

ELEMENTARY SCHOOL STUDENT HANDBOOK

MIDDLEBURGH CENTRAL SCHOOL DISTRICT MISSION STATEMENT

It is the mission of the Middleburgh Central School District to be a productive and responsible learning community, where all are inspired to achieve excellence.

SCHEDULE AND HOURS

School hours are from 8:00 a.m. until 2:55 p.m.

Students will be dismissed from a certain location depending on their grade level. The locations for each grade level are as follows:

- PK/K - Cafeteria Door
- 1-3 - Main Lobby Doors
- 4-6 - Exit Doors Near Maze Craze

ATTENDANCE POLICY

[COMPREHENSIVE STUDENT ATTENDANCE POLICY \(boarddocs.com\)](http://boarddocs.com)

Attendance is critical to your child's success in school. Please make school attendance a priority with your child by arranging all vacations, appointments, etc. outside of the school day. If your child is unable to attend school on a particular day due to illness or a family emergency please call us.

VISITOR PROCEDURES

In order to ensure the safety of all students and staff members at Middleburgh Elementary School, visitors must enter through the main office, sign in and receive a visitor's badge/sticker. Visitors should not knock on school building doors in an effort to get students and/or adults inside the building to let them in. We advise all students and staff not to open the doors to anyone as a safety precaution.

GENERAL RULES

Middleburgh Elementary School Discipline Guide Summary

The following is a summary of the Middleburgh Elementary School Discipline Guide to be applied on all school grounds including transportation, and school functions. 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.

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"> -Cutting class/skipping -Disruption (class/school) -Dress code violation -Profanity -Refusal to obey school rules -Cheating/plagiarism/academic dishonesty -Computer/Electronic Communication Misuse 	1	<ul style="list-style-type: none"> -Parent notification -Verbal counsel -Lunch/recess detention -Afterschool detention -Restorative practice/corrective action 	<ul style="list-style-type: none"> -Parent notification -Verbal counsel -Lunch/recess detention -Afterschool detention -Restorative practice/corrective action 	<ul style="list-style-type: none"> -Parent conf. w/ administrator -Verbal counsel -Lunch/recess detention -Afterschool detention -In-school suspension -Restorative practice/corrective action
<ul style="list-style-type: none"> -Tobacco/Smoking/Vaping -Disrespect toward Adults/Defiance -Leaving school building/grounds without permission 	2	<ul style="list-style-type: none"> -Parent notification -Verbal counsel -Lunch/recess detention -Afterschool detention -In-school/out of school suspension -Restorative practice/corrective action 	<ul style="list-style-type: none"> -Parent conf. w/ administrator -Verbal counsel -Lunch/recess detention -Afterschool detention -In-school/out of school suspension -Restorative practice/corrective action 	<ul style="list-style-type: none"> -Parent conf. w/ administrator -Verbal counsel -Out of school suspension -Restorative practice/corrective action
<ul style="list-style-type: none"> -Bullying/harassment -Fighting/violence -Weapons -Theft/Possession of stolen property 	3	<ul style="list-style-type: none"> -Parent notification -Parent conf. w/ administrator -Verbal counsel 	<ul style="list-style-type: none"> -Parent notification -Parent conf. w/ administrator -Verbal counsel 	<ul style="list-style-type: none"> -Parent notification -Parent conf. w/ administrator -Verbal counsel

-Alcohol - Under the influence of alcohol/controlled substance -Arson -Discrimination -Drug Violation - Selling/Buying drugs/controlled substance -False Alarms/Bomb Threats -Fireworks or Explosives -Threats (toward a student &/or staff) -Vandalism/Destruction of Property		-Lunch/recess detention -Afterschool detention -In-school/out of school suspension -Restorative practice/corrective action	-In-school/out of school suspension -Restorative practice/corrective action	-Out of school suspension -Restorative practice/corrective action -Superintendent hearing
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For the purpose of this document, the term “restorative practice” refers to a way of working with conflict that focuses on repairing the harm that has been done.

