

# McGraw High School



## 2020-2021 Parent Handbook Grades 6-12

McGraw Central School District  
10 West Academy Street  
McGraw, NY 13101  
607-836-3600  
[www.mcgrawschools.org](http://www.mcgrawschools.org)

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#### Daily Bell Schedule

1 <sup>st</sup> Period	8:10-8:54 am
2 <sup>nd</sup> Period	8:57-9:38 am
3 <sup>rd</sup> Period	9:41-10:22 am
4 <sup>th</sup> Period	10:25-11:06 am
5 <sup>th</sup> Period	11:09-11:50 am
6 <sup>th</sup> Period	11:53 am -12:34 pm
7 <sup>th</sup> Period	12:37-1:18 pm
8 <sup>th</sup> Period	1:21-2:02 pm
9 <sup>th</sup> Period	2:05-2:46 pm

### McGraw Middle/High School Staff

Correspondence to all staff members may be sent via e-mail or a message can be left for them at 607-836-3600/3601.

#### District Administrators

Superintendent of Schools: Mrs. Melinda McCool mmccool@mcgrawschools.org	836-3636
Middle /High School Principal: Mr. Mark Dimorier mdimorier@mcgrawschools.org	836-3601
Director of Special Education: Dr. Karen Genzel kgenzel@mcgrawschools.org	836-8619
Business Manager: Mr. Troy Bilodeau tbilodeau@mcgrawschools.org	836-3640
Grades PreK-4 Guidance Counselor: Ms. Nicole Granteed <a href="mailto:ngranteed@mcgrawschools.org">ngranteed@mcgrawschools.org</a>	836-3665
Grades 5-8 Guidance Counselor: Ms. Catherine Rieck crieck@mcgrawschools.org	836-3654
Grades 9-12 Guidance Counselor: Mrs. Patricia Walter twalter@mcgrawschools.org	836-3610
Cafeteria Supervisor: Mr. Greg Bilodeau gbilodeau@mcgrawschools.org	836-3619
Maintenance Supervisor: Mr. Tom McCall tmccall@mcgrawschools.org	836-3614
Technology Director: Mr. Kevin Solan ksolan@mcgrawschools.org	836-3630
Transportation Supervisor: Mr. Tom McCall tmccall@mcgrawschools.org	836-3670

#### Office Staff

Personnel Clerk: Mrs. Tracey Pierson	<a href="mailto:tpierson@mcgrawschools.org">tpierson@mcgrawschools.org</a>
District Office: Ms. Fleurette Clough	<a href="mailto:fclough@mcgrawschools.org">fclough@mcgrawschools.org</a>
Guidance Office: Kristy Forkey	<a href="mailto:kforkey@mcgrawschools.org">kforkey@mcgrawschools.org</a>
Main Office: Mrs. Julie Steinhoff	<a href="mailto:jsteinhoff@mcgrawschools.org">jsteinhoff@mcgrawschools.org</a>
School Nurse: Ms. Emily Swisher	<a href="mailto:eswisher@mcgrawschools.org">eswisher@mcgrawschools.org</a>

**Teaching and Support Staff:**

Art	Mrs. Deanna Wurst	<a href="mailto:dwurst@mcgrawschools.org">dwurst@mcgrawschools.org</a>
Business	Ms. Pamela Coombs	<a href="mailto:pcoombs@mcgrawschools.org">pcoombs@mcgrawschools.org</a>
English/Language Arts	Mr. Richard Cowit Mr. Matthew Farfaglia Ms. Amy Kring Mrs. Angelique Ripley Ms. Jennifer Wrisley	<a href="mailto:rcowit@mcgrawschools.org">rcowit@mcgrawschools.org</a> <a href="mailto:mfarfaglia@mcgrawschools.org">mfarfaglia@mcgrawschools.org</a> <a href="mailto:akring@mcgrawschools.org">akring@mcgrawschools.org</a> <a href="mailto:aripley@mcgrawschools.org">aripley@mcgrawschools.org</a> <a href="mailto:jwrisley@mcgrawschools.org">jwrisley@mcgrawschools.org</a>
Foreign Language	Mrs. Colleen Ackler (French) Mrs. Nines Solana (Spanish)	<a href="mailto:cackler@mcgrawschools.org">cackler@mcgrawschools.org</a> <a href="mailto:nsolana@mcgrawschools.org">nsolana@mcgrawschools.org</a>
Health/FACS	Ms. Nancy Harriger	<a href="mailto:nharriger@mcgrawschools.org">nharriger@mcgrawschools.org</a>
Instrumental Music	Miss Lindsay Burress	<a href="mailto:lburress@mcgrawschools.org">lburress@mcgrawschools.org</a>
Library	Miss Danie'l Fish	<a href="mailto:dfish@mcgrawschools.org">dfish@mcgrawschools.org</a>
Math	Mrs. Tricia DiFulvio Ms. Alex Perry Mr. Vadim Tkachuk Mr. Erik Wehling Ms. Sara Yonta	<a href="mailto:tdifulvio@mcgrawschools.org">tdifulvio@mcgrawschools.org</a> <a href="mailto:aperry@mcgrawschools.org">aperry@mcgrawschools.org</a> <a href="mailto:vtkachuk@mcgrawschools.org">vtkachuk@mcgrawschools.org</a> <a href="mailto:ewehling@mcgrawschools.org">ewehling@mcgrawschools.org</a> <a href="mailto:syonta@mcgrawschools.org">syonta@mcgrawschools.org</a>
Physical Education	Ms. Taylor Hughes Mr. Jamey Crumb	<a href="mailto:thughes@mcgrawschools.org">thughes@mcgrawschools.org</a> <a href="mailto:jcrumb@mcgrawschools.org">jcrumb@mcgrawschools.org</a>
Science	Mrs. Jacquie Niver Mrs. Nicole Lener Mrs. Morgan Nuesell Mr. Ethan Brown	<a href="mailto:jniver@mcgrawschools.org">jniver@mcgrawschools.org</a> <a href="mailto:nlener@mcgrawschools.org">nlener@mcgrawschools.org</a> <a href="mailto:mnuesell@mcgrawschools.org">mnuesell@mcgrawschools.org</a> <a href="mailto:ebrown@mcgrawschools.org">ebrown@mcgrawschools.org</a>
Social Studies	Mrs. Caitlin Goodwin Mr. Matthew Martins Mr. Joe Seamans	<a href="mailto:cgoodwin@mcgrawschools.org">cgoodwin@mcgrawschools.org</a> <a href="mailto:mmartins@mcgrawschools.org">mmartins@mcgrawschools.org</a> <a href="mailto:jseamans@mcgrawschools.org">jseamans@mcgrawschools.org</a>
Special Education	Mr. Dan Briggs Ms. Lissa Eckstrom Mrs. Candy Farris Mrs. Brooke Langford	<a href="mailto:dbriggs@mcgrawschools.org">dbriggs@mcgrawschools.org</a> <a href="mailto:leckstrom@mcgrawschools.org">leckstrom@mcgrawschools.org</a> <a href="mailto:cfarris@mcgrawschools.org">cfarris@mcgrawschools.org</a> <a href="mailto:blangford@mcgrawschools.org">blangford@mcgrawschools.org</a>
Aides/Assistants	Mrs. Prudence Burke Mrs. Shannon Eggleston Mr. Chuck Freeman Mrs. Tami Parker Mrs. Pam Rolewicz Mrs. Linda Scofield Mrs. Patty Smith	<a href="mailto:pburke@mcgrawschools.org">pburke@mcgrawschools.org</a> <a href="mailto:seggleston@mcgrawschools.org">seggleston@mcgrawschools.org</a> <a href="mailto:cfreeman@mcgrawschools.org">cfreeman@mcgrawschools.org</a> <a href="mailto:tparker@mcgrawschools.org">tparker@mcgrawschools.org</a> <a href="mailto:prolewicz@mcgrawschools.org">prolewicz@mcgrawschools.org</a> <a href="mailto:lscofield@mcgrawschools.org">lscofield@mcgrawschools.org</a> <a href="mailto:psmith@mcgrawschools.org">psmith@mcgrawschools.org</a>
Technology	Mr. James Sanderson	<a href="mailto:jsanderson@mcgrawschools.org">jsanderson@mcgrawschools.org</a>
Vocal Music	Mr. Michael Brownell	<a href="mailto:mbrownell@mcgrawschools.org">mbrownell@mcgrawschools.org</a>

