality work possible and be granted the opportunity to receive a good education.
- To be aware of all rules and expectations regulating student's behavior and conduct oneself in accordance with these guidelines.
- To respect one another, and to treat others in the manner that one would want to be treated.
- To express opinions and ideas in a respectful manner so as not to offend, slander, or restrict the rights and privileges of others.
- To dress appropriately in accordance with the dress code, so as not to endanger physical health, safety, limit participation in school activities or be unduly distracting.
- To be aware of available educational programs in order to use and develop one's capabilities to their maximum.
- To work to the best of one's ability in all academic and extracurricular activities, as well as being fair and supportive of others.
- To be aware of the information and services available and to seek assistance in dealing with personal problems, when appropriate.
- To respect one another and treat others fairly in accordance with the District Code of Conduct and the provisions of the Dignity Act. To conduct themselves in a manner that fosters an environment that is free from intimidation, harassment, or discrimination. To report and encourage others, to report any incidents of intimidation, harassment or discrimination.

**MIDDLEBURGH JUNIOR-SENIOR HIGH SCHOOL
CODE OF CONDUCT
2019-2020**

CODE OF CONDUCT – For more details see the Middleburgh Central School Code of Conduct. The Code of Conduct is available upon request in the Main Office and on the District website: www.middleburghcsd.org

STUDENT USE OF ELECTRONIC COMMUNICATION DEVICES

While students are permitted to possess such devices during the school day, they are prohibited from using them in any manner which invades the privacy of students, employees, volunteers or visitors. Students are not permitted to use any form of information technology, including their own personal electron devices, to intimidate, harass or threaten others. This type of harassment is generally referred to as cyber bullying. If a student violates this prohibition, then he/she is subject to discipline under this provision and/or any other provision in the District Code of Conduct that may be applicable to the circumstances involved.

Use of information technology devices, including own personal devices are permitted in classrooms at the discretion of the classroom teacher for instructional use only.

PROHIBITED STUDENT CONDUCT

The Board of Education expects all students to conduct themselves in an appropriate and civil manner per the District Code of Conduct, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct. Students may be subject to disciplinary action, up to and including suspension from school or removal from a program, when they:

A. ENGAGE IN CONDUCT THAT IS DISORDERLY – Examples include, but are not limited to:

- 1) Engaging in any act which disrupts the normal operation of the school community, running in hallways, making unreasonable noise, and using language or gestures that are profane, lewd, vulgar, abusive, intimidating, or that incites others.
- 2) Obstructing vehicular or pedestrian traffic.
- 3) Trespassing. Students are not permitted in any area of the school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
- 4) Misusing computer/electronic communications devices, including any unauthorized or inappropriate use of computers, software, or Internet/intranet account; accessing inappropriate websites; evading the District's content filter; using an outside wireless network; or any other violation of the District Acceptable Use Policy.
- 5) Unauthorized use of personal electronic devices/equipment (i.e., cell phones, MP3 devices, cameras, and other personal electronic devices deemed inappropriate by the administration).
- 6) Unauthorized use of a personal computer, laptop, tablet or e-reader and/or other computerized information resources through the District computer system is prohibited.

B. ENGAGE IN CONDUCT THAT IS INSUBORDINATE – Examples include but are not limited to:

- 1) Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
- 2) Lateness for, missing or leaving school without permission.

C. ENGAGE IN CONDUCT THAT IS DISRUPTIVE - Examples include, but are not limited to:

- 1) Failing to comply with the reasonable directions of teachers, school administrators or other school personnel or otherwise demonstrating disrespect.
- 2) Endangering the health and safety of other students or staff or interfering with classes or District activities by means of inappropriate appearance or behavior as per District Code of Conduct.

D. ENGAGE IN CONDUCT THAT IS VIOLENT – Examples include, but are not limited to:

- 1) Committing, threatening or attempting an act of violence (such as hitting, kicking, punching or scratching) upon a teacher, administrator or other District employee.

- 2) Committing, threatening or attempting an act of violence (such as hitting, kicking, punching, or scratching) upon another student or any other person lawfully on school property.
- 3) Engaging in harassing conduct, verbal threats, intimidation, or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical well-being.
- 4) Possessing a weapon (see definition). Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on District property or at a District function.
- 5) Displaying what appears to be a weapon.
- 6) Threatening to use any weapon(s).
- 7) Using weapon(s).
- 8) Intentionally damaging or destroying District property, the personal property of a student, teacher, volunteer, contractor, vendor, administrator, other District employee or any person lawfully on District property, or at a District function including but not limited to graffiti or arson.
- 9) Communication by any means, including oral, written or electronic (such as through the Internet, email or texting) off school property, where the content of such communication (a) can reasonably be interpreted as a threat to commit an act of violence on school property; or, (b) results in material or substantial disruption to the educational environment.

E. ENGAGE IN ANY CONDUCT THAT ENDANGERS THE SAFETY, MORALS, AND HEALTH OR WELFARE OF OTHERS –
Examples include but are not limited to:

- 1) Lying, deceiving or giving false information to school personnel.
- 2) Stealing the District property or property of other students, school personnel or any other person lawfully on school property or attending a school function.
- 3) Defamation, which includes making false or unprivileged statements of representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them. This can include posting or publishing video, audio recordings or pictures (written material, cell phones, Internet, YouTube, etc.).
- 4) Discrimination, based on a person's actual or perceived race, age, sexual orientation, use of a recognized guide dog, hearing dog or service dog, color, creed, national origin, ethnic group, religion, religious practice, sex, sexual orientation, gender or gender identity, marital or veteran status, use of a recognized guide dog, hearing dog or service dog, or disability as a basis for treating another in a negative manner on school property or at a school function.
- 5) Harassment, the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being based on a person's actual or perceived race, color, weight, national origin, political affiliation, ethnic group, religion, religious practice, marital or veteran status, use of a recognized guide dog, hearing dog or service dog, disability, sexual orientation, gender or sex.
- 6) Bullying and intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm and/or emotional discomfort; for example, "play" fighting, extortion of money, overt teasing, etc.
- 7) "Internet bullying" (also referred to as "cyber bullying") including the use of instant messaging, email, websites, chat rooms, text messaging, or by any other electronic means, when such use interferes with the operation of the school; or infringes upon the general health, safety and welfare of students or employees.
- 8) Sexual harassment, which includes unwelcome sexual advances, requests for sexual favors, taking, sending or receiving sexually explicit videos, pictures or auditory recordings and other verbal or physical conduct or communication of a sexual nature.
- 9) Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club or team.
- 10) Selling, using, possessing or distributing obscene material.
- 11) Possessing, consuming, selling, attempting to sell, distributing or exchanging alcoholic beverages, tobacco, tobacco products or illegal and/or controlled substances, counterfeit and designer drugs, or paraphernalia for use of such drugs or be under the influence of any such substance on school property or at a school function. "Illegal substances" include, but are not limited to, inhalants, marijuana, synthetic cannabinoids, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, drugs paraphernalia and any substances commonly referred to as "designer drugs."
- 12) Inappropriately using, sharing, selling, attempting to sell, distributing or exchanging prescription and over-the-counter drugs.
- 13) Possessing, consuming, selling, attempting to sell, distributing, or exchanging "look-alike" drugs; or, possessing or consuming (without authorization), selling, attempting to sell, distributing or exchanging other substances such as dietary supplements, weight loss pills, etc.
- 14) Gambling and gaming.
- 15) Inappropriate touching and/or indecent exposure
- 16) Initiating a report warning of fire or other catastrophe without valid cause, misusing 911, or inappropriately discharging a fire extinguisher.
- 17) Violating gender privacy when using school restroom facilities.

