



ELEMENTARY SCHOOL

STUDENT HANDBOOK

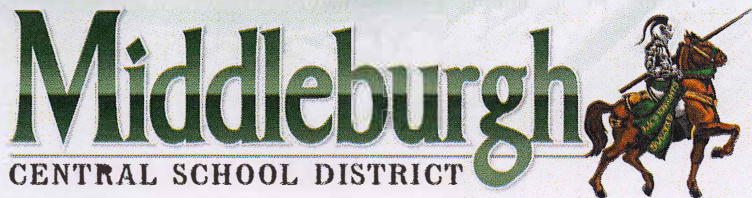
2025-2026

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.

INDEX

SECTION - TOPIC	PAGE
LETTER FROM PRINCIPAL	1
Purpose	2
Applicable Board Policies	2
PART I: GENERAL INFORMATION	3
Daily Schedule	3
Board of Education - Meeting Dates	3
Calendar	4
Contact Us	5
PART II: REGULATIONS & POLICIES	6
Acceptable Use of Computers & the Internet	6
Arrival and Departure of Students	6
Attendance Policy	7
Attendance: Family Vacations	8
Breakfast & Lunch Program	8
Bus Rules & Regulations	8
Code of Conduct	9
Dances	9
Dismissal Precautions	10
Drug & Alcohol Use	10
Emergency Closings	10
Entering & Exiting the Buildings	11
Fees, Fines and Charges	11
Fire Drills	11
Homework	12
Honor Roll & Merit Roll	12
Marking Period Information	13
Medication	13
Promotion and Retention of Students	14
School Property	14
Searches	15
Smoking, Vaping & Other Tobacco Use	15
Tardiness	16
Tutoring	16
PART III: REQUIRED NOTIFICATIONS	17
Non-Discrimination & Anti-Harassment in the School District	17
Bullying Prevention	18
Student Privacy	19
Student Records	19
Alma Mater	20



291 Main Street, PO Box 606
Middleburgh, NY 12122

Mark Place
Superintendent
(518) 827-3600 x3625

Amy Irwin
Elementary Principal
(518) 827-3600 x1677

Dear Middleburgh Elementary Families,

Welcome to a new school year at Middleburgh Elementary School! We are thrilled to have you as part of our school community and are looking forward to a year filled with meaningful learning, personal growth, and lasting memories.

At Middleburgh Elementary, we are proud of our strong tradition of excellence and community spirit. Our dedicated staff is committed to providing a safe, supportive, and engaging environment where every child is encouraged to do their best, take risks in learning, and develop the academic and social skills needed for success.

This Student Handbook is a valuable resource designed to help families stay informed about school policies, routines, and expectations. We encourage you to review it together with your child so everyone understands how we can work together to create a positive school experience. It includes important information on attendance, behavior expectations, communication protocols, school safety, and more.

We believe that a successful school experience is built on strong partnerships between home and school. Your involvement—whether through communication with teachers, participation in school events, or support from home—plays a vital role in your child's development. We welcome and appreciate your continued collaboration and support.

If you have any questions or need assistance throughout the year, please don't hesitate to reach out to your child's teacher or contact our main office. We are here to support you and your child every step of the way.

Thank you for being a valued part of the Middleburgh Elementary School family. Let's work together to make this school year the best one yet!

Warm regards,

A handwritten signature in blue ink that reads "Amy Irwin".

Amy Irwin
Principal

MCS KNIGHTS SUCCEED

PURPOSE

The purpose of this handbook is to provide all students and parents with information that is pertinent to their success at Middleburgh Central School. The handbook is divided into three parts:

Part I: General Information

Part II: Regulations and Policies

Part III: Required Notifications

APPLICABLE BOARD POLICIES

The following Board Policies are noted throughout this document. The full versions of the policies can be obtained on-line at <https://go.boarddocs.com/ny/middleburghcsd/Board.nsf/vpublic?open> Copies of these policies can also be obtained in the District's main office.