## McGraw High School Parent Handbook

### **Announcements, Signs and Posters**

The announcements for the day are made over the public address system. If you wish to have an announcement made regarding school activities, you must fill out the appropriate announcement form and leave it with the secretary in the main office to be reviewed. Special signs may be posted in the library, guidance office or on hall bulletin boards, not on any painted surfaces. All notices or posters must be approved by the Principal.

### **ATHLETIC/EXTRACURRICULAR ACTIVITIES PARTICIPATION CODE**

Students are encouraged to participate in Athletic and Extracurricular activities at McGraw Jr.-Sr. High School. In order to participate in these activities, a student must be registered in the district. This Participation Code includes, but is not limited to, all clubs, activities, organizations, and athletics. It applies to all students, grades 6 through 12, and remains in effect for all 12 months of the year.

Students who participate in athletic and extracurricular activities should recognize that they have an obligation to themselves, their co-participants and the school community to strive for excellence.

#### **Five overall expectations must guide student conduct and eligibility:**

1. Students will demonstrate respect and concern for the rights and feelings of others.
2. Students will behave in a manner, which reflects favorably on themselves, their family, classmates, school, and community.
3. Students will adhere to the District Code of Conduct.
4. Students will abide by the Athletic and Extracurricular Participation Code (see below)
5. Students must maintain Scholastic Eligibility (see below)

#### **Participants will not:**

- Use, possess, or distribute tobacco products-including e-cigarettes, vaping devices, alcoholic beverages, illegal substances, or drugs;
- Host or attend events where illegal distribution of alcohol, drugs, or other illegal substances is present;
- Steal or damage school or personal property;

- Exhibit personal misconduct, during or after school hours that could lead to the involvement of law enforcement agencies.
- Enter inappropriate postings to the internet i.e. Facebook, MySpace, SnapChat, etc. accounts such as reference to drugs, alcohol, illicit and violent behavior, inappropriate pictures, videos, bullying, etc. This also includes the use of texting and/or all other types of social media.

### **Student's Rights**

In order to protect student's rights, the following procedures will be followed where suspension from the team/organization for any period of time has been given.

The student will be notified by the coach/advisor of reasons for the suspension.

Parents will be notified of the suspension.

The student has the right to an informal hearing with the high school principal, athletic director (for athletics), coach or advisor and parent. The student may then present his/her side of the situation.

**Disciplinary Action** taken by the coach/advisor for minor problems within the team/group will be handled on an as needed basis. Often student behavior can be corrected in this manner before it becomes an issue that would require suspension. Students and parents can always discuss these issues with the coach, advisor, athletic director (for athletics) and principal. These discussions should **not** take place during or directly after a game or event when other students/spectators are around. Students and/or parents should make an appointment with the coach/advisor to discuss any disciplinary issue or problem in private.

**Final decisions** concerning any suspension/disciplinary action rests with the high school principal, athletic director (for athletics) and coach/advisor.

### **Participation Code Violations**

Participants who violate the Participation Code will be subject to the following in addition to the consequences dictated by the McGraw Central School Code of Conduct:

1. Any use, possession, receiving a court appearance ticket or being in attendance where there is use by minors, on or off school grounds of illegal drugs, alcoholic beverages, vaping devices, or tobacco will result in a suspension\* of:

- 1.) First offense--30 calendar days of the school year\*\*
- 2.) Second offense—60 calendar days of the school year\*\*

3.) Any further offense—one calendar year from the date of infraction

\*A suspension means to be ineligible to play in a league, non-league, or tournament game and or to participate in a club or organization activity.

**\*\*Suspensions will be continuous throughout the school year/sports seasons. Example--An athlete that has been given a 30 day suspension at the end of one season will continue to fulfill the time period during the next season even if the time period extends into the next school year. The time period in between seasons will not count toward the suspension. The principal and AD will determine beginning and ending dates for each season. Suspension time periods for other extracurricular activities that are not active throughout the school year, will be determined by when the activity is active at the discretion of the principal. All other activity suspensions will be dictated by the number of calendar days of the school year.**

#### **First Offense and Second Offenses**

- 1.) The student is expected to participate in all practices and /or meetings.
- 2.) During the suspension the student athlete is expected to attend all contests with the team, sit on the bench, but not dress in uniform. In the case of a club or organization the student is expected to attend all meetings to plan activities, but may not participate in the activity.
- 3.) Upon suspension, parents will be notified in writing outlining the offense and punishments.
- 4.) Student will be encouraged to obtain counseling.
- 5.) During the suspension period the student **will be** eligible to try out or join a new activity, but will not be able to participate (other than during the try-out period) until after the suspension period. Once the suspension is over, the count for the required number of practices/meetings will begin. The student will be required to attend practices or meetings on a watch only basis, prior to the end of suspension in order to be prepared to play/participate after the suspension is over.

#### **Third Offense**

- 1.) The student will be dismissed from all athletic/extracurricular events for an entire calendar year.
- 2.) Parents will be notified in writing outlining the offense and punishments.
- 3.) Student will be encouraged to obtain counseling.



4.) Student **will not** be able to try out or join a new sport/activity until the suspension period has been completed.

**Section III Disciplinary Proceedings**—all game/team misconduct disciplinary action will be in accordance with Section III guidelines. This includes any yellow card, red card, technical, or ejection infractions.

**Students who quit a team, club or organization:**

If a student chooses to quit a team or organization, it is advised that the student discuss the situation and reasons why, with the coach, advisor, and/or athletic director prior to making a final decision. It is also recommended that the decision not be made during a contest/game, practice, event, or meeting and when the student discusses the situation, it is done in a courteous manner. The coach, advisor, and/or athletic director will discuss the situation privately with the student and/or parent at a convenient time for both parties. A contest/game, event, meeting, or practice should not be interrupted for a student to quit or to discuss any such matter.

If a decision has been made to quit a team, club, or organization, the student should:

1.) Promptly notify the advisor, coach and/or athletic director to discuss the reasons why they no longer want to participate.

2.) Return all equipment and uniforms.

Any student who has not returned all uniforms, equipment and/or organization property will be unable to participate in any extracurricular activity, practice or try out for another team until everything has been returned.