F. ENGAGE IN MISCONDUCT WHILE ON A SCHOOL BUS

It is crucial for students to behave appropriately while riding on District buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving, fighting, harassment, and discrimination will not be tolerated. Transportation on district buses or vans is a privilege to students not a mandated right. As a privilege, transportation can be denied due to excessive behavioral and safety concerns that place students and drivers at risk.

G. ENGAGE IN ANY FORM OF ACADEMIC MISCONDUCT – Examples include but are not limited to:

- 1) Plagiarism.
- 2) Cheating.
- 3) Copying.
- 4) Altering records.
- 5) Accessing other users' email accounts or network storage accounts and/or attempting to read, delete, copy, modify, and interfere with the transferring and receiving of electronic communications.
- 6) Violation of the District Acceptable Use Policy for technology.
- 7) Assisting another student in any of the above actions.

REPORTING VIOLATIONS

All students are expected to promptly report violations of any of the above to a teacher, guidance counselor, the building Principal or other designated administrator. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, the building Principal, the Principal's designee or the Superintendent.

DISCIPLINARY PENALTIES AND PROCEDURES

Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior.

In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student's age.
2. The nature of the offense and the circumstances which led to the offense.
3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Information from parents, teachers and/or others, as appropriate
6. Other extenuating circumstances.

As a general rule, discipline will be progressive, depending on the first violation. This means that a student's first violation will usually merit a lighter penalty than subsequent violations. If the conduct of a student is related to a disability, the student shall be referred to the Committee on Special Education.

A. PENALTIES

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

- 1) Verbal warning - any member of the district staff
- 2) Written warning - bus drivers, hall and lunch monitors, coaches, guidance counselors, teachers, Dean of Students, Principal, Superintendent
- 3) Written notification to parent - bus driver, hall and lunch monitors, coaches, guidance counselors, teachers, Dean of Students, Principal, Superintendent
- 4) Detention – teacher, Dean of Students, Principal, Superintendent
 - a) Detention will be imposed as a penalty only after the student's parent has been notified to arrange for the student's transportation home following detention.
- 5) Suspension from transportation - The person acting as the director of transportation, Dean of Students, Principal, Superintendent
 - a) The student's parent will become responsible for seeing that his or her child gets to and from school safely. Should the suspension from transportation amount to a suspension from attendance, the district will make appropriate arrangements to provide for the student's education.
- 6) Suspension from athletic participation - coaches, Principal, Superintendent
- 7) Suspension from social or extracurricular activities – activity director, Principal, Superintendent

- 8) Suspension of other privileges - Principal, Superintendent
- 9) In-school suspension - Principal, Superintendent
- 10) Removal from classroom - teachers, Dean of Students, Principal
- 11) Short-term suspension from school (five days or less) - Principal, Superintendent, Board of Education
 - a) Suspension from school is a severe penalty, which may be imposed only upon students who are insubordinate, disorderly, violent or disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare of others.
 - b) The Principal shall advise the parents that if they are not satisfied with the decision and wish to pursue the matter, they must file a written appeal to the Superintendent within five business days, unless they can show extraordinary circumstances precluding them from doing so.
- 12) Long-term suspension from school (more than five days) - Superintendent, Board of Education
- 13) Permanent suspension from school - Superintendent, Board of Education.

B. PROCEDURES

The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed.

In all cases:

- 1) Students will be informed of the alleged misconduct.
- 2) The facts surrounding the alleged misconduct will be investigated.
- 3) Students will have an opportunity to present their version of the facts to school personnel imposing the penalty.

Teacher disciplinary removal of disruptive students

A substantial disruption of the educational process or substantial interference with a teacher's authority occurs when a student demonstrates a persistent unwillingness to comply with the teacher's instructions or repeatedly violates the teacher's classroom behavior rules.

A classroom teacher may remove a disruptive student for up to two class sessions.

- 1) The removal applies to the class of the removing teacher only.
- 2) The students will report to the Principal's office immediately.
- 3) Such removal may be increased at the discretion of the Principal or the Superintendent once these officials have had sufficient time to review the facts in question.

If the disruptive student does not pose a danger or on-going threat of disruption to the academic process,

- 1) The teacher must provide the student with an explanation for why he or she is being removed.
- 2) The teacher will provide the student with an opportunity to explain his or her version of the relevant events before the student is removed.

If the student poses a danger or ongoing threat of disruption, the teacher may order the student to be removed immediately.

C. MINIMUM PERIODS OF SUSPENSION

- 1) Students who bring a weapon to school.
Any student, other than a student with a disability, found guilty of bringing a weapon onto school property would be subject to suspension from school for at least one calendar year. Subject to due process and procedures outlined in the District Code of Conduct.
- 2) Students who commit violent acts other than bringing a weapon to school.
Any student, other than a student with a disability (as defined in Section X), who is found to have committed a violent act, other than bringing a weapon onto school property, shall be subject to suspension from school for at least five days.
- 3) Students who are repeatedly substantially disruptive of the educational process or repeatedly substantially interfere with the teacher's authority over the classroom. Any student, other than a student with a disability (as defined in Section X), who repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom, will be suspended from school for at least five days. "Repeatedly and substantially disruptive" means engaging in conduct that results in the student being removed from the classroom by teacher(s) on four or more occasions during a semester.
- 4) A student with a disability may be suspended only in accordance with the requirements of state and federal law and subject to due process and procedures outlined in the District Code of Conduct, Section X.

D. REFERRALS

- 1) Counseling
The Guidance Office shall handle all referrals of students to counseling.
- 2) PINS Petitions
 - a) The district may file a PINS (person in need of supervision) petition in Family Court on any student under the age of 18 who demonstrates that he or she requires supervision and treatment by:
 - b) Being habitually truant and not attending school as required by part one of Article 65 of the Education Law.
 - c) Engaging in an ongoing or continual course of conduct which makes the student ungovernable, or habitually disobedient and

- beyond the lawful control of the school.
- d. Knowingly and unlawfully possesses marijuana in violation of Penal Law § 221.05. A single violation of § 221.05 will be a sufficient basis for filing a PINS petition.
- 3) Juvenile Delinquents and Juvenile Offenders
The Superintendent is required to refer the following students to the County Attorney for a juvenile delinquency proceeding before the Family Court:
- a. Any student under the age of 16 who is found to have brought a weapon to school, or
 - b. Any student 14 or 15 years old who qualifies for juvenile offender status under the Criminal Procedure Law § 1.20 (42).

The Superintendent is required to refer students age 16 and older or any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities.

STUDENT SEARCHES AND INTERROGATIONS

The Board of Education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the District Code of Conduct. Students are not entitled to any sort of “Miranda”-type warning before being questioned by school officials, nor are the school officials required to contact a student’s parent before questioning the student. However, school officials will tell all students why they are being questioned.

In addition, the Board authorizes the Superintendent, building Principals, the school nurse and district security officials to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the District Code of Conduct.

The rules regarding searches of students and their belongings do not apply to student lockers, desks and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means that student lockers, desks and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

PUBLIC CONDUCT ON SCHOOL PROPERTY

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property.