Board Policy #3420: Non-Discrimination and Anti-Harassment in the School

Board Policy #7110: Comprehensive Student Attendance Policy

Board Policy #7210: Student Evaluation

Board Policy #7240: Student Records: Access and Challenge

Board Policy #7250: Student Privacy, Parental Access to Information

Board Policy #7315: Student Acceptable Use Policy (AUP) and Guidelines

Board Policy #7320: Alcohol, Tobacco, Drugs and Other Substances (Students)

Board Policy #7340: Bus Rules and Regulations

Board Policy #7558: Bullying: Peer Abuse in the Schools

PART I: GENERAL INFORMATION

DAILY SCHEDULE

Arrivals

Early Drop-Off: 7:30 – 7:55

Students to Homerooms: 8:00

PreK AM Drop Off: 8:00

PreK AM Pickup: 10:30

Pre K PM Drop Off: 12:30

PreK PM Pickup: 2:40

Departures

Regular Dismissal (buses): 2:55

Early Dismissal: 1:55

Parent/Guardian Pickup

Regular Dismissal: 2:40

Early Dismissal: 1:40

BOARD OF EDUCATION – MEETING DATES

Parents and members of the community are encouraged to attend and participate at public Board of Education meetings. The tentative schedule of Board meetings for the 2025-2026 school year is provided below. Please visit the district's website for the most up-to-date meeting schedules.

Subject	Date	Start Time	Subject	Date	Start Time
Board Meeting	09/10/25	6:00 PM	Board Meeting	03/11/26	6:00 PM
Board Meeting	10/08/25	6:00 PM	Board Meeting	04/15/26	6:00 PM
Board Meeting	11/12/25	6:00 PM	Budget Hearing	05/06/26	6:00 PM
Board Meeting	12/10/25	6:00 PM	Board Vote	05/19/26	12 – 9 PM
Board Meeting	01/14/26	6:00 PM	Board Meeting	06/10/26	6:00 PM
Board Meeting	02/11/26	6:00 PM			

Middleburgh Central School District

2025-26 School Calendar

July 2025 1						
S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2025 2						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2025 3						
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28	29	30				

October 2025 4						
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26	27	28	29	30	31	

November 2025 5						
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23	24	25	26	27	28	29
30						

December 2025 6						
S	M	T	W	Th	F	Sa
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21	22	23	24	25	26	27
28	29	30	31			

January 2026 7						
S	M	T	W	Th	F	Sa
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25	26	27	28	29	30	31

February 2026 8						
S	M	T	W	Th	F	Sa
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March 2026 9						
S	M	T	W	Th	F	Sa
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April 2026 10						
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26	27	28	29	30		

May 2026 11						
S	M	T	W	Th	F	Sa
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24	25	26	27	28	29	30
31						

June 2026 12						
S	M	T	W	Th	F	Sa
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Sept. 1	Labor Day
Sept. 2-3	Staff Orientation/SDD
Sept. 4	Classes Begin
Oct. 8	One Hour Early Dismissal/SDD
Oct. 13	Columbus Day
Nov. 10	Supt Conference Day
Nov. 11	Veterans Day
Nov. 24-25	Early Release/Parent Conf.
Nov. 26-28	Thanksgiving Recess
Dec. 22-Jan.2	Holiday Recess
Jan. 5	Classes Resume
Jan. 14	One Hour Early Dismissal/SDD
Jan. 19	MLK Jr. Day

Jan. 20-23
Feb. 11
Feb. 16-20
Mar. 18
Apr. 3-10
May 13
May 25
June 9-10
June 17-18
June 19
June 22-26
June 26

Regents Testing
One Hour Early Dismissal/SDD
Winter Recess
Staff Development Day
Spring Recess
One Hour Early Dismissal/SDD
Memorial Day
Regents Testing
Regents Testing
Juneteenth Observed
Regents Testing/Rating Day
Graduation

Number of Days in Each Month:

September	21	February	15
October	22	March	22
November	16	April	16
December	15	May	20
January	19	June	19

Total # of Pupil Days:	181
Staff Development Days:	4
TOTAL DAYS:	185

KEY:

Classes Not In Session	
Regents Testing Days	
Staff Development Days(SDD)	
Early Release/Parent Conf.	
One Hour Early Dismissal/SDD	



*Regents Testing dates and Rating Days are subject to change depending on NYSED.