**Attendance and Participation**

A student must be in attendance for the entire day (8:10-2:46) in order to participate in any extracurricular activity that day. Students must attend all classes including full participation in PE. For weekend activities, a student must be in attendance for the entire school day prior to the activity. This full-day of attendance requirement may be waived by the principal under extenuating circumstances, or in accordance with the following excused dismissals:

Students will be permitted to participate in extracurricular activities if a portion of a day is missed and a note is provided to excuse the absence from a doctor, dentist, orthodontist, family court clerk, etc. A note indicating the student had an appointment from a parent/guardian will not be accepted.

Students should be in attendance on time the day following a school night activity.

### **Scholastic Eligibility Code**

Parents/legal guardians and students should be aware of the McGraw Central School District Scholastic Eligibility Code to remain eligible to participate in extracurricular activities.

1. If a student is **failing two or more subjects**, the student will be declared ineligible to participate in extracurricular activities; this includes, all sports, clubs and organizations.
2. An ineligible student who drops a failed course prior to or after the academic report card (interim report or end of marking period) is issued remains ineligible until the next eligibility list is issued.
3. Students will become eligible/ineligible effective on the day grades are due/verified for report cards/interim reports.
4. To determine fall eligibility, the final course grades in June will be used, **not the fourth quarter average**. Students who retake failed courses in summer school and pass will have their eligibility for the fall re-evaluated.
5. Ineligible students will be permitted to try out, but not practice until they become eligible.

### **Athletic and Organization Information**

Schedules, contest sites, Section III regulations and NCAA eligibility are all available on the McGraw Central School website: [www.mcgrawschools.org](http://www.mcgrawschools.org) and/or in the Athletic Office, Guidance Office or Main Office at McGraw High School.

### **The Following Forms Are Required for Participation in Extracurricular Activities and/or Sports**

- **Participation Agreement in Extracurricular Activities**—required for all students each school year

Students and their parents/guardians are required to sign the Participation Agreement before students are allowed to participate in any athletic or extracurricular activity.

A new form is distributed each year to all students and kept on file for that calendar year.

- **Participation on Athletic Teams and Medical Treatment**—required for each sports season
- **McGraw Extracurricular Uniform Obligation**—required for each sports season
- **Student Health History**—required with each sports physical
- **Health Certificate/Appraisal Form**—required for each sports physical

## **Athletic Teams**

Students in grades 7-12 will have the opportunity to participate on various sports teams throughout the school year. The following sports are currently offered, but may change due to student interest and the athletic budget.

Fall—Modified, JV and Varsity Soccer

Winter—Modified, JV and Varsity Volleyball

Modified, JV and Varsity Basketball

Spring—Modified and Varsity Softball and Baseball

Varsity Golf

6<sup>th</sup> Grade students have the opportunity to participate in intramural sports throughout the school year, notification will be sent home periodically when the new sport begins. Intramurals are held at the elementary school.

## **Clubs and Organizations**

All students in grades 6-12 will have the opportunity to participate in various club/organization activities. All students will be considered members of their class organization, which will be determined by class/credits. Some clubs do have certain requirements before a student can be a participant, i.e. grade level, course taken, etc. Most clubs just require an interest to be involved.

- Drama Club—Grades 6-12
- Future Business Leaders of America—Grades 9-12 (must be enrolled in or have taken a Business Class)
- Foreign Language Club—Grades 9-12 (French or Spanish student)
- Jr. Honor Society—Grades 8 and 9 (GPA requirements as well as requirements met for induction which include—Service, Character, Leadership and Academics)
- Sr. Honor Society—Grades 10-12 (GPA requirements as well as requirements met for induction which include—Service, Character, Leadership and Academics)
- Student Council—Grades 6-12
- Yearbook—Grades 6-12
- Environmental Club—Grades 6-12
- Art Club—Grades 6-12
- Clay Trap Shooting Club—Grades 6-12
- Bowling Club—Grades 6-12

**McGraw Extracurricular--Transportation Release Form**

I hereby give permission for my son/daughter \_\_\_\_\_,  
(Student's Name)  
a member of the \_\_\_\_\_ Team/Club,  
(Activity)  
to ride home with the following responsible adults after an away activity:

Adult's Name	Relationship to Student/Athlete
_____	_____
_____	_____
_____	_____

I understand that the above named adult(s) will be responsible for the supervision and transportation of my son/daughter once the advisor has released them after the contest/event. I agree that the advisor and the school district should not be held accountable when students utilize alternative means of transportation.

Parent Signature _____	Date _____
Supervisor/AD _____	Date _____
Advisor/Coach _____	Date _____

**Attendance**

All students are required to attend school according to the adopted school calendar for the district. Under New York State Law, every individual between the ages of six and sixteen must be in regular attendance in school unless he/she has a legal reason for absence. Individuals must attend school until the end of the school year after the individual's sixteenth birthday.

According to this law, the only reasons for excused absence are: illness, religious observance, quarantine, court, sickness, or death in the family, impassable roads, hazardous weather conditions, health treatment, or attendance at a clinic. All other absences, unless authorized by the school, are considered unexcused.

By law, neither the parent nor the school may excuse students for such activities as hunting, fishing, helping with chores at home, going shopping, or missing the bus.

Immediately upon return to school following an absence, the student must present a note from his or her parents/guardians to the school nurse explaining his or her absence.

If a student must be excused from school early for medical appointments or other reasons, the student must bring a note to the school nurse prior to the first class of the day. The student must sign out in the Health Office when they leave for the appointment. If the student returns after the appointment, he/she must sign in with the school nurse.

Attendance is important; being on time to an assigned location is equally important. Students who are late for school in the morning or who come in during the course of a day, must report first to the health office for a pass. This pass will admit the student to class. Chronic tardiness and/or absence are disruptive to both teachers and fellow students. Missing class time can also be detrimental to a student's academic success. Students are encouraged to attend school on a daily basis. If a student is absent he/she should make every effort to make up the work that has been missed.

## **Board of Education**

The Board of Education generally meets on the 1<sup>st</sup> Thursday of each month at 7:00 pm in the high school library. They will also meet on the 3<sup>rd</sup> Thursday on an as needed basis. Parents and community members are invited to come to the Board meetings to voice their concerns and/or hear the items that are being discussed.

Parent and community relations are vital to the success of the school.

## **Bus Safety Drills**

There will be at least three Bus Safety Drills held during the school year in order to provide instruction regarding conduct on a school bus and procedures to be followed if it is necessary to evacuate a bus during an emergency. All students, including those who regularly walk or drive to school, are expected to participate.

## **Bus Safety-Student Conduct Daily Trips**

The conduct of each student while riding on the school buses to and from school is extremely important to the physical safety of everyone on the bus.

1. When dismissed for the day, each student is to leave the building and go directly to the assigned bus. The student is to board the bus and take an assigned seat.
2. Once each student is in the assigned seat, the student is to remain in the seat and not leave it until the bus stop has been reached. The student should not move around the bus. Bus drivers have the right and will assign students to seats if necessary.
3. No food shall be eaten on the bus.
4. Students should not extend any portion of their body out of the window.
5. Nothing shall be thrown within the bus, or in or out of the windows.
6. Students will not change seats while the bus is in motion.
7. Students shall enter or leave the bus only when the door is fully opened.
8. Students shall avoid pushing when entering or leaving the bus.
9. Students shall keep their feet out of the aisle.
10. Students shall keep their hands off the person and property of others.
11. Students shall keep their books, lunch box, etc. out of the aisle.
12. Students shall avoid loud, boisterous talk and other noises which are distracting to the driver.
13. There should be no swearing, use of inappropriate language, etc., by any student under any condition.
14. Students should never tamper with emergency exits.
15. Students shall not smoke or light matches or other materials on the bus.
16. The use of cell phones while riding on a school bus is limited. (see pages 21 and 22)
17. Students shall consistently observe all rules and respond promptly to the driver's instructions.