DISTRICT DRESS CODE

The MES dress code rules are as follows:

1. Dress Appropriately. Clothing and accessories cannot disrupt or interfere with the educational process.
2. Wear footwear at all times. Shoes with wheels are prohibited.
3. Students may not wear hats or bandanas in school except for a medical or religious purpose.
4. Students may not wear clothing or accessories that are vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
5. Students may not wear clothing that promotes and/or endorses the use of alcohol, tobacco or illegal drugs and/or encourages other illegal or violent activities.
6. Students may not wear clothing which displays the anatomy inappropriately. Tube tops, crop tops, spaghetti straps, plunging necklines, or cut off shirts are not permitted.
7. Underwear/Undergarments are to be covered.

LOST AND FOUND

Students' belongings should be labeled. If an unlabeled item is found it will be brought to the lost and found. Please encourage your child to check the lost and found regularly for lost items. The district is not responsible for finding or replacing a student's personal items. The district will notify parents and guardians of any opportunities throughout the school year to look through the lost and found.

PHONE USE BY STUDENTS

Cell phone use by students is prohibited on school grounds (though students may use it on the bus). If a student uses their phone during the school day, it will be kept in the office until the end of the day.

CAFETERIA RULES

Students are expected to behave in the cafeteria as they would in any dining situation.

1. Students will respect their lunch aide and cafeteria staff.
2. Students will walk quietly to and from the cafeteria and quietly stand in line if necessary.
3. Students in grades 1-6 who are buying lunch will go through the lunch line.
4. Students must eat some of their lunch before they are allowed to get ice cream.
5. Students will not throw food or any other item in the cafeteria.
6. Students will clean up their area when they are finished. It is the responsibility of each student to maintain a clean eating area for all.
7. Students must place their garbage in the garbage can (no throwing garbage out from their tables).
8. Students are allowed to move out of their seats to throw garbage away and to get ice cream, otherwise they must remain in their seats until lunch is over.
9. When the cafeteria lights are turned off, students will stop talking immediately and listen for instructions.
10. Students will remember to:
 1. Stay in their seats

2. Talk quietly to their peers i.e voice level should be similar to that used in the classroom.
3. Close milk cartons BEFORE throwing them away (no dumping into garbage cans).

SCHOOL MEALS*As of 9/27, there is no cost to families for meals through October 31, 2022.

You can find the breakfast and lunch menu on the [school's website](#). You can buy your lunch and snack milk by the day or week. Prepayment of meals is encouraged to avoid charges.

For the 2022-2023 school year, meal prices are as follows:

- Full Breakfast per day – \$ 1.60
- Full Lunch per day – \$ 2.70

BUS NOTES/BUS BEHAVIOR

All bus notes must be delivered to the elementary office staff **no later than 9:00 am.**
****We can no longer accept emails, text messages or last minute phone calls for any changes.**

Transportation will not be provided to non-school activities such as Girl Scouts, Boy Scouts, bowling, birthday parties, sleepovers, employment, or religious activities. See transportation policy for additional information.

In order to ensure the safety of all students, it is essential that all school rules are followed while on the bus. Students are to be seated at all times while the bus is in motion. There is **no standing, yelling, throwing of objects, or inappropriate language allowed while on the bus.**

PHYSICAL EDUCATION

All students K – 6 are required to wear socks and sneakers for class. No flip-flops, sandals, boots, open-toed shoes, or platform sneakers can be worn in class. ***Students who have notes to be excused from physical education classes must bring their notes to the Nurse's Office before their physical education class.*** An excuse from physical education means that no sports activities will be allowed at recess time either. A note from a parent is only effective for three consecutive days. If it is necessary for a student to be excused from physical education longer than three days, a note from a physician is required.

HEALTH ISSUES AND INFORMATION

All Medication must be legally transported to and from the School Nurse by the student's parent. By State Law, both a Doctor and Parent/Guardian written note must accompany all medication.

Please note over-the-counter medications and cough drops that are medicated also require the appropriate notes to be dispensed by the Nurse in school. Allergy medications are supplied to the School Nurse with the appropriate notes and are maintained during the school year in the Nurse's office. All medications must be picked up prior to the last day of school in June, or they will be disposed of. No medications will be carried over to the following school year. Yearly notes are necessary on all routine medications in school. No medications, medical supplies or equipment are stored over the summer.