*Spring Recess and MES Early Release Days are subject to change based on the number of snow days used.

Approved by Board of Education:

03/12/2025

CONTACT US

Sometimes it is not clear who best to speak with about resolving a problem or answering a question. By following this chain of command, parents, students, and residents can get their questions and concerns addressed quickly and efficiently. The main district telephone number is (518) 827-3600.

Topic/Area	1 st Contact	2 nd Contact	3 rd Contact	4 th Contact	5 th Contact
Academics	Teacher	School Counselor	Principal	Superintendent	
Athletics	Coach	Athletic Director	Principal	Superintendent	
Attendance	School Nurse	Counselor	Principal	Superintendent	
Behavior	Staff Member	Principal	Superintendent	Board of Education	
Board Members	President of Board	Board of Education			
Board Policies	Board Clerk	Superintendent	Board of Education		
Budget	Business Administrator	Superintendent	Board of Education		
Building Use	Director of Facilities	Superintendent			
Calendar	Superintendent	Board of Education			
Classroom Procedures	Teacher	Principal	Superintendent		
Curriculum	Teacher	Principal	Superintendent	Board of Education	
Extracurricular Activities	Advisor	Principal	Superintendent		
Facilities Maintenance	Director of Facilities	Business Administrator	Superintendent		
Health Services	School Nurse	Principal	Superintendent		
Lunch Program	Principal	Superintendent			
Personnel Matters	Principal/Supervisor	Superintendent	Board of Education		
Scheduling	School Counselor	Principal	Superintendent		
Special Education	Teacher	Principal	Director of PPS	Superintendent	Board of Education
Transportation (Behavior)	Bus Driver	Head Bus Driver	Principal	Superintendent	
Transportation (Stops, Runs, etc)	Head Bus Driver	Director of Facilities	Business Manager	Superintendent	

POSITION	EMPLOYEE	EMAIL	PHONE NUMBER
Superintendent	Mark Place	mark.place@mcsdny.org	518-827-3625
Elementary School Principal	Amy Irwin	amy.irwin@mcsdny.org	518-827-3600 x1677
Athletic Director	Gregg Johns	gregg.johns@mcsdny.org	518-827-3600 x2739
Board Clerk Secretary	Kim Lawyer	kim.lawyer@mcsdny.org	518-827-3625
Business Administrator	Robyn Bhend	robyn.bhend@mcsdny.org	518-827-3623
Director of Pupil Personnel Services (PPS)	Stella Ritter	stella.ritter@mcsdny.org	518-827-3600 x3681
DASA Coordinator	Amy Irwin	amy.irwin@mcsdny.org	518-827-3600 x1677
Director of Facilities	John Youmans	john.youmans@mcsdny.org	518-827-3600 x2120
Head Bus Driver	Rich Vilegi	rich.vilegi@mcsdny.org	518-827-3630
Registrar	Laurie McGeary	laurie.mcgeary@mcsdny.org	518-827-3600 x2601
School Nurse	Kayleigh Brodie	kayleigh.brodie@mcsdny.org	518-827-3600 x1686
School Counselor	Heather Howe	heather.howe@mcsdny.org	518-827-3600 x1685

PART II: REGULATIONS & POLICIES

ACCEPTABLE USE OF COMPUTERS & THE INTERNET

The Board of Education is committed to optimizing student learning and teaching. The Board considers access to a computer network, including the Internet, to be a powerful and valuable educational, research, and business tool, and encourages the use of computers and computer-related technology in district classrooms and offices for the purpose of advancing and promoting learning and teaching.

All users of the district's computer network and the Internet must understand that use is a privilege, not a right, and that use entails responsibility. The district reserves the right to control access to the Internet for all users of its computers and network. The district may either allow or prohibit certain kinds of online activity, or access to specific websites.

All users of the district's computer network and equipment shall comply with this policy and regulation. Failure to comply may result in disciplinary action as well as suspension and/or revocation of computer access privileges.