The Code of Conduct as well as the above rules apply to all students. Failure to abide by these rules will be viewed as insubordination.

While riding on a school bus, the bus driver has the direct responsibility for maintaining order. Therefore, he/she is in charge and each student is required to obey the directions of the bus driver.

### **Bus Safety-Student Conduct-Field Trips**

On all extra-curricular/co-curricular field trips, all of the above rules shall apply with the exception of eating which shall be at the discretion of the advisor/coach and driver; proper clean-up of the bus by its occupants is expected.

### **Cafeteria**

Eating in the cafeteria is a privilege extended to all students. Breakfast and lunch will be served every day unless you are notified to the contrary. Should you choose to purchase (\*\*please see below) your breakfast or lunch at school, you are expected to pay for it at the end of the service line. **Charging is not allowed.** Extenuating circumstances need to be approved by the administration and/or cafeteria supervisor. Should a student not have money to purchase lunch on any given day, he/she can be provided with a peanut butter and jelly sandwich and a milk (in the case of an allergy, an alternative meal will be provided) on that day—a phone call will be made by the cafeteria supervisor to inform parents/guardians that the student is in need of additional funds on his/her account. In addition to the nutritionally balanced meals available, there are also several a-la carte items available for purchase. For those of you who wish to bring your breakfast or lunch from home, milk, ice cream and other a la carte items will be available. Please make special note, if you bring your lunch, only individual bag lunches are allowed. Buffet style lunches brought from home or lunches “ordered out” are not allowed in the cafeteria. You may not purchase a lunch elsewhere for consumption in the cafeteria due to its impact on the school lunch program. A beverage machine is available in the cafeteria. Students may carry a water bottle during the school day, or keep one in their locker as long as it does not become a distraction, or interrupt learning. Other beverages (soda, juices, coffee, etc.) may not be carried during the school day. As a reminder, food and drink are prohibited in certain areas of the building, i.e. library, computer room, science labs, etc.

- All students are expected to enter the cafeteria using the North East doorway and form a line along the North wall to the serving line. You will be served on a first come, first served basis.
- While students are eating, they are expected to observe those table manners appropriate at your home or at a restaurant. Please be aware that students may not move any cafeteria furniture without the permission of a cafeteria supervisor.
- After students have eaten, they are expected to promptly clear their table and the floor around them (should anything have fallen) and return their tray, placing paper, silverware, plates and trays in the appropriate areas. No food and/or beverage is permitted out of the cafeteria (except in the case of detention or senior privilege).
- Failure to follow school and cafeteria rules, damage to equipment, refusing to clean up their area or taking food from the cafeteria will result in disciplinary action.

that reasonably cause or would reasonably be expected to cause a student to fear for his or her physical safety.

Prohibitions: On school property and at school functions, the prohibits:

1. Student Harassment by school employees or students on school property or at a school function. This prohibition extends to cyberbullying: verbal or written threats through an internet service such as e-mail, chat room, discussion group, instant messaging, or social networking sites on or off school property.
2. Student Discrimination by school employees or students based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.

Reporting Discrimination or Harassment:

- Any person having reasonable cause to suspect that a student has been subjected to discrimination or harassment, who acts reasonably and in good faith in reporting such information or initiates informal or formal proceedings, has immunity from any civil liability that may arise. No school district, or employee may take, request or cause retaliatory action against a person who, acting reasonably and in good faith makes a report or initiates informal or formal proceedings.

Requirements Set for School District:

1. Develop policies intended to create a school environment that is free from discrimination and harassment.
2. Include in the school district's code of conduct an age-appropriate version of the policy, written in plain language.
3. Develop guidelines to be used in school training programs to discourage discrimination or harassment. The guidelines must be designed to:
  - a. Raise the awareness and sensitivity of school employees to potential discrimination or harassment.
  - b. Enable employees to prevent and respond to discrimination or harassment.
  - c. Support the development of nondiscriminatory instructional and counseling methods.
4. At least one member of each school's staff must be trained to handle human relations in the areas in which discrimination and harassment are prohibited.

McGraw Central School Bullying Discipline Rubric For Grades 6-8

Behavior	1 <sup>st</sup> Time Earns...	2 <sup>nd</sup> Time Earns...	3 <sup>rd</sup> Time Earns...	4 <sup>th</sup> Time Earns...	
<b>Bullying May Include:</b> Name calling Mean teasing Harassing Making fun of Mocking Irritating Annoying Pushing Grabbing Shoving Poking Tripping Kicking Taking Property Destroying Property Excluding Behaviors Spreading Rumors Gossiping Play Fighting Invading Personal Space Unwanted Flirting/Notes Hovering over each other Any other behavior deemed bullying.	Lunch Detention, *a call home and a written or verbal apology stating what the person did and how their actions hurt the other person as well as what they will do differently in the future.	After school detention, *a call home and a written and verbal apology stating what the person did and how their actions hurt the other person as well as what they will do differently in the future.	In-school suspension for at least one day, *a call home and a written and verbal apology stating what the person did and how their actions hurt the other person as well as what they will do differently in the future.	Out of school suspension.  Out of school suspension for each repeated offense.  Continual offenses may lead to a Superintendent's Hearing and an extended suspension.	
	A copy of the apology letter will be sent home with the student for parent(s) guardian(s) signatures(s) and returned to the principal the next school day.	A copy of the apology letter will be sent home with the student for parent(s) guardian(s) signatures(s) and returned to the principal the next school day.	A copy of the apology letter will be sent home with the student for parent(s) guardian(s) signatures(s) and returned to the principal the next school day.	A copy of the apology letter will be sent home with the student for parent(s) guardian(s) signatures(s) and returned to the principal the next school day.	
	Lunch detention will be assigned each day until the letter is returned.	Lunch detention will be assigned each day until the letter is returned.	Lunch detention will be assigned each day until the letter is returned.	Lunch detention will be assigned each day until the letter is returned.	
	*Both parents will be notified if living in separate households.	*Both parents will be notified if living in separate households.	*Both parents will be notified if living in separate households.	*Both parents will be notified if living in separate households.	*Both parents will be notified if living in separate households.
<b>BULLYING INFRACTIONS WILL BE DEALT WITH BY THE PRINCIPAL.</b>			<i>Out of school suspension if aimed at the same person as previous incidents.</i>		