A. PROHIBITED CONDUCT

No person, either alone or with others, shall:

- 1) Intentionally injure any person or threaten to do so.
- 2) Intentionally damage or destroy school district property or the personal property of a teacher, administrator, other district employee or any other person lawfully on school property, including graffiti or arson.
- 3) Disrupt the orderly conduct of classes, school programs or other school activities.
- 4) Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
- 5) **Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability.**
- 6) Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
- 7) Obstruct free movement of any person in school or on school grounds.
- 8) Violate the traffic laws, parking regulations or other restrictions on vehicles.
- 9) Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances or be under the influence of either on school property or at a school function.
- 10) Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers.
- 11) Loiter on or about school property.
- 12) Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
- 13) Willfully incite others to commit any of the acts prohibited by this code.
- 14) Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.

B. PENALTIES

Persons who violate this code shall be subject to the following penalties:

- 1) Visitors: Their authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection.
- 2) Students: They shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements.

GENERAL SCHOOL INFORMATION

If late or absent to school

Report to the front office and give the office staff your excuse. Students are to report to their first period class each school day by 8:08 a.m. First period class officially begins at 8:08 a.m. and students will be marked tardy if they are not on time.

If late to class

Students are to go directly to their next class between periods; do not make any unnecessary noise or do any unnecessary wandering. If detained by a teacher, ask that teacher to write an admission slip to the next class. If late for another reason, go directly to the class.

Penalties for excessive tardiness

When the student accumulates three tardies in a class, the teacher will notify the parents. Five tardies result in one lunch suspension. Six tardies result in two lunch suspensions and nine tardies result in one day of in-school suspension.

To be excused

If a student needs to be excused early from school the following information needs to be included in a written note - the date, time, and reason (i.e.: doctor appointment, dentist, or personal reason). **NO phone calls please.**

1. The student must bring the written request from a parent or guardian to the front office prior to 8:30 for approval.
2. Before leaving the building, the student must sign out in the front office and wait until a parent or guardian meets he/she.
3. If your student is to meet the parent anywhere other than in the front office, the note should indicate WHO and WHERE they are to meet. The student must then sign out in the front office before leaving the building.

Illness

Ask to be excused by the teacher and report to the Nurse's Office. (Do not go directly to the Nurse's Office between periods.)

Passes

All students are required to have a pass when in the halls during regularly scheduled class periods. If you are found without a pass it may result in a detention being assigned.

Students are to be in their assigned place at all times. Permission to see or work with a teacher must be obtained in advance and the student is to have a pre-signed pass from the teacher.

Students are not to loiter in the halls or be in the halls when classes are in session, without an appropriate pass. Students should not loiter in the auditorium, cafeteria, gym, or restrooms.

Postings

Posters, signs and/or flyers may only be posted on school property if they bear the signature of the building administrator and will only be given to school organizations and/or school-approved activities. All unauthorized items will be taken down.

CITIZENSHIP ELIGIBILITY

Students who are suspended in school or out of school may be considered to have violated the conditions of a good school citizen. Students who violate these conditions may be excluded as a spectator or player from all after school extra-curricular activities such as sporting events, music concerts, and dances for two school weeks.

LOCKERS

You will be assigned a locker and a lock to keep your coat, books and papers in. Students should not leave money or valuable property around the school. The school cannot be held responsible. Students are to refrain from bringing to school any items that are not needed for instructional purposes. Your locker should be locked at all times. If you choose NOT to use your assigned locker, you can turn your lock in at the Main Office. **YOU MUST USE ONLY THE LOCKER ASSIGNED TO YOU. Your locker is school property and is subject to periodic inspection by the school and/or law enforcement personnel (including the K-9 patrol).**

CLASS RING POLICY

Junior Class ring sizing is done after school starts each year. A student must carry enough credits to be considered at least a junior to be eligible to order a class ring or be on track to graduate with entering ninth grade class.

VISITORS

*Parents and visitors are welcome to come in and conduct business as necessary. All visitors **must** report to the main office, sign-in and get a visitor pass. Upon leaving the building, visitors must sign-out with the time they leave the building.*

STUDENT PARKING

Students with a valid driver's license may be eligible to drive to school and park on school grounds. Sections of the school parking lot are allotted to such students. Also, be reminded that student's vehicles are subject to search at the principal's discretion. Misuse of driving privileges may lead to revocation of the parking permit and driving privileges. Parking on school property is a privilege and is limited to students in good standing with prior approval. All students wishing to park on school property will need to complete a vehicle registration form and parking contract. Unauthorized vehicles may be towed at the owner's expense and are subject to search by authorities.

NATIONAL HONOR SOCIETY

To be eligible for membership, the candidate must be a member of the sophomore, junior or senior class. Candidates must have been in regular attendance at Middleburgh Junior-Senior High School for the equivalent of one semester before they may be considered for membership.

Students may not apply for membership in the National Honor Society. Selection for candidacy to the Chapter is based on the student's demonstration of outstanding scholarship (at least 88%), leadership, character and service.

A student who qualifies academically must submit a sealed letter of reference from a faculty member at MCS, a resume detailing leadership experience, service activities, and extra curricular activities, and a verification sheet signed by both student and a parent/guardian by a date specified by the faculty council. The faculty will be asked to fill out a survey on each candidate's service, leadership, and character, to aid the faculty council in their selection.

The faculty council will meet to review the candidate's information. The faculty council will use a point system to determine selection based on the following criterion: academic average (20%), faculty survey (40%), resume (20%), and a letter of reference/discipline records (20%).

Once inducted, members must maintain the standards that were used as a basis for their selection. Induction ceremonies for new members will be held in the spring of each school year.

DOWNTOWN AND OUTDOOR PRIVILEGES

Seniors may be granted downtown privileges after the first progress report. To be eligible, seniors must be passing all their classes, have good attendance, not be truant on the day of the privilege and be a good school citizen.

SENIOR PORTRAITS

Lifetouch Studios is our school photographer for senior portraits. Since this is a portrait for the formal section of the yearbook, the district has established the following guidelines to have more uniformity to this portion of the book. If students do not use Lifetouch Studios for senior portraits, we cannot guarantee a photo for other publications. Portraits submitted from other studios must follow the following guidelines:

1. Head and shoulder pose only
2. Traditional backgrounds—plain backgrounds with no special effects.
3. Props are NOT allowed. No other objects are allowed in the picture.
4. No outdoor pictures
5. No tee shirts with any writing, advertising, pictures, logos, etc.
6. No hats
7. No proofs. A 2" x 3" wallet size photo is needed. Please turn in a total of 4 photos (used in the yearbook and the newspaper)

TEXTBOOKS

Every student must be responsible for his or her textbooks and school property issued to them. An accurate record will be kept by each teacher as to the condition of the book as indicated by each student when books are issued in the fall. A special card will be issued to each student to indicate the condition of the book and any damage they find when the book is issued to them. Students will be charged for any damaged books (beyond reasonable wear) and all lost books, padlocks, etc. Letters will be sent home to parents of students who owe money for damaged books, lost padlocks, shop projects, etc. Copies of these will be placed in the student's permanent folder if students are delinquent.

HEALTH OFFICE, MEDICATIONS AND EXAMINATIONS

A School-Based Health Center (SBHC) provides comprehensive health care services, at the school, to students in grades K-12. For children who already have a health care provider, the SBHC staff can work with that provider in caring for your child. For children without a primary health care provider, the SBHC staff may become your child's primary source of health care.