No Privacy Guarantee

Individuals using the district's computer network should not expect, nor does the district guarantee privacy for electronic mail (e-mail) or any use of the district's computer network. The district reserves the right to access and view any material stored on district equipment or any material used in conjunction with the district's computer network.

~Applicable Board Policies~

Board Policy #7315: Student Acceptable Use Policy (AUP) and Guidelines

ARRIVAL AND DEPARTURE OF STUDENTS

We will offer an early morning drop-off starting at 7:30 AM at the cafeteria. The main doors will be locked in the morning so all elementary students arriving between 7:30-8:00 may only enter and sign in at the cafeteria door where we will have school monitors.

All students should be in their class and in their seats by 8:05 AM in the morning.

NO students in grades PreK-6 are to leave the school building or grounds between 8:00 AM and 3:02 PM without written consent from parent/guardian and the approval by the principal, nurse or superintendent.

ATTENDANCE POLICY

The Board of Education recognizes that consistent attendance is a critical factor in a student's ability to achieve their fullest academic potential. Students have a right and responsibility to attend school on a daily basis. Consistent attendance contributes to a positive school climate while inconsistent attendance diminishes the student's ability to effectively use school resources, as well as having a negative effect on the entire school community.

Expectations

The District's expectation is that parents/legal guardians will notify the main office of the appropriate school when the student is expected to be absent from school for the day or for an extended period of time during the school day.

In cases where the school is not contacted by the parent/legal guardian regarding the student's absence, the school will notify the parent/legal guardian when the student is absent from school (unless it is determined that it will be a long absence), usually within the first two hours of the school day. It is the parent's/legal guardian's responsibility to ensure that the school has all up-to-date addresses, phone numbers and any other contact information.

Recognizing that there are times when students need to leave school for various reasons, written requests from the parent/legal guardian for the release of students generally will be honored. The appropriate time and reason for absence shall be recorded on the attendance record and reported pursuant to state requirements and district record keeping procedures. The Building Principal and/or designee shall assume this responsibility or shall designate an individual to review and approve all requests.

When notification has not been provided, a written excuse will be required upon the student's return. An absence, tardiness, or early departure shall be assumed to be unexcused until the designated school attendance personnel has received written notification. Failure to produce a written excuse within two school days upon return shall result in the absence being permanently designated as unexcused.

Excused Absences

The reasons and applicable documentation deemed acceptable for an excused absence when school is in session, include, but are not limited to, the following:

- a. Personal illness;
- b. Illness or death in the family;
- c. Impassable roads or weather;
- d. Required court appearances;
- e. Quarantine;
- f. Attendance at health clinics;
- g. Approved college visits;
- h. Military obligations;
- i. Religious observance;
- j. Disciplinary detention of incarcerated youth.

All other absences for any other reasons will be deemed unexcused absences.

~Applicable Board Policies~

Board Policy #7110: Comprehensive Student Attendance Policy

ATTENDANCE: FAMILY VACATIONS

Vacations during other than school breaks will be recorded as unexcused and are strongly discouraged. Despite the best efforts of teachers and parents/legal guardians, it is impossible to make up for missing the teacher-directed instruction and class discussion. Make-up work may be provided.

~Applicable Board Policies~

Board Policy #7110: Comprehensive Student Attendance Policy

BREAKFAST & LUNCH PROGRAM

To promote good nutritional habits, Middleburgh Central School participates in the Child Nutrition's Community Eligibility Provision which allows one daily free breakfast and one daily free lunch for all students for the 2025-2026 school year. Breakfast is served in the classroom. Students purchasing snacks or an additional breakfast/lunch will be charged according to the MCS cafeteria rates.

BUS RULES AND REGULATIONS

The Middleburgh Central District furnishes transportation to those students whose disability or distance from the school make the service essential. Except as otherwise mandated in a student's Individualized Education Program (IEP), riding these buses is a privilege and may be withdrawn if the student does not comply with the rules and regulations set forth in this District.

Bus drivers shall be held responsible for reasonable and acceptable behavior of students while riding the school bus. Students riding school buses are expected to conform to the rules of conduct in order to permit the bus driver to transport his/her passengers safely.