**McGraw Central School Bullying Discipline Rubric For Grades 9-12**

<b>Behavior</b>	<b>1<sup>st</sup> Time Earns...</b>	<b>2<sup>nd</sup> Time Earns...</b>	<b>3<sup>rd</sup> Time Earns...</b>	<b>4<sup>th</sup> Time Earns...</b>
<p><b>Bullying May Include:</b>                      Name calling                      Mean teasing                      Harassing                      Making fun of                      Mocking                      Irritating                      Annoying                      Pushing                      Grabbing                      Shoving                      Poking                      Tripping                      Kicking                      Taking Property                      Destroying Property                      Excluding Behaviors                      Spreading Rumors                      Gossiping                      Play Fighting                      Invading Personal Space                      Unwanted Flirting/Notes                      Hovering over each other                      Any other behavior deemed bullying.</p>	After school detention, *a call home and a written and verbal apology stating what the person did and how their actions hurt the other person as well as what they will do differently in the future	After school detention, *a call home and a written and verbal apology stating what the person did and how their actions hurt the other person as well as what they will do differently in the future.  Watch a video about bullying and write a report.	In-school suspension for at least one day, *a call home and a written and verbal apology stating what the person did and how their actions hurt the other person as well as what they will do differently in the future.  Watch a video about bullying and write a report.	Out of school suspension.  Out of school suspension for each repeated offense.  Continual offenses may lead to a Superintendent's Hearing and an extended suspension.
	A copy of the apology letter will be sent home with the student for parent(s) guardian(s) signatures(s) and returned to the principal the next school day.	A copy of the apology letter will be sent home with the student for parent(s) guardian(s) signatures(s) and returned to the principal the next school day.	A copy of the apology letter will be sent home with the student for parent(s) guardian(s) signatures(s) and returned to the principal the next school day.	
	Lunch detention will be assigned each day until the letter is returned.	Lunch detention will be assigned each day until the letter is returned.	Lunch detention will be assigned each day until the letter is returned.	
	*Both parents will be notified if living in separate households.	*Both parents will be notified if living in separate households.	*Both parents will be notified if living in separate households.	*Both parents will be notified if living in separate households.
				<i>Out of school suspension if aimed at the same person as previous incidents.</i>
<p><b>BULLYING INFRACTIONS WILL BE DEALT WITH BY THE PRINCIPAL.</b></p>				

### **Emergency Information/Student Release**

In order to ensure student safety, a list of individuals authorized to release a student from school is held in the health office. Emergency contact information is also held in the various offices of the school. No student will be released to the custody of an individual who is not the parent/guardian or a person listed on the emergency information form.

It is the parent/guardians responsibility to make sure this information is updated throughout the school year. New forms will be distributed each year to be sure all information is current.

### **Emergency Closing**

Emergency closing of school within the district may be necessary during the school year particularly due to ice or snow storms. Such information will be announced over the following radio/television stations:

#### **Radio/Television**

- WTVH-5Channel 5 Syracuse
- WSTM-3Channel 3 Syracuse
- WXHC Homer
- News 10 Now Channel 10 Syracuse
- WIXT-9Channel 9 Syracuse
- Cayuga Radio Group  
96.7 The Vine; 1100 Iconic Rock; Lite Rock 97.3; Pure Oldies 94.1; Q Country 103.7;  
Rewind 107.7; The Buzzer 96.3; WHCU NewsTalk 870 AM; Z95.5

### **Field Trip Information**

1. All rules found in the School Conduct and Discipline Policy and Regulations are in effect during a trip. Therefore, there will be no use of alcoholic beverages or drugs by either students or chaperones during the entire trip. Luggage may be inspected before and during any trip at the discretion of the advisor or chaperone in charge. Parents may be asked to sign a form verifying contents of luggage. Students are not permitted to smoke during these trips.
2. The advisor or chaperone in charge shall be the final authority on any matter which arises, emergency or other, for example, the establishment of curfew.
3. Students who violate any rule found in this regulation will be subject to school authority and legal authority if appropriate. While on a trip of over 50 miles one way or overnight, parents will be called collect to inform them of their child's violation, and, if necessary, to require parent supervision of the child's return home should the trip be in progress.
4. Parents will be informed of the trip's purpose, itinerary, costs, and so on through the use of a parent permission slip which they must sign and which the advisor must file with the building administrator at least two weeks in advance of departure.
5. Since a field trip is an enriching experience, a non-participation on the part of a student will not lower the student's achievement level.

6. Any student while on suspension from school may not participate on a field trip.
7. A student's trip may be cancelled due to circumstances deemed reasonable by the administration. If the administrative staff believes that a student's attendance on a field trip will be a detriment to the student, other student's or put unnecessary stress/responsibility on the chaperones, the student will not be allowed to attend. Any monies expended will likely be forfeited. A refund will be attempted, but pre-payments are often non-refundable and therefore a refund is not guaranteed.

### **Fire Alarm System**

All persons are advised to be very careful in those areas of the school in which there are fire alarm boxes. Please be aware that, if anyone sets off a false fire alarm, he/she may be charged with a Class A Misdemeanor, Second Degree; and if found guilty, may be sentenced to 15 days to one year in jail and/or a \$1000.00 fine. In addition, the District reserves the right to impose its own discipline.

### **Fire Drills**

For safety reasons, it is important to familiarize yourself with fire drill instructions if you are in a McGraw Central School District building. These are posted in every classroom area and throughout the building. Fire drills are required by law during each school year. All persons should exit in an orderly and quick fashion when the alarm sounds without talking. Everyone should exit the building and move to approximately one hundred yards from the building. Under no conditions should roadways and/or doors be blocked.

### **Fundraisers**

Classes, clubs, sports teams and school based organizations (Booster Club and PTO) will hold fundraisers throughout the year. A master calendar for fundraising is established each June for the following calendar year. The calendar is set up so that only one fundraiser is occurring at any one time. Some fundraisers are done to raise money for the benefit of the entire group and other fundraisers are done to benefit individual student accounts—the proceeds will eventually be used for senior activities, i.e. senior trip, senior yearbook and graduation announcements. If you have any questions or concerns about a fundraiser, please contact the High school Main Office, 836-3601.

## NYS GRADUATION REQUIREMENTS

SUBJECT	REGENTS DIPLOMA	ADVANCED REGENTS DIPLOMA
	Score 65 or above on all required Regents exams	Score 65 or above on all required Regents exams
English	4 Credits	4 Credits
Social Studies	4 Credits	4 Credits
Mathematics	3 Credits	3 Credits
Science	3 Credits	3 Credits
World Languages	1 Credit	3 Credits
Physical Education	2 Credits	2 Credits
Art or Music	1 Credit	1 Credit
Health	½ Credit	½ Credit
Electives	3 ½ Credits	1 ½ Credits
<b>TOTAL</b>	<b>22 Credits</b>	<b>22 Credits</b>

To earn the advanced designation, the student must complete one of the following:

1. A language other than English (3 credits)
2. Career and Technical Education Program (5 credits) with Algebra II Regents 65+

### Mastery of Math

Students who meet requirements for an Advanced Regents Diploma and who pass with a score of 85 or better on three Regents examinations in math will earn an annotation on the diploma that denotes Mastery in

### Mastery of Science

Students who meet requirements for an Advanced Regents Diploma and who pass with a score of 85 or better on three Regents examinations in science will earn an annotation on the diploma that denotes Mastery in

## NYS Assessment Requirements

[All exams require a score of 65 or above]

### Regents Diploma

#### Required Regents Exams

English Language Arts  
Algebra I (CC)  
Global History & Geography  
U.S. History & Government  
Science (one exam)

### Regents with Adv. Designation Diploma

#### Required Regents Exams

English Language Arts  
Algebra I (CC), Geometry (CC), and Algebra II  
Global History & Geography  
U.S. History & Government  
2 Science (one Living Environment and one Physical Setting)  
LOTE \*\* (local exam)

Local Diploma: Student needs to meet with counselor to determine eligibility.