Health services provided include: complete physical examination; diagnosis and treatment of acute and chronic illness; health education; referral services; vision, hearing and scoliosis screening; first aid; immunizations; mental health screening and referral; counseling; and social work services.

The State Education Department of New York mandates that every student in school have on file, at their school, a copy of a current physical examination, upon entry to a school and at 1st, 3rd, 7th, and 10th grades (some area schools add 5th grade). A physical examination is also required for participation in interscholastic athletics. Parental consent will be required for all physical exams.

A comprehensive physical examination at the School-Based Health Center (SBHC) will be performed in a private, confidential setting by either the Nurse Practitioner or Physician. Parents are welcome to accompany their child or adolescent. It is important to note that **all** physical exams done at the SBHC regardless of purpose, are "comprehensive physical examinations". It will include a comprehensive health history, physical exam, health guidance and if indicated, on-site laboratory testing. In most cases if an "annual exam" or comprehensive physical exam is performed the results can be used for one year for a variety of purposes (sports, camp, working papers...). Comprehensive physical examinations performed at the SBHC will be billed to those students' health insurance that are enrolled in the SBHC, and as with all other services provided by the SBHC, there will be no out-of-pocket cost to parents. If a student is not enrolled in the SBHC they may still have their "annual exam" performed by the nurse practitioner at no charge.

New York State law mandates that **ALL** medications to be taken by a student while in school **MUST** be accompanied by a prescription from his/her health care provider **AND** a note from a parent/guardian giving permission for it to be carried or administered. All medication is to be brought in a container properly labeled with student's name, grade and name of medication, dose and strength, what it is given for, time medication is to be given, and kept in the nurse's office. There are no exceptions to this rule, even "over the counter" medications. If your child has an allergy such as bee stings and will need a medication in case of reaction, the nurse must have the medication brought in and a current health care provider's order. All medication forms can be accessed online at (www.middleburghcsd.org) under high school then access Health Office.

STUDENT ACCIDENT INSURANCE

ALL ACCIDENTS AND INJURIES SHOULD BE REPORTED TO THE NURSE IMMEDIATELY.

School time coverage pays for injuries sustained:

1. While in or on the school grounds or premises during any period of regular attendance including lunch period while school is in session.
2. While traveling directly and uninterruptedly to or from the Insured's residence for regular sessions, for such travel time as may be necessary (within one hour before school begins and one hour after dismissal from school, or longer if school bus requires).
3. While participating in or attending activities sponsored solely by the school and continuously and directly supervised by school officials or employees. This includes all sports, and school-furnished, school-supervised transportation to and from such activities.

Non-Duplicating Coverage

If the parent has insurance coverage, their plan is primary. If a claim is made, it must be first processed through the parent's insurance company then through the school's insurance company.

Some of the policy exclusions include, but are not limited to, the following:

1. Eye glasses or contact lenses, unless loss results from a covered injury requiring medical or surgical treatment.
2. Illness or disease in any form, including infections except infections due to accidental cuts.
3. Any injury sustained at insured's home or residence.
4. Any loss for which benefits are payable under any Workmen's Compensation Law or similar legislation.
5. Injuries resulting from war or any act of war.
6. Loss covered by no-fault auto insurance.

COUNSELING CENTER

The Counseling Center is designed to help students in their educational planning and with their problems. Each student is scheduled for at least one conference during each school year to develop a schedule for the next school year. Students are urged to come in whenever they feel that the Guidance Counselor can be of help to them.

Parents wishing to make appointments with teachers are urged to call the Junior-Senior High School Counseling Center to arrange convenient times (827-3601). Before graduating (with assistance from the high school counselor), each student will develop an educational plan for their years following graduation.

The following may be obtained from the Junior-Senior High School Counseling Center:

1. Working papers
2. Applications for college
3. Information on careers
4. Information on colleges and applications
5. Schedule change information
6. Explanation of course curriculum
7. Report cards
8. Pupil progress reports

REPORT CARDS, GRADE REPORTING SCHEDULE

Report card marks are used in computing the HONOR ROLL. Honor Roll students are those having an average of 85% or above for the ten-week period. High Honor Roll students are those with an average of 90% or more for the ten-week period.

"Incomplete" marks on the report card means that the mark must be made up within two weeks. Unless a longer time is approved through the principal, or the mark is made up, the "incomplete" will be permanently recorded as a 50 two weeks after the report cards are sent home.

WITHDRAWAL/TRANSFER

Before withdrawing or transferring from school, report to the Counseling Center. The guidance counselor will request that you ask each teacher to initial your withdrawal form that signifies that all books and other school property in your care have been returned. When completed, return it to the Counseling Center.

STUDENT CLASS RANKING

For the purpose of determining the Valedictorian, Salutatorian and the ranking of every student in each graduating class, a weighted ranking policy will be used. Class rank will be calculated at the end of the Junior year and a final determination will be made at the close of the second marking period of the Senior year, with full year courses being projected out. PE will be used in determining class rank as well as all credit bearing classes taken in the Senior year.

Courses are divided into three levels of ranking:

Level 1 - are all the local courses; courses not having a prerequisite course

Level 2 - courses that have a prerequisite course of Grade 9 level course or above and all Regents level courses.

Level 3 - are all college or advanced placement courses, where students have the option of receiving college credit.

SCHOOL ABSENCE APPROVAL

Students who are going to miss school for college visitation, Armed Forces interview, or any other school related reason, should contact the Junior-Senior High School Counseling Center for PRIOR APPROVAL. Any absences of this sort which have not been approved will be considered as ILLEGAL.

EXTENDED STUDENT PRE-PLANNED LEAVE OF ABSENCE (Vacations, etc.)

To classify the absence of a student for three or more days as a pre-planned absence, a student must obtain a Pre-Planned Extended Absence Notification Form from the Counseling Center and follow all directions on that form.

HIGH SCHOOL SCHEDULING AND GRADUATION REQUIREMENTS

Students of Middleburgh Junior-Senior High School will be normally expected to take a minimum of six classes, excluding Physical Education, to complete a four-year approved program for graduation certification:

1. All students are required to take at least six courses each semester.
2. To earn credit in any subject, a student must have a final average of 65% or above and meet the acceptable attendance requirement.
3. Honor graduates must have 85% after 3 ¾ years and/or be a member of the National Honor Society.

During their senior year, the following may apply:

1. Seniors who wish to attend for less than a full day for employment purposes need to complete proper paper work. Paper work may be obtained from the Counseling Center.
2. A minimum of three and a half years will be acceptable providing all graduation requirements are met. In such cases, an approved English elective must be taken in lieu of the second semester, fourth-year core English course. Both approved Social Studies 12 courses must be taken in the first semester.

3. Through demonstrated ability, and upon approval by local school officials, a student may spend his senior year in full-time attendance at an institution of higher learning. All costs, including tuition and transportation, will be the responsibility of the student. A Middleburgh Junior-Senior High School diploma will be granted at the time of commencement if the student has satisfactorily completed courses which are comparable to our local courses and required by our school for graduation. All students are required to take at least six courses each semester. The only exceptions are seniors who are attending half day.

At the end of the third marking period of a student's senior year, parents of the failing students shall meet with the Superintendent on the possibility that their child will not be graduating.

To be promoted in high school, a student must satisfactorily complete the following:

- 5 units to become a Sophomore
- 10 units to become a Junior
- 15 units to become a Senior

To participate in the commencement ceremony, all students must have completed all the state and local requirements for a high school diploma.