The Board of Education, the Superintendent and/or his/her designee has the authority to suspend the transportation privileges of children who are disorderly and insubordinate on buses.

~Applicable Board Policies~

Board Policy #7340: Bus Rules and Regulations

CODE OF CONDUCT

The Board of Education of the Middleburgh Central School District is proud of the students and the seriousness with which they approach their education. The Board is committed to providing a safe and orderly school environment where students may receive, and district personnel may deliver, quality educational services without undue disruption or interference.

The student Code of Conduct's purpose is to identify positive behavioral interventions, define a tiered approach to addressing misbehavior, and to address specifically defined behaviors and their consequences.

The Code of Conduct is updated on a yearly basis and is provided to students in an abridged format that will be provided to each student at the start of the school year. The full un-abridged version can be obtained from the main office or on the school's website at <https://www.middleburghcsd.org/>

~Applicable Board Policies~

Board Policy: District Code of Conduct

DANCES

In an effort to provide safe, social activities for our students, the procedures below shall be followed for the approval of dances.

1. Dances will be for Middleburgh School students, grades 5-12 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.

DISMISSAL PRECAUTIONS

In order to ensure students' safety, students may only be released from school into the custody of authorized individuals. The main office maintains a list of authorized individuals. No student may be released to the custody of any individual who is not the parent or guardian of the student, unless the individual's name appears upon the list. Parents or guardians may submit the names of individuals authorized to obtain the release of their children from school at the time of the child's enrollment.

A parent or guardian may amend a list submitted pursuant to this regulation at any time, in writing, with a signature of the parent or guardian. Certified copies of any court orders or divorce decrees provided by the custodial parent, which restrict a parent's ability to seek the release of his/her child, shall be maintained in district offices.

If anyone seeks the release from school of a student, they must report to the main office and present satisfactory identification. If the person seeking the release of a child exhibits to the school official an out-of-state custody order, the superintendent will be called.

DRUG & ALCOHOL USE

No person may use, possess, sell or distribute alcohol or other substances, nor may any person use or possess drug paraphernalia on school grounds or at school-sponsored events, except those prescribed by a physician.

EMERGENCY CLOSINGS

The Superintendent of Schools may delay, close, or dismiss students/staff early when hazardous weather or other emergencies threaten health or safety.

CLOSURES and DELAYS:

The Superintendent will coordinate with the Director of Facilities to determine if there is a need to delay or close school based on information gathered from local and town sources. The Superintendent will begin procedures to post information on the school website and to make robocalls to staff and families. For full-day closures, the superintendent will initiate robocalls through ParentSquare and information will be posted to local TV stations and websites no later than 6AM.

TV Stations: WNYT | WTEN | WRGB (Albany)

Websites: <http://wnyt.com/closings/>
<http://www.schoolclosingsnetwork.com>

EARLY CLOSINGS:

The decision to close school early will be made in coordination with the Director of Facilities. The decision to close early requires several hours of planning. In most cases, we will attempt to serve all lunches before closing.

Notifications will be sent through ParentSquare if an early closing is to occur. Parents are requested to avoid calling schools on days of poor weather as it is important to keep school phone lines open.

ENTERING & EXITING THE BUILDING

All entrances are locked at all times. Entrance to the building after 8:00 AM shall be through the main entrance only. Students are not to open any other doors for anyone seeking entrance into the building. At the end of the school day, students may exit through the main entrance, cafeteria, or doors by the Maze Craze.

FEES, FINES AND CHARGES

Students are expected to exercise reasonable care in the use of school equipment and any damage done to library books, textbooks or other school equipment including athletic and musical equipment due to misuse or negligence must be paid for by the student. Lost or damaged textbooks will be immediately reported to the office for payment. Other school equipment which is damaged should be reported to the building principal, who will determine if negligence on the part of the student was the cause of the damage. If so, the student and the student's parents will be expected to pay for such damage.

FIRE DRILLS

The principal is responsible for conducting fire drills in order to instruct students and staff in exiting the school building in an emergency in the shortest time possible and without confusion and panic. Fire drills shall include instruction on fire drill exits and fire alarm boxes, as well as fire drill procedures.