If your child needs special medical equipment or supplies in school, parent(s) must supply the necessary items to the school nurse, along with the necessary notes (Doctor/Parent).

ALL MEDICATION IS TO BE BROUGHT IN THE ORIGINAL PHARMACY CONTAINER PROPERLY MARKED with the student's name, what it is being taken for, what time it is to be given, and the student's homeroom teacher. A pharmacy container or over-the-counter container with the necessary supply of medication will be kept in the nurse's office for the needed time. Please note, allergy conditions such as food and bees, must be doctor noted to the nurse. Parents will need to supply all necessary bee sting medication.

All students report to the nurse in school for medication unless a self-medication form is filled out allowing a student to carry his or her own medication. Teachers on field trips will carry student medication. If a parent is accompanying their child, the parent will carry it. All students must be able to self-medicate while on field trips otherwise a parent must accompany them to medicate. Teachers can supervise a student taking medication on a field trip. If a child has an IEP or 504 stating that a nurse must accompany the child if a parent cannot, then the school nurse will accompany the student on the field trip and administer medication.

HEALTH SERVICES INFORMATION

In-School Health Screenings are performed each school year in accordance with the New York State grade appropriate guidelines.

Grade appropriate school physicals are performed by personal M.D., Nurse Practitioner or Physician assistants. Forms are given to parents/guardians upon a child's entry or sent home in student report cards for the appropriate grade level physicals. The school Nurse and Main Office have these forms available. Completed School Physicals must be returned to the School Nurse.

HEALTH NOTE REMINDERS

Do not send your child to school if he or she is ill or has been ill within 24 hours previously. Illness means severe cold or cough symptoms.

Keep your child home if they have the following:

- a fever of 100 or more
- diarrhea or vomiting
- contagious body rash
- has not been fever-free for a 24-hour period of time
- chicken pox
- strep throat
- impetigo
- pink eye
- any other contagious problem or doctor-diagnosed disease
- Signs and symptoms of COVID

Head Lice – All students with head lice must be appropriately treated. The School Nurse should be notified in writing or by phone confirming treatment used, and when. Head lice conditions found in school – parents/guardians will be notified as soon as possible to pick their child up for thorough treatment at home.

Parents/Guardians need to keep the School Nurse informed and updated during the school year of any changes in medications, medical conditions, surgical and or injury status. Summer changes should be noted. These changes may affect your child's abilities and health situations in school.

Emergency Contact Sheets are for medical illness and/or emergency use. Please complete these forms yearly. Two contacts are necessary as well as Parent/Guardian's current and updated home, cell and work phone numbers. Parents are called first to alert on a student's condition and or need to go home.

PLAYGROUND RULES

1. Proper footwear must be worn during recess.
2. If a student has a physical education excuse, they may not participate in physical activity at recess.
3. No rocks, sticks or snowball/ice throwing is allowed.
4. Students may not go off of school property, or interact with anyone other school personnel while outside.
5. Students are to follow the rules set by their playground monitors.
6. All injuries and/or concerns are to be reported to the playground monitor(s) at recess prior to entering the building, then the school nurse if needed.

PARENT/DISTRICT COMMUNICATION

Our district uses ParentSquare as a primary source of communication. If parents/guardians have a device, they should download and utilize ParentSquare. They can also contact school personnel through email.

When a parent/guardian is experiencing a conflict or has a question involving their child and/or the school, they should always contact the child's teacher first via email or ParentSquare. Teachers are sometimes able to answer parents/guardians during their prep time. During the work week, parents/guardians should receive a response within

24 hours. If you have a concern that needs immediate attention, please call the main office for assistance.

SCHOOL CLOSINGS AND DELAYS

In case of inclement weather, please check the three major local television stations (6, 10, and 13) as well as the schools website for closing/delay information.

- If school is delayed one hour, breakfast will still be served and morning classes will be shortened.
- If school is delayed two hours, there will be no breakfast or morning Pre-K.
- If school runs on a half -day schedule (a scheduled early dismissal) there will be no lunch served on that particular day.