PROCEDURE FOR DROPPING COURSES

THE ADMINISTRATION DOES NOT RECOMMEND THE DROPPING OF COURSES BY STUDENTS. However, students may drop a course without penalty if the following conditions are followed:

1. For a full-year course, the student must drop it before the Monday following the issuance of the report card for the second marking period.
2. If the course is a half-year course, the student must drop it before the Monday following the issuance of the report card for the first marking period (first semester course) or third marking period (second semester course).
3. If these conditions are not followed, the student will receive a 50 for a final average in a course dropped.
4. Students who drop out of school will receive a W50 for all courses they were taking at the time.
5. If a student drops a course that they have been enrolled in for more than half of the marking period, they will receive a grade for that quarter.

PHYSICAL EDUCATION

Physical Education is mandated by the New York State Education Department. Students are required to pass 4 (½ credit) classes in order to fulfill their graduation requirement. A student who fails physical education must repeat that course the following year, requiring them to double up their physical education classes.

Physical Education grades will be based on a numerical system. Grades will be averaged into students overall average and count towards class ranking.

Physical Education grades will be based on the following:

50% - participation, effort, and conduct

50% - proficiency of activities – knowledge, sportsmanship, skills and presentation of activities

All students are **required** to change for physical education. Students who are not prepared will be given a zero for the day. All students must have appropriate attire for physical education classes (shorts or sweat pants, t-shirts, socks and sneakers). Tank tops and hats are not to be worn during class. If the teacher deems it necessary, a student must remove any unsafe jewelry. Sneakers are the only acceptable footwear. Sneakers must be tied tightly for safety reasons.

Students will have 5 minutes to change for class. If they are not in the gymnasium within 5 minutes of the late bell they will be considered tardy and lose partial credit. Locks and lockers are provided for each student. If a student does not return the lock they will be required to pay \$5.00 to replace the lock.

Students must be present for class. If a student has more than 3 absences per quarter they will be required to make up the class within a timely manner. Students can makeup PE classes during study hall or make arrangements with the teacher to make up the class time before or after school. Student with more than 3 absences at the end of the quarter will fail the class for those 10 weeks. School related absences are excused. Medical absences will only be excused with an explanation signed by a licensed physician.

Physical Education is a participation class. To be successful, you must come prepared and give your best effort during warm-ups and class instruction. Students will also be expected to perform well on skill assessments, and written tests or homework assignments.

Physical Education is an integral part of a student's physical and mental well being. A diverse number of activities are offered to provide students with the opportunities to develop cooperative and leadership skills. Each student will understand the components necessary in maintaining a healthy existence throughout his/her lifetime.

MUSIC DEPARTMENT

Middleburgh Central School offers the music student a variety of fine organizations to assist them in the full appreciation of good music. These include the Junior and Senior High School Choirs, Select Choir, the Junior and Senior High School Bands and Jazz Bands.

These groups are active during the entire year and students are given a wide variety of performing experience. Students in Grades 9-12 receive regular marks on the school report card. Full credit will be awarded to only those who have completed the requirements of prepared lessons and prepared performance in organizations. Effort and attitude toward performance and assignments will be deciding factors for final credit.

For further details concerning vocal or instrumental music, please contact the respective teacher personally.

Musical instruments: If you do not have a musical instrument and would like to learn to play one, Middleburgh Junior-Senior High School encourages parents to use a rental procedure plan for small instruments such as flute, clarinet, trumpet, and trombone. However, if this is not possible, the school does loan out these instruments if they are available. Large instruments (more expensive ones) such as the oboe, bassoon, tuba, etc., are always provided by the school for the student. At the end of the school year, the instrument will be returned to the Band Director. If there is an unusual amount of damage to the instrument, the student will be held financially responsible for its repair.

QUIET STUDY RULES AND PROCEDURES

Room Rules:

1. Students are to enter and leave quiet study in an orderly manner. They should sit in assigned seats and should have their assignments and books when they come to the room
2. There will be **NO** food or drinks allowed in study hall and **NO** card playing, games or headphones.
3. Students may be granted permission to speak or study with another student in an acceptable manner.
4. Students are to remain in their seats until the final bell rings.
5. Students who are on the failing list can not go to the gym during a quiet study even with a pre-signed pass.

Sign Out Rules:

1. Students may sign out to the Media Center, Counseling Center, and Main Office. However, they must have a regular pass signed by the quiet study teacher. Each student must have their own pass.
 - a) A maximum of two minutes will be allowed to get to and from the place signed out to.
 - b) Students must return to quiet study with a signed/stamped pass **BEFORE** the end of the period. Students who do not return to quiet study will be restricted from leaving during a following study hall.
2. Students wishing to see an individual teacher must have a pre-signed pass from that teacher. They may not go looking for the teacher during the study hall to get the pass. They must have the pass when they come to quiet study. If there is an emergency, the student should be sent to the Main Office and let an administrator handle it.
3. Students wishing to go to their locker must sign out in quiet study one at a time. They should use the locker pass and limit time to three minutes.
4. Students wishing to go to the boys or girls room:
 - a) must sign out and use the quiet study bathroom passes.
 - b) one boy and/or one girl at a time.
 - c) should limit time to five minutes including travel time.
5. Students eligible for downstreet privileges who are tardy to school on a given day do not have downstreet privileges on that day. Students who are tardy five times during a ten-week marking period will lose downstreet privileges for the rest of the ten weeks.
6. Students failing a class at progress reports or marking periods will not have sign out privileges. Any pre-signed passes need a signature from the Main Office.

LIBRARY RULES AND PROCEDURES

The Library is a quiet, academic place where students and faculty can come to obtain information or to read and study without distraction. In order to achieve this, these rules are enacted:

1. Students should come to the Library when they need to use the Library's resources and not just for simply quiet study purposes.
2. Students are to get to and from the quiet study to the Library in two minutes. Failure to do so will result in consequences.
3. Students coming to the Library will be quiet and conduct themselves in an appropriate manner.
4. A student asked to leave the Library will be out for the remainder of that day. More serious offenses may result in the student being suspended from the Library for up to five days (determined by the Librarian and administrator).
5. Books are circulated for two weeks and may be renewed if no one else is waiting for them. Periodicals and reference materials are circulated for one week unless otherwise determined by the Librarian. Students with overdue books or magazines will not be allowed in the Library without a pre-signed pass from a teacher (for the purpose of using the Library resources for an assignment).
Students with overdue books will not be allowed to take out other library items.

6. Students who receive overdue notices are expected to respond to them as soon as possible. Lost books and magazines must be paid for, and overdue items can be renewed, if no one else wants them. These over dues can only be renewed by bringing them to the Library.
7. Students must ask permission to make photocopies. We will only photocopy Library materials for school use. We will not copy homework or notes without the teacher's permission. If too many pages are needed to be copied, you should take out the book if possible.
8. Permission is also required to use the computers.
9. Students wanting to use the internet will have to ask permission. No personal email, "My Space," "Facebook," "You Tube," video games, etc.
10. Teachers bringing classes to the Library are asked to notify the Librarian of their intended use a reasonable amount of time in advance of the requested date.