## NYS ASSESSMENT REQUIREMENTS

Diploma	Grade	Number of Regents Exams Required
Regents Diploma	65 or higher on all required Regents exams	<p><b>5 Regents exams:</b></p> <p>1 English</p> <p>2 Social Studies (Global History &amp; U.S. History)</p> <p>1 Science</p> <p>1 Math</p> <p style="text-align: center;">OR</p> <p>Students have the option to earn a Regents diploma by passing four Regents examinations and complete a pathway course of study/exam. As there are several options, a student must meet with counselor to determine a pathway.</p>
Regents Diploma with Honors Designation	<p style="text-align: center;">OR</p> <p>Successful completion of 4 required exams and 1 pathway option (ELA, Math, SS, Science)</p> <p>Students must earn an average of 90 or higher on all required Regents exams.</p>	Students must earn an average of 90 or higher on all required Regents exams.
Regents Diploma with Advanced Designation	65 or higher on all required Regents exams	<p><b>8 Regents exams and *LOTE Checkpoint B</b></p> <p>1 English</p> <p>2 Social Studies (Global History &amp; U.S. History)</p> <p>2 Science (Physical &amp; Life Science)</p> <p>3 Math (Algebra I, Geometry, Algebra II)</p> <p>1 LOTE Checkpoint B</p>
Regents Diploma with Advanced Designation with Honors	Must have average score of 90 or higher on all required Regents exams	<p><b>8 Regents exams and *LOTE assessment aligned to Checkpoint B</b></p> <p>1 English</p> <p>2 Social Studies (Global History &amp; US History)</p> <p>2 Science (Physical &amp; Life Science)</p> <p>3 Math (Algebra I, Geometry, Algebra II)</p>
Local Diploma	Students should meet with counselor to see if eligible	<p><b>5 regents Exams</b></p> <p>1 English</p> <p>2 Social Studies (Global History &amp; U.S. History)</p> <p>1 Science</p> <p>1 Math</p>
<b>Exiting Credentials</b>		
CDOS Commencement Endorsement		This can serve as a credential for students with a documented disability who are unable to earn a high school diploma.

\*LOTE Checkpoint B is locally developed Regents equivalent.

## **Guidance Office**

The Guidance Office is open throughout the school day in order to give students assistance in making the most of their school opportunities. Our guidance counselors are ready to answer questions on schedules, school and college entrance requirements, occupational trends, job opportunities, and to assist with any other problems that they might wish to discuss. School and college catalogs and various occupational literature is also available in this office. Students may stop in the Guidance office prior to first period class and ask for a pre-signed pass. Students will not be allowed to leave their regularly assigned area to go to the Guidance Office without a pre-signed pass. Parents may call to make an appointment to speak with their child's guidance counselor at any time. Please call 836-3610 to set up an appointment.

## **Health Services**

Students becoming ill during the day should report to the nurse. If there is a necessity to go home, the nurse will inform the parent of this, and the pupil will be released from school on an Outside Permit. If the procedure is not followed and the pupil leaves without properly checking out, the pupil will be given a discipline notice for leaving school without permission. Parents of students who are directed by their doctor to take any medicine during the school day are asked to personally contact the School Nurse.

No student is allowed to keep medications in his/her locker or on his/her person. All medications must be kept in the nurse's office, unless otherwise directed by the student's doctor, the school doctor, or the school nurse. If the student has exercise-induced asthma, the student is responsible to chemically medicate themselves, then parents may contact the school nurse or doctor for the necessary written order of "self carry". All other medications (including inhalers) will be administered in the nurse's office.

If your child has a severe bee allergy, you must send to school a bee sting kit, along with a doctor's order to safeguard your child from a potentially life-threatening situation occurring. All medications (including inhalers) require a written doctor's order and a signed parental consent before the nurse can administer medications to their child. All medications must be contained in properly labeled containers from the pharmacy.

All psychotropic medications (i.e. Ritalin,/Adderall) must be brought in by parents and picked up by parents at the end of the school year. Any medications left at the end of the school year will be disposed.

At the end of each school year, medication authorization forms will be sent home if your son or daughter has a chronic condition that we might continually chemically manage at school. You may then use the time during summer vacation to have your child rechecked by your doctor and obtain (as needed) new written orders for the next school year.

Physicals are required for students in grades Kindergarten, 2<sup>nd</sup>, 5<sup>th</sup>, 7<sup>th</sup> and 10<sup>th</sup>. Parents will receive notification that their child is in need of a physical and will have the opportunity to schedule one with a physician of their choice or at school. Physicals are also required to be completed for all students who participate on athletic teams. Any student participating on a sports team must have an updated physical within one year of the first team practice.

Several Immunizations are also a requirement for all students to attend school. A record of your child's immunizations is kept in the Health Office. If your child is in need of a required vaccination, the nurse will notify you.

The school holds an insurance policy for all students. Should your child get hurt at school, at a school function, on school transportation, or while participating on an athletic team coverage is available. If your child has been injured, please be sure to contact the school nurse for more information. In general, the parent/guardian insurance policy will pay first and the schools policy will pick up the remainder of the cost.

Any questions or concerns can be handled through the nurse's office at 836-3606.

### **High Honor and Honor Rolls**

Each marking period students earning high grades are honored by being included on either the High Honor or Honor Roll. To qualify for this honor, a student's term grades are averaged. To be placed on High Honor Roll, a student's term average must be at least 89.5% and to be placed on Honor Roll, a student's term average must be at least 84.5%. In addition, the student's report card must not show any grades below 65% or any mark of 'Incomplete'. Students must also be carrying a minimum of 6 classes including physical education. The High Honor and Honor Rolls will be highlighted at school as well as reported in the local newspaper.

### **Homework Request Due To Absence**

When a student is absent due to illness, for two or more days, a parent may request homework for the time missed. This request is to be made prior to 10:00 am. Homework will be available for pick-up in the Guidance Office between 3:15 and 4:00 pm.

### **McGraw Central School District Student Internet Acceptable Use Policy**

#### **SUBJECT: STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES (ACCEPTABLE USE POLICY)**

McGraw Central School District offers Internet access for students to assist with instruction. This policy complies with the Children's Internet Protection Act which requires public school districts receiving federal funds made available under Title III of the Elementary and Secondary Education Act of E-Rate to adopt an Internet Safety Policy. This document contains the Acceptable Use Policy for use of McGraw Central School District's Tech System (MCSD Tech System).

Activity on the MCSD Tech System will be monitored to ensure appropriate use.

All emails will be subject to monitoring at all times.

Any Student that breaks any rule listed below will be subject to disciplinary action and possible loss of Internet Privileges.

## **Educational Purpose**

- a) MCSD Tech System has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.
- b) MCSD Tech System has not been established as a public access service or a public forum. McGraw Central School District has the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow the rules set forth in MCSD Discipline Code and the law in your use of MCSD Tech System.
- c) Students may not use MCSD Tech System for commercial purposes. This means you may not offer, provide, or purchase products or services through MCSD Tech System.
- d) Internet access use by outside groups will conform to this policy. Use by student clubs and organizations is limited to those times when the Internet access points are not in use for instruction and shall be limited to educational purposes and governed by this policy.

## **Student Internet Access**

- a) All students will have access to Internet World Wide Web information resources through their classroom, library, or school computer lab.
- b) Fifth and sixth grade elementary students will have e-mail access only under their teacher's direct supervision. Other elementary students may be provided with individual e-mail accounts under special circumstances, at the request of their teacher and with the approval of their parent. This e-mail account will be monitored by MCSD Tech staff and all inappropriate behavior will be reported to the Principal or Superintendent.
- c) Students and their parents must sign an Account Agreement form for the student to be granted an individual e-mail account on MCSD Tech System. This Agreement must be renewed on an annual basis. Parents can withdraw their approval at any time without notice.
- d) Students may create a personal Web page on the MCSD Tech System with the approval of the Building Principal. All material placed on the Web page must be pre-approved in a manner specified by the Building Principal. Material placed on the Web page must relate to school and career preparation activities.
- e) Students may not use a non-district computer to access the MCSD Tech System.
- f) Students will not use an instant messenger service or program, Internet relay Chat or other forms of direct electronic communication.
- g) Student will not access any web site normally blocked by the MCSD Tech System.