All students are expected to cooperate with staff members during fire drills, and to leave the building in a quiet and orderly manner. The exit route is posted in each room. Students must stay with their teacher.

HOMEWORK

Students are assigned homework for the purpose of increasing their knowledge or skills. Students will be expected to complete all homework on time. Students who do not submit homework on time are still obligated to complete it. Homework provides excellent opportunities for developing good study habits, provides for individual differences and abilities, and encourages self-initiative on the part of the student.

Middleburgh Central School believes that parental involvement in students' homework is essential to making homework an integral part of the educational program. Parents should encourage and monitor homework assignments.

Parents and the school share the responsibility for student learning. Parents can assist their child(ren) with homework by:

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

The bulk of student work will be completed in the classroom. Teachers create dynamic, engaging lessons that maximize student learning **during** the instructional period. The purpose of homework is to enhance the learning process by either reinforcing classroom learning or by enriching school experiences. Homework will not be assigned for busy work or punishment.

GENERAL HOMEWORK GUIDELINES:

Elementary School: PK-6

Daily literacy and numeracy activities that can be practiced at home have been shown to be beneficial for students of all abilities.

If parents are concerned that their child is receiving either too little or too much homework, they should contact the child's teacher.

HONOR ROLL & MERIT ROLL

At the end of each marking period student grades will be averaged. A high honor, honor roll, and merit roll list will be generated for students in grades 4-6.

High Honor Roll: 89.5% or higher **Honor Roll:** 84.5% - 89.4%

MARKING PERIOD INFORMATION

2025-2026

	Start Date	End Date
Quarter 1	Thursday, September 4, 2025	Friday, November 7, 2025
Progress Report 1: Friday, October 3, 2025		
Quarter 2	Monday, November 10, 2025	Friday, January 30, 2026
Progress Report 2: Friday, December 12, 2025		
Quarter 3	Monday, February 2, 2026	Friday, April 17, 2026
Progress Report 3: Friday, March 6, 2026		
Quarter 4	Monday, April 20, 2026	Tuesday, June 16, 2026
Progress Report 4: Friday, May 15, 2026		

MEDICATION

If your child is taking any medication, even over the counter medicines, the nurse must be notified. The medicine must be accompanied with a Doctor's order and parent signature on the appropriate forms. All medicine must be in the original container. Under the laws of NY State, the only school personnel authorized to administer medication, including aspirin, are qualified school nurses.

****For safety purposes, students should *not* bring medication on the bus. Parents/guardians are responsible for bringing medication to the school nurse along with the doctor's orders/dosage.**

PROMOTION AND RETENTION OF STUDENTS

Promotion/Retention

Elementary Students (PK-6). At the elementary level, students who pass all subjects will be promoted. Students who do not make satisfactory progress in one or more basic subjects -- Reading, English, Mathematics, Spelling, Social Studies and Science, along with attendance and social and emotional growth-- shall have their cases considered on an individual basis and may be retained. Retention shall be limited to those situations where the best interest of the child is reasonably assured. Diligent effort shall be made to use all available resources to determine the child's appropriate placement.

Student Acceleration

Acceleration will be considered on an individual basis based on a student's academic record, attendance, and social and emotional growth.

Retention/Acceleration

A decision to retain or accelerate shall be arrived at by consensus from a case conference approach involving but not limited to the teacher, Director of Instructional Support Services, counselor and parent/guardian.

Factors to be considered include teacher recommendation; classroom achievement and attitude; standardized test scores; social and emotional development; results of the family conference; and, for identified students, recommendations by the Committee on Special Education. Standardized test scores will not be the sole or primary factor in the decision. If a consensus cannot be reached, the decision of the Building Principal shall be final.

No student will be retained without an appropriate educational plan defining what will occur that is instructionally different for the student. Once the educational plan has been implemented, the student will be monitored regularly. The educational plan will be revised until the student demonstrates acceptable performance.