GENERAL RULES AND REGULATIONS FOR DANCES

1. Dances will be for Middleburgh Junior-Senior High School students, grades 7-12 only.
2. Middleburgh Junior-Senior High School students may invite one guest with prior approval and a completed approval form.
3. Students removed from school for disciplinary reasons will not be allowed in any of the school dances.
4. No refreshments are to be served in the gym unless approved by an Administrator.
5. A list of chaperones is to be submitted to the administration one week prior to the dance.
6. Decorations must be removed from the gym immediately after the dance.
7. Once a student enters the dance, he/she is not to leave. Students who leave the dance will be denied re-admission.
8. No one will be admitted after the first hour, unless returning from a school activity or prior permission is granted.
9. Students who are suspended in-school or out of school will be considered to have violated the conditions of a good school citizen. Students who violate these conditions will not be able to attend school dances for two school weeks.
10. Students must sign in at regular school dances.
11. Students who have not attended school the day of the dance or the day before if it is on a Saturday, may not attend without special permission from the Principal or the Superintendent.

Invited Guests

1. Middleburgh Junior-Senior High School students may invite one guest with prior approval.
2. Approval forms must be completed and turned into the Main Office by 3:00 p.m. on the Thursday before the dance.
3. Approval forms may be obtained from the Main Office.
4. Middleburgh Junior-Senior High School students' guests must be attending an accredited Junior-Senior High School program in grades 7 -12 with the exception of Prom and Winter Ball.
5. Students' guests must be in grades 7-12 and not older than twenty years of age to attend the Prom and Winter Ball.

CAFETERIA RULES

The same rules that apply in a public restaurant apply to eating in the cafeteria during lunch hours. Students should be aware of the general courtesies that are expected while eating. Having a respect for the rights of other students and faculty to eat in as pleasant environment as possible is basic in a well-regulated cafeteria. Students may be denied use of cafeteria facilities if attention is not given to these basic courtesies. Food is not to be removed from the cafeteria. Drinking beverages or eating food in the hallways or classrooms is not allowed. Menus are planned one month in advance and are subject to change dependent upon food availability.

The use of cell phones is permitted in the cafeteria only during students scheduled lunch period.

RULES FOR HOME BASKETBALL GAMES AND AWAY SPORTING EVENTS

1. Students are to remain in the gym during the game. They may leave the gym only at half time or between games.
2. Students and adults are prohibited from smoking in the building or on school grounds.
3. Students are to remain off the gym floor while teams are warming up.
4. There will be no loitering or standing in the doorways or halls, lobby or restrooms.
5. Doors open 45 minutes before game time. No students (players and cheerleaders included) will be allowed in the building before that time.
6. Students are to remain in the building. If they leave the building, they will not be allowed to return and must leave school property.
7. **THERE WILL BE NO BELLS, HORNS OR LOUD NOISE MAKERS IN THE GYM OR ON THE PREMISES.**
8. Students who have not been in school during the school day may not attend the event that night, unless they have special permission from the Principal or Superintendent.
9. Students below sixth grade must be accompanied by a parent or an adult.
10. At the conclusion of the game, students and spectators should not congregate outside the doors or near the bus and are to leave school property immediately.
11. Students who display unsportsmanlike conduct toward opposing players or spectators (before, during or after games) will be denied the right to attend future athletic contests home or away.
12. No food or drink is allowed in the gym or on buses when transportation is provided.

13. Any student who has in school or out of school suspension will not be allowed into games.

When transportation is provided to away sporting events:

1. Students must ride the bus to and from the game. Students who wish to return home with parents must have their parents make arrangements with the chaperone in person. No notes will be accepted unless approved by an administrator.
2. Students are to conduct themselves as ladies and gentlemen remembering that they represent MIDDLEBURGH JUNIOR-SENIOR HIGH SCHOOL.
3. Students must remain seated at all times while on the bus and follow the usual bus rules. Students who do not abide by the rules will lose the privileges of riding the buses to any future games.
4. Buses will line up 15 minutes before departure time and will not stop on the way home (unless permission is secured from an administrator).

INTERSCHOLASTIC ELIGIBILITY REQUIREMENTS

Philosophy - The general philosophy behind this academic eligibility program is that students who are involved in extracurricular activities tend to achieve better results in the classroom. Thus, the intent of the program is to keep students involved rather than remove them from the activity/team. It is hoped that the positive leverage that can be generated by coaches, advisors, teachers, and fellow-students will assist the student deemed to be in need of academic improvement. While the student must “earn” playing/participation time, the student will never be removed from the team due to this policy. That would be self-defeating.

Students with a grade below 65% in any course will be placed in the academic eligibility program. On Thursday of each week during the next five weeks, the student will bring an eligibility program signature sheet to each teacher on the student’s schedule. The teacher will sign the sheet and note if the student is **PASSING OR FAILING FOR THE PAST WEEK**. The teacher may also include comments in the space provided.

For more details and the appropriate paperwork, see the Interscholastic Eligibility Policy on the District website: www.middleburghcsd.org.

ACADEMIC INTEGRITY

Middleburgh Junior/Senior High School upholds and enforces high standards of academic honesty and integrity both in and out of the classroom. It is expected that all students will abide by ethical academic standards.

Students are prohibited from engaging in academic misconduct (see District Code of Conduct) including plagiarism, cheating or copying the work of another, using technology for illicit purposes, or any unauthorized communication between students for the purpose of gaining academic advantages.

Acts of academic dishonesty include but are not limited to:

Unauthorized copying, collaboration, or use of notes, books, or other materials on examinations or other academic exercises. (Plagiarism)

Sharing information about an exam (or assignment) with a student who has not taken that exam

Obtaining information about the contents of a test (or assignment) the student has not taken

Misrepresenting situations for academic gain, including as a ploy to receive additional time to complete graded work.

Downloading, transmitting or receiving information related to the content of graded work, whether through text, voice, images, or another medium without giving credit.

Unauthorized use of personal electronic devices

Unauthorized or inappropriate file sharing and use of internet and computer resources.

Sharing your username/password with others, allowing them to log in as you, or logging in under another person’s username.

Collaboration is working together (with permission and consent) in a joint academic effort. “Unauthorized collaboration” is working with others without the specific permission of the instructor on assignments that will be submitted for a grade. This applies to in-class or take-home tests, papers, labs, homework assignments or projects.

INTERNET SAFETY POLICY

Privileges:

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each student who receives access will participate in a discussion with a Middleburgh Central School District faculty member pertaining to the proper use of the network. The teacher will deem what is inappropriate use and their decision is final. The district may deny, revoke, or suspend specific user access. District personnel are authorized to use Internet and computing resources only in accordance with the educational and administrative goals of the district. Responsibility for activity initiated through the District computer account is the sole responsibility of the adult who accessed the Internet.

Supervision - Students will not be allowed to access Internet services unless supervised by district personnel.

Netiquette

Computer users are expected to abide by the general accepted rules of network etiquette. These include, but are not limited to the following:

1. Be polite. Messages should not be abusive to others.
2. Use appropriate language. Do not swear, use vulgarities, or any other language deemed inappropriate.
3. Do not reveal personal information. Do not reveal the personal addresses and/or phone numbers of fellow students or colleagues.
4. Illegal activities are strictly forbidden.
5. Do not use the network in any way that would disrupt network services for other users.
6. All communications and information accessible via the network should be assumed to be private property.
7. Students will not have accounts. Access will only be authorized district personnel.
8. Do not download software without authorization.

Non-Liability:

Middleburgh Central School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Middleburgh Central School District will not be responsible for any damages suffered. This includes loss of data resulting from delays, no deliveries, misdeliveries, or service interruptions caused by negligence, errors or omissions. Use of any information obtained via Middleburgh Central School District is the user's own risk. This includes inappropriate information obtained by accidental access through error. Middleburgh Central School District is not responsible for the accuracy or quality of information obtained.