## **Unacceptable Uses**

The following uses of MCSD Tech System are considered unacceptable:



### Personal Safety

- 1) Students will not post personal contact information about themselves or other people to the Internet. Personal contact information includes address, telephone, school address, work address, credit card information, etc.
- 2) Students will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.
- 3) Students shall not access, transmit or retransmit any information which is harmful to minors. This means students will not transmit any picture, image, graphic image file that are of sexual in nature depicting nudity, sex or excretion.
- 4) Students will not generate access, transmit or retransmit any material that could be deemed offensive, slanderous or hurtful to anyone. Such material may be considered Cyber-bulling.
- 5) Students will not transmit e-mail through an anonymous remailer.

### Illegal Activities

- a) Students will not attempt to gain unauthorized access to MCSD Tech System or to any other computer system through the MCSD Tech System or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal under any circumstances.
- b) Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses, or so-called hacking, or by any other means within the School District or any network connected to the Internet. These actions are illegal.
- c) Students will not use MCSD Tech System to engage in any illegal act.

### System Security

- a) Students are responsible for their individual account and should take all reasonable precautions to prevent others from being able to use their accounts. Under no conditions should they provide their password to another person.
- b) Students will immediately notify a teacher or the Technology Coordinator if they have identified a possible security problem. They are instructed to not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- c) Students will not disable or attempt to disable MCSD Internet filtering software. However, such filtering software may be adjusted to allow sites for bona fide research or other lawful purposes; these adjustments must be approved by the Building Principal. Once the approval has been given, they will send written permission to adjust the filtering software to the Technology Coordinator.
- d) Students will not use encryption software from any access point within the School District.

### Inappropriate Language

- a) Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.

- b) Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language in any digital form.
- c) Students will not post information that could cause damage or a danger of disruption.
- d) Students will not engage in personal attacks, including prejudicial or discriminatory attacks.
- e) Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If they are told by a person to stop sending those messages, they must stop.
- f) Students will not knowingly or recklessly post false or slanderous information about a person or organization.

#### Respect for Privacy

- a) Students will not post private information about another person.

#### Respecting Resource Limits

- a) Students will use the system only for educational and career development activities.
- b) Students will not download large files without teacher consent.
- c) Students will check their e-mail frequently, delete unwanted messages promptly, and stay within their e-mail quota of fifteen (15) e-mails.

#### Plagiarism and Copyright Infringement

- a) Students will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own.
- b) Students will not use or possess illegal copies software. Illegal software means any software which has been downloaded or is otherwise in the user's possession without the appropriate registration of the software, including the payment of any fees owed to the owner of the software.

#### Inappropriate Access to Material

- a) Students will not use MCSD Tech System to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).
- b) If a Student mistakenly accesses inappropriate information, she/he should immediately tell their teacher or another District employee. This will protect them against a claim that they have intentionally violated this Policy.

## **Your Rights**

### Free Speech

The student's right to free speech, as set forth in the MCSD Disciplinary Code, applies also to communication on the Internet. The MCSD System is considered a limited forum, similar to a school newspaper, and therefore the District may restrict the student's speech for valid educational reasons. The District will not restrict the student's speech on the basis of a disagreement with the opinions they are expressing.

### Search and Seizure

- a) Students should expect no privacy in the contents of their personal files on the District system. The situation is similar to the rights a student has in the privacy of his/her locker.
- b) Routine maintenance and monitoring of MCSD Tech System may lead to discovery that a student has violated this Policy, the MCSD Disciplinary Code, or the law.
- c) An individual search will be conducted if there is reasonable suspicion that a student has violated this Policy, the MCSD Disciplinary Code, or the law. The investigation will be reasonable and related to the suspected violation.
- d) A student's parents have the right at any time to request to see the contents of their e-mail files or data files.

### Due Process

- a) The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the MCSD Tech System.
- b) In the event there is a claim that a student has violated this Policy or the MCSD Disciplinary Code in their use of the MCSD System, the student will be provided with a written notice of the suspected violation and an opportunity to be heard in the manner set forth in the MCSD Disciplinary code.
- c) If the violation also involves a violation of other provisions of the MCSD Disciplinary code, it will be handled in a manner described in the MCSD Disciplinary Code. Additional restrictions may be placed on a student's use of their Internet account.

### Limitation of Liability

The District makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage a student may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system. The District does not guarantee or imply that access to the Internet will always be available when students want access or that the software provided by the District will always work as intended. The opinions, advice, services, and all other information expressed on line are those of the online authors and not of the District.

## Personal Responsibility

- a) When students are using the MCSD Tech System, it may feel that they can more easily break a rule and not get caught. This is not really true because whenever you do something on a network you leave little "electronic footprints," so the odds of getting caught are really about the same as they are in the real world.
- b) But the fact that a student can do something or think they can do something without being caught does not make it right to do so. Even if you don't get caught, there is always one person who will know whether you have done wrong - and that person is you. Your use of the Internet can be a mirror that will show you what kind of a person you are.

## **Intramurals—6<sup>th</sup> Grade**

6<sup>th</sup> graders will have the opportunity to participate in intramurals throughout the school year. Permission slips will be available to students at the beginning of each session. Intramurals will be held at the elementary school. Students will walk to the elementary school for intramurals and parents must provide transportation home at the designated time.

## **Lockers**

Lockers are provided for the temporary storage of books and outer clothing. They are the property of the school. Each student is responsible for their locker and its contents. Locker assignments are mailed with the student schedule prior to the beginning of the school year. Each student should memorize the locker number and combination just as soon as it is issued. The combination should not be given to anyone else. A secretary in the Main Office will be glad to help if you forget your combination. The locker should always be locked. If for any reason the locker does not work properly, the difficulty should be reported to the Main Office immediately. Personal locks brought from home may not be used on any school locker. Special lockers are issued in the gymnasium dressing rooms for gym clothes. The above rules apply to these as well. The school reserves the right to inspect lockers at any time. It is the student's responsibility to empty the contents of his/her locker on or before the final day of classes of the school year. Contents left after this time will be disposed.

## **National Honor Societies**

Membership in the National Honor Societies is an honor and a responsibility. Students selected for membership are expected to continue to demonstrate the qualities of scholarship service, leadership, character and citizenship, which led to their selection. Selection for the National Honor Society is open to Sophomores, Juniors and Seniors, while the 8<sup>th</sup> graders and Freshmen may be selected for membership in the National Junior Honor Society. To be eligible, a student must have a cumulative weighted average of 90% or above for Junior Honor Society (since 8<sup>th</sup> grade classes are not weighted they must have a cumulative 8<sup>th</sup> grade class average of 90% or above) and a cumulative weighted average of 92% or above to be considered by the faculty council for the National Honor Society, and have attended the McGraw Junior-Senior High for at least one semester. A faculty council,

appointed by the administrator/designee, makes the selection based on information provided by the students and input from the whole faculty. The advisors will be glad to answer questions or discuss the selection procedures with any interested students or parents.