~Applicable Board Policies~

Board Policy #7210: Student Evaluation

SCHOOL PROPERTY

The Middleburgh Central School District states that lockers, desks, and other such storage spaces remain the exclusive property of the school district and students should have no expectation of privacy with respect to these areas.

SEARCHES

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 school officials required to contact a student’s parent/guardian before questioning the student. However, school officials will tell all students why they are being questioned.

In addition, the Board authorizes the superintendent, principals, and the school nurse to conduct searches of students and their belongings, in most instances with exceptions set forth below, 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*.

An authorized school official may conduct a search of a student’s belongings that is minimally intrusive, such as touching the outside of a book bag, without reasonable suspicion, so long as the school official has a legitimate reason for the very limited search.

An authorized school official also may search a student or the student’s belongings based upon information received from a reliable informant. Individuals, other than the district employees, will be considered reliable informants if they have previously supplied information that was accurate and verified, or they make an admission against their own interest, or they provide the same information that is received independently from other sources, or they appear to be credible and the information they are communicating relates to an immediate threat to safety. District employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate.

Before searching a student or the student’s belongings, the authorized school official should attempt to get the student to admit that the student possesses physical evidence that the student violated the law or the district *Code of Conduct*, or get the student to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought.

Whenever practical, searches will be conducted in the privacy of administrative offices and students will be present when their possessions are being searched. Searches will be conducted in the presence of two adults whenever possible.

The full un-abridged version of the student *Code of Conduct* contains additional information regarding searches. It can be obtained from the main office or on the school’s website at

<https://go.boarddocs.com/ny/middleburghcsd/Board.nsf/goto?open&id=CHUM2E558CF8>

~Applicable Board Policies~

Board Policy: District Code of Conduct

SMOKING, VAPING & OTHER TOBACCO USE

The Board recognizes that the misuse of alcohol, tobacco, electronic cigarettes (e-cigarettes), cannabis (marijuana), drugs, counterfeit and designer drugs, over the counter drugs, prescription drugs, vitamins, supplements, herbs, and other and other similar substances is a serious problem with legal, physical, emotional, and social implications for our students, as well as the entire community. Therefore, the consumption, sharing, selling, use, and/or possession of, these and similar substances, as well as drug paraphernalia are prohibited in accordance with law and regulation, District policy, the District Code of Conduct, and/or other similar documents.

~Applicable Board Policies~

Board Policy #7320: Alcohol, Tobacco, Drugs and Other Substances (Students)

TARDINESS

Students in grades PK-12 who report to school late must sign in with the main office. Students whose **bus arrives late** to school shall report directly to the main office and receive a bus tardiness pass to present to the classroom teacher.

TUTORING

Tutoring is available for students after school, and this is coordinated through the teacher with approval by the principal.

PART III: REQUIRED NOTIFICATIONS

NON-DISCRIMINATION AND ANTI-HARASSMENT IN THE SCHOOL DISTRICT

The District is committed to creating and maintaining an environment which is free from discrimination and harassment. This policy addresses complaints of discrimination and/or harassment made under applicable federal and state laws and regulations, as well as any applicable District policy, regulation, procedure, or other document such as the District's *Code of Conduct*. It is just one component of the District's overall commitment to maintaining a discrimination and harassment-free educational and work environment.

In accordance with applicable federal and state laws and regulations, the District does not discriminate on the basis of any legally protected class or category in its education programs and activities or when making employment decisions. Further, the District prohibits discrimination and harassment on school property and at school functions on the basis of any legally protected class including, but not limited to:

- | | |
|---------------------------------------|--------------------------------------------|
| a. Age; | i. Gender identity or expression; |
| b. Race; | j. Military status; |
| c. Creed; | k. Sex; |
| d. Religion; | l. Disability; |
| e. Color; | m. Predisposing genetic characteristics; |
| f. National origin; | n. Familial status; |
| g. Citizenship or immigration status; | o. Marital status; and |
| h. Sexual orientation; | p. Status as a victim of domestic violence |

The District adopts this policy as part of its effort to provide for the prompt and equitable resolution of complaints of discrimination and/or harassment. The District will promptly respond to reports of discrimination and/or harassment, ensure that all investigations are conducted within a reasonably prompt time frame and under a predictable fair grievance process that provides due process protections, and impose disciplinary measures and implement remedies when warranted.