Security:

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on Internet, you must notify a teacher who will in turn notify an administrator. Do not use another individual's account without written permission from that individual. Attempts to login to Internet as system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to internet.

Vandalism:

Vandalism will result in cancellation of privileges. Vandalism is deemed as any malicious attempt to harm or destroy hardware, software, icons or desktop setup, data of another user, Internet, or any agencies or other networks that are connected to Middleburgh Central School District. This includes but is not limited to, the uploading or creation of computer viruses.

Exception of Terms and Conditions:

All terms and conditions as stated in this document are applicable to Middleburgh Central School District. These terms and conditions reflect the entire agreement of the parties and supersedes all prior oral or written agreements and understandings of the parties.

Copyright and Software Compliance:

Because electronic information is volatile and easily reproduced, users must exercise care in acknowledging and respecting the work of others through strict compliance to copyright laws and software licensing agreements. The Middleburgh Central School District strictly adheres to the intent, terms and conditions of Federal copyright law and software licensing agreements with its vendors.

Software Licensed for District Equipment Only:

Software is installed on district computers **ONLY**. Any use of district owned software on equipment not owned by Middleburgh Central School District without the expressed written permission from the publisher is in violation of the copyright law and is **ILLEGAL**.

Copying Software Prohibited: Users are **NOT** authorized to transfer, copy modify or install copies of computer programs licensed to Middleburgh Central School District on personal equipment to avoid paying additional license fees. Any other use of Middleburgh Central School District owned software without the expressed written permission from the publisher is in violation of software compliance agreements and is **ILLEGAL**.

POLICY REGARDING PARENTAL CONSENT FOR SCHOOL CHILDREN PARTICIPATING IN SPECIFIC SCHOOL CONDUCTED ACTIVITIES

Prior parental consent will be required for any school children to participate in a field trip experience; co-curricular activity; and/or view a movie, filmstrip or video or audio presentation with an "R", "PG" or "PG-13" rating. Parental permission will be required for students in grades K-5 to view all rated films. Students in grades 6, 7 and 8 to view films rated "PG-13" and "R" and students in grades 9-12 will need parental permission to view films with an "R" rating.

School children not having prior parental consent to participate in school activities as specified above will be provided with alternative instruction or an assignment that relates to the subject matter or topic being studied.

It will be the responsibility of the teacher or adult supervisor to distribute permission slips to school children at least one week prior to the scheduled school conducted activity.

School children not returning a signed parental permission slip or other form of written, signed and dated parental permission before 3:00 p.m. two school days prior to the activity, will be denied participation. Acceptance of an alternative form is at the discretion of the

teacher or adult supervisor.

School children not participating in a school conducted activity due to not having prior parental consent shall be provided with alternative instruction or an assignment that relates to the subject or topic being studied. The school principal, in conjunction with the teacher or adult supervisor, will arrange for an alternative location, schedule, etc., if appropriate.

SAFETY PROCEDURES

Shelter in Place

Objective: To keep students contained and the hallways clear.

1. An announcement will be made to initiate the procedure.
2. Students in the hall should go into the nearest classroom or go to their proper classroom if nearby.
3. Classes will continue.
4. Students will not be let out of the room until an announcement is made. This includes passing to the next class if the bell should ring.
5. When appropriate, an announcement will be made saying the drill/situation is over.

Lock Down

Objective: To keep students and staff contained and away from threat of danger inside of the building.

1. An announcement will be made to initiate the procedure.
2. Students in the hall should go into the nearest classroom.
3. Students should move to an area away from doors and windows.
4. Students are not to leave the room and are not to open the door for anyone.
5. If you are in PE class, you will be notified NOT to re-enter the building and to report to the maintenance building.
6. Students in the cafeteria should go directly to the Technology rooms.

Lock Out

Objective: To keep students in the building and away from the threat of danger outside of the building.

1. All students will be notified that we are conducting a lock out procedure.
2. Ground floor windows should be closed and locked.
3. Students are not to go outside for any reason.
4. PE classes will be brought back into the building.
5. At dismissal, if the bell does not ring, do not leave until you are told to.

Emergency Evacuation (Fire Drill)

Objective: To move students out of the building and to a safe place.

1. The alarm will sound or an announcement will be made to initiate the procedure.
2. Close the windows in the classroom, then follow the posted directions in each room, and exit the building. Make sure the doors are closed when you leave.
3. Follow the directions posted in each room as to where you are to exit from the building during a fire drill. Special directions will be posted in each room where required.
4. When necessary, further evacuation instructions will be given.

DIGNITY FOR ALL STUDENTS ACT

DIGNITY FOR ALL STUDENTS ACT - For more details see the BOE Policy FILE: 7550 on the District website: www.middleburghcsd.org

The District seeks to create an environment free of harassment, bullying, and discrimination, to foster civility in its schools; and to prevent conduct that is inconsistent with its educational mission. The District, therefore, prohibits all forms of harassment and bullying of students by employees or other students on school property and at school functions. The District further prohibits discrimination against students, including, but not limited to, discriminatory acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex by school employees or other students on school property and at school functions that take place at locations off school property. In addition, other acts of harassment, bullying, or discrimination that can reasonably be expected to materially and substantially disrupt the education process may be subject to discipline or other corrective action.

Dignity Act Coordinator (DAC)
Elementary School Principal Amy Irwin
Junior-Senior High School Principal Matthew Sloane

BULLYING: PEER ABUSE IN THE SCHOOLS

BULLYING: PEER ABUSE IN THE SCHOOLS - For more details see the BOE Policy FILE: 7558 on the District website: www.middleburghcsd.org

The Board of Education is committed to providing a safe and productive learning environment within its schools. Bullying of a student by another student is strictly prohibited on school property, in school buildings, on school buses, and at school sponsored events and/or activities whether occurring on or off campus. The Board of Education shall require the prohibition of bullying - along with the range of possible intervention activities and/or sanctions for such misconduct - to be included in the District Code of Conduct for all grade levels.

Bullying can take three forms:

- a) Physical (including, but not limited to, hitting, kicking, spitting, pushing, taking personal belongings);
- b) Verbal (including, but not limited to, taunting, malicious teasing, name calling, making threats); and
- c) 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 social media, instant messaging, e-mail, 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.

However, it is important to note that a single negative act as enumerated above may also constitute "bullying" (if not more serious misconduct) based upon the particular circumstances such as the seriousness of the act and/or the intent of the actor.

Any student who believes that he/she is being subjected to bullying behavior, as well as any other person who has knowledge of or witnesses any possible occurrence of bullying, shall report the bullying to any staff member, the Dignity for All Students coordinator or the building principal.

On July 12, 2019, Governor Cuomo signed a new law (S6209A/A7797A) that amends the Human Rights Law and Dignity for All Students Act to make clear that discrimination based on race includes hairstyles or traits associated with race.

The legislation:

- Prohibits race discrimination based on natural hair or hairstyles;
- Defines "race" for certain specific purposes to include, but not be limited to, ancestry, color, ethnic group identification, and ethnic background, and to include traits historically associated with race, including but not limited to, hair texture and protective hairstyles; and
- Defines "protective hairstyles" to include, but not be limited to, such hairstyles as braids, locks, and twists.