### **Parents' Bill of Rights For Data Privacy and Security**

The McGraw School District is committed to protecting the privacy and security of student data and teacher and principal data. In accordance with New York Education Law Section 2-d and its implementing regulations, the District informs the school community of the following:

- 1) A student's personally identifiable information cannot be sold or released for any commercial purposes.
- 2) Parents have the right to inspect and review the complete contents of their child's education record.
- 3) State and federal laws protect the confidentiality of personally identifiable information, and safeguards associated with industry standards and best practices, including but not limited to encryption, firewalls, and password protection, must be in place when data is stored or transferred.
- 4) A complete list of all student data elements collected by New York State is available for public review at the following website <http://www.nysed.gov/student-data-privacy/student-data-inventory> or by writing to the Office of Information and Reporting Services, New York State Education Department, Room 865 EBA, 89 Washington Avenue, Albany, New York 12234.
- 5) Parents have the right to have complaints about possible breaches of student data addressed. Complaints should be directed in writing to Privacy Complaint, Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, New York 12234. Complaint may also be submitted using the form available at the following website <http://www.nysed.gov/student-data-privacy/form/report-improper-disclosure>.

### **Pass Privileges**

1. Students should use the lavatories during the passing time between classes, during study halls, or during the lunch period. In the case of an emergency, a pass may be requested to the Health Office.
2. Students should carefully plan their trips to their lockers in order to be prepared for each class.
3. Students are expected to walk through the halls and to observe all safety rules and regulations.
4. If a teacher asks a student to remain after class and he/she believes this delay will cause the student to be late to for the next class, he/she should ask that teacher for a pass to the next class.
5. Passes will not be issued by office personnel for students who are late in going from one class to another.

## **Passes**

Student passes will be found in the student agenda. All passes should be left intact within the agenda. Passes that may have been removed will not be honored. Students placed on academic probation will have pass restrictions.

### **Passes:**

- Student agendas have a sufficient allotment of passes for the year.
- These passes are to be used to go to the lavatory, locker, the nurse, or main office. Pre-signed passes can be used to go to the guidance office, computer room, library, gymnasium (to make up a class), or to see another teacher.
- Teachers have the right to deny the use of these passes if they feel it is not appropriate for the student to leave class.
- If a student loses his/her handbook, he/she will lose pass privileges until the student handbook is found, or a replacement purchased.
- Replacements are limited at a cost of \$5.00. All efforts should be made to know the whereabouts of the student handbook/passbook at all times.
- These passes should not be abused. Abuse will result in loss of passes (pass restriction).
- The Planner Handbook with passes is to remain intact for the school year. Passes will not be honored if detached from the Planner. Students are responsible for their planners. If a student's planner is clearly labeled (with his/her name) it can be easily returned if it is accidentally left behind.

## **Money, Musical Instruments, Personal Property**

Students who bring money, jewelry, musical instruments and other personal property to school are totally responsible for the security of their property. The school district will not accept any responsibility for the loss or damage of these items.

## **Electronics**

Cell phones, I-Pods, MP3 and CD Players, video games, or items of similar nature are prohibited during class time and have limited use throughout the school day. Cell phone use is also limited while riding on a school bus. (Please see Code of Conduct information on pages 18-22 in this manual). It is recommended that these items be left at home. The school district will not accept any responsibility for the loss and damage of these items. The following policy will apply when these items are used during the school day.

## **Physical Education**

Physical education is a mandatory part of the State curriculum for public schools. As such, each student is required to participate in the school's physical education program unless excused by school authorities or due to a documented medical condition.

Physical education grades will be determined by class preparedness, participation, skills assessment and written tests. Physical education grades will be included in a student's grade point average.

Due to the nature of the program, particular dress requirements are a necessary integral part of the requirements due to the various kinds of activities and because of the health aspect of the program. Individual lockers will be issued to place personal belongings in. Every individual is responsible for his/her own personal property.

### Senior Privilege

Senior privileges including the senior lunch dismissal privilege will be reviewed each year. The following policies will be used once seniors have earned privileges.

### Senior Study Hall Guidelines

1. Senior Class officers will be designated as "overseers" of the senior study hall area.
2. Senior study hall is a privilege for seniors only and is meant to be an alternate location for seniors to quietly work on schoolwork. No underclassmen are allowed at any time.
3. Food will be permitted in the senior study hall area with the understanding that the area is left clean. Food may be purchased in the cafeteria during periods 1-7. The vending machines may be used during periods 1-9.
4. No "rough housing" or vandalism will be tolerated. Absolutely no one is to sit on tables at any time.
5. Seniors may go to the senior study hall area at the following times:
  - Between 7:50 and 8:00 AM
  - During study hall
  - During their scheduled lunch period
  - Note: Seniors must first report to study hall to sign out and let the study hall teacher know where he/she will be. The student must sign out each day that they go to the senior study hall or he/she will be reported as skipping class and face disciplinary consequences.
6. If seniors sign out of study hall to go to senior study hall he/she must report directly to that area. Seniors wandering the halls will lose their senior privileges.
7. Seniors who have permission to leave campus for lunch and do so, must **personally sign out** in the main office and **sign in** upon their return. They must be on time and any outside food that is brought in must be eaten in the senior study hall area. Food may not be brought in for underclassmen.
8. Music may be played on a CD player/I-pod, but the volume must be kept low. General noise level must not disrupt other classes. If noise can be heard in nearby classrooms, it is too loud.
9. Seniors having permission to leave the building for lunch or to eat at the picnic table must sign out in the main office and exit through the bus doors.
10. Any senior on the failure list will be excluded from the senior study hall until passing grades are received at the next 5 week report or 10 week marking period.

11. Seniors who are seen by the principal for violations of the code of conduct may be restricted from going to senior study hall at the principal's discretion. Serious violations of the code of conduct may result in permanent loss of senior privileges.
12. Seniors who do not have privileges for any reason will have their name noted on the daily announcements under "Senior Privilege Update".
13. It is everyone's responsibility to keep the senior study hall area presentable. Personal property, school books etc. should be kept in lockers when not being used.
14. If a senior is not doing well in a class or is behind on class work, his/her teacher may speak with the principal about that student remaining in his/her regular study hall.

The senior study hall will remain open as long as seniors take responsibility for the above guidelines. Individual violations of the guidelines will result in loss of senior privileges for that individual: 1<sup>st</sup> infraction—one week. 2<sup>nd</sup> infraction—one month. 3<sup>rd</sup> infraction—permanent loss of privileges. Seniors may also lose privileges if they are not in good standing academically or behaviorally. Any senior who enters the senior study hall area when privileges have been suspended will face further disciplinary consequences.

General abuse of the senior study hall area (vandalism, graffiti, high levels of noise, etc.) will result in the senior study hall being closed.

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I have read and understand the guidelines for the use of the senior study hall and I agree to abide by these guidelines.

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Student name (printed)	Student signature	Date
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### Off-Campus Lunch Permission Form

Parents and Students,

Off-campus lunch is a privilege offered to seniors who agree to the rules presented below. In addition, seniors must be "students in good standing" academically, behaviorally, and with regard to attendance in order to maintain off-campus lunch privileges. Failing grades, discipline referrals, or poor attendance will result in loss of privilege.

#### Off-Campus Lunch Rules

1. Seniors may sign out for off-campus lunch only on the days permitted by their parents.
2. Seniors