~Applicable Board Policies~

Board Policy #3420: Non-Discrimination and Anti-Harassment in the School District

BULLYING PREVENTION

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.

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

- 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).

Bullying may also occur as various forms of harassment and/or hazing of students by other students (including "pledging" and/or a student's initiation into or affiliation with a school or student related organization or team).

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. The employee to whom the report is made (or the employee who witnesses bullying behavior) shall investigate the complaint and take appropriate action to include, as necessary, referral to the next level of supervisory authority and/or other official designated by the District to investigate allegations of bullying. Investigation of allegations of bullying shall follow the procedures utilized for complaints of harassment within the District. Allegations of bullying shall be promptly investigated and will be treated as confidential and private to the extent possible within legal constraints.

The Board prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participate in the investigation of allegations of bullying. Follow-up inquiries and/or appropriate monitoring of the alleged bully and victim shall be made to ensure that bullying behavior has not resumed and that all those involved in the investigation of allegations of bullying have not suffered retaliation.

Prevention and intervention techniques within the District to prevent against bullying behavior and to support and protect victims shall include building-level and classroom-level strategies and activities as determined by administration. Individual intervention will be provided by appropriate staff members to bullies, victims and their parents to help ensure that the bullying stops.

Rules against bullying shall be publicized District-wide and shall be disseminated as appropriate to staff, students and parents. Disciplinary sanctions for violation of this policy shall be outlined in the District Code of Conduct as enumerated above and may also be incorporated in staff and student handbooks.

~Applicable Board Policies~

Board Policy #7558: Bullying: Peer Abuse in the Schools

STUDENT PRIVACY

The Protection of Pupil Rights Amendment (PPRA) governs the administration to students of a survey, analysis, or evaluation that concerns one or more of the following eight protected areas:

- a. Political affiliations or beliefs of the student or the student's parent/guardian;
- b. Mental or psychological problems of the student or the student's family;
- c. Sex behavior or attitudes;
- d. Illegal, anti-social, self-incriminating, or demeaning behavior;
- e. Critical appraisals of other individuals with whom respondents have close family relationships;
- f. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- g. Religious practices, affiliations, or beliefs of the student or student's parent/guardian; or
- h. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

PPRA also concerns marketing surveys and other areas of student privacy, parental access to information, and the administration of certain physical examinations to minors.

Specific Notification

In the event that the District does not identify the specific or approximate dates of the activities or surveys to be administered in the general annual notification, it shall "directly" notify, such as through U.S. Mail or e-mail, the parents of students who are scheduled to participate in the specific activities or surveys prior to participation and provide an opportunity for the parent to provide written consent or opt his/her child out of participation in accordance with law and the surveys conducted.

~Applicable Board Policies~

Board Policy #7250: Student Privacy, Parental Access To Information

STUDENT RECORDS

The District shall comply with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

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.

A mutually agreed upon meeting date must be established by the Director of Pupil Personnel Services within a reasonable time not to exceed 14 days from the initial request by the parents or eligible student. This must be done before any meeting regarding an I.E.P. or an impartial hearing related to identifications, evaluation or placement of the student occurs.

All records must be reviewed in the presence of a Middleburgh Central School representative appointed by the Superintendent. A record of access containing the following will be maintained:

- The name of the person reviewing the records.
- The date of access.
- The purpose of review.

~Applicable Board Policies~

Board Policy #7240: Student Records: Access and Challenge

ALMA MATER

Words and Music by Frank B. Rickard

On the banks of a lovely river,
By the side of a quiet stream
Stands our dear old Alma Mater
Our School of White and Green.

In the fairest valley fashioned
By the hand of God unseen,
Stands our dear old Alma Mater,
Our School of White and Green.

In the days that lie before us
In the silent years between,
May we love her as we do to-night,
Our School of White and Green.

Chorus:

Then join we all in singing
And may this be our theme,
Keep bright her shield of Snowy White,
Keep fair her field of Green.