SEXUAL HARASSMENT OF STUDENTS

SEXUAL HARASSMENT OF STUDENTS - For more details see the BOE Policy FILE: 7551 on the District website: www.middleburghcsd.org

The Board of Education affirms its commitment to non-discrimination and recognizes its responsibility to provide for all District students an environment that is free of sexual harassment, including sexual violence. Sexual harassment including sexual violence is a violation of law and stands in direct opposition to District policy. Therefore, the Board prohibits and condemns all forms of sexual harassment by employees, school volunteers, students, and non-employees such as contractors and vendors which occur on school grounds and at all school-sponsored events, programs and activities including those that take place on a school bus at locations off school premises or those that take place in another state. Since sexual violence is a form of sexual harassment, the term, "sexual harassment" in this policy will implicitly include sexual violence even if it is not explicitly stated.

In order for the Board to enforce this policy, and to take corrective measures as may be necessary, it is essential that any student who believes he/she has been a victim of sexual harassment, as well as any other person who is aware of and/or who has knowledge of or witnesses any possible occurrence of sexual harassment, should immediately report such alleged harassment. Such report shall be directed to or forwarded to the District's designated Compliance Officers through informal and/or formal complaint procedures as developed by the District.

EARLY WARNING SIGNS OF POTENTIALLY VIOLENT CHILDREN

It is not always possible to predict behavior that will lead to violence. In some situations, and for some youth, different combinations of events, behaviors, and emotions may lead to aggressive rage or violent behavior toward self or others. A good rule of thumb is to assume that these warning signs, especially when they are presented in combination, indicate a need for further appropriate intervention.

None of these signs alone is sufficient for predicting aggression or violence. Moreover, it is inappropriate – and potentially harmful – to use the early warning signs as a checklist against which to match individual children. Rather, the early warning signs are offered only as an aid in identifying and referring children who may need help. The following early warning signs are presented with the following qualifications. They are not in order of significance and they are not presented in order of seriousness. Parents who see these signs in their own children should inform the school counselor or seek other professional help.

1. Social withdrawal often stemming from feelings of depression, rejection, persecution, unworthiness, or a lack of confidence may lead to aggression.
2. Excessive feelings of isolation and of being alone frequently signal a child who is troubled, withdrawn, or has internal issues. These children tend not to be violent. However, in some cases these children behave aggressively and violently.
3. Excessive feelings of rejection may foretell of possible violent behavior. Children who are troubled often are isolated from their mentally healthy peers. Some aggressive children then seek out other isolated children who in turn reinforce their violent tendencies.
4. Children, who are victims of physical, emotional, or sexual abuse in the community, school or at home are at risk of becoming violent.
5. Feelings of being picked on and persecuted may be vented in inappropriate ways including violence. The youth who is picked on, teased, bullied, singled out for ridicule, and humiliated at home or at school may initially withdraw, but if not given support may turn to violence.
6. Low school interest and poor academic performance can be the result of many factors. A low achiever who feels frustrated, unworthy, chastised, and put down may act out aggressively. A child whose school performance makes a drastic change may be headed toward violent behaviors.
7. Expressions of violence in writing and drawings maybe a signal of emotional problems. Most children draw or write about violent themes at times. An over-representation of violence, directed at specific individuals, consistently over time, can be cause to question the child's emotional status.
8. A preoccupation with morbid, violent and destructive movies, music, books and/or games may indicate that a child considers violence as a means to solve problems.
9. Uncontrolled anger that is frequent, intense and over minor irritants may signal the potential for violence.
10. Patterns of impulsive and chronic hitting, intimidating, and bullying behaviors may escalate into more serious behaviors. These children are frequently cruel to animals as well as people.
11. A history of discipline problems may indicate that underlying emotional needs are not being met. These problems may set the stage for the child to violate norms and rules, defy authority, disengage from school and engage in aggressive behavior. These children frequently blame others when they get into trouble.
12. Intolerance for differences and prejudicial attitudes when coupled with other factors may lead to violent assaults against those who are perceived as different.
13. Drug use and alcohol use reduces inhibitions and exposes children to violence either as perpetrators, or victims, or both.
14. Affiliation with gangs that support antisocial values and behaviors may lead to extortion, intimidation and acts of violence toward other students.
15. Inappropriate access to, possession of, and use of firearms puts a child at risk for violence.
16. Serious threats of violence are a reliable indication that a youth is likely to commit a dangerous act. Idle threats are a common response to frustration and need to be separated from detailed, specific threats to commit violence against oneself or others

STUDENT RECORDS: ACCESS AND CHALLENGE

STUDENT RECORDS: ACCESS AND CHALLENGE - For more details see the BOE Policy FILE: 7240 on the District website: www.middleburghcsd.org

The District shall comply with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). Under its provisions, parents/guardians and noncustodial parent(s), whose rights are not limited by court order or formal agreement, of a student under eighteen (18), or a student who is eighteen (18) years of age or older or who is attending an institution of post-secondary education, have a right to inspect and review any and all education records maintained by the School District.

Parents of students and eligible students may inspect and review the student's educational records requesting:

- A reasonable explanation and interpretation of the records
- A copy of the records for a fee, which will cover only the cost of reproducing the records.
- Permission to allow a representative to inspect and review the record.

District Release of Records

Under FERPA, unless otherwise exempted in accordance with law and regulation, the District may release personally identifiable information contained in student records only if it has received:

- A specification of records to be released.
- A reason for the disclosure.
- The person or organization to whom the disclosure is to be made.
- A "signed and dated written consent" from a parent or eligible student. Signed and dated written consent may include a record and signature in electronic form provided that such signature:

- a) Identifies and authenticates a particular person as the source of the electronic consent; and
- b) Indicates such person's approval of the information contained in the electronic consent.

Release of Information to the Noncustodial Parent

The District may presume that the noncustodial parent has the authority to request information concerning his/her child and release such information upon request. If the custodial parent wishes to limit the noncustodial parent's access to the records, it would be his/her responsibility to obtain and present to the school a legally binding instrument that prevents the release of said information.

STUDENT DIRECTORY INFORMATION

STUDENT DIRECTORY INFORMATION- For more details see the BOE Policy FILE: 7241 on the District website: www.middleburghcsd.org

The District shall publish an annual public notice informing parents or eligible students (i.e., a student eighteen (18) years of age or older or who is attending an institution of post-secondary education) of the District's definition of directory information, and the parent/eligible student's right to refuse the release of student directory information.

After such notice is published, parents or eligible students will have two weeks to advise the school district in writing (a letter to the Superintendent's office) of any or all of the items they refuse to permit the district to designate and directory information about that student.

Following such public notice and a two-week response period, the District may release such information to an outside group without individual consent.

Please note, the district website and/or social media profiles are not considered an outside source.

Directory information is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The Family Educational Rights and Privacy Act (FERPA) defines student directory information as any of the following: name; address; telephone listing; date and place of birth; major field of study; grade level; participation in officially recognized activities and sports; weight and height (if members of athletic teams); dates of attendance; honors, degrees and awards received; electronic mail address; photograph; and the name of the educational agency or institution most recently previously attended by the student. The District will release only the following defined directory information:

- Student's name
- The names of the student's parents.
- The student's address.
- The student's date of birth.
- The student's grade.
- The student's extracurricular participation.
- The student's achievement awards or honors.
- The student's weight and height if a member of an athletic team.
- The student's photograph
- The school or district the student attended before he or she enrolled in the Middleburgh Central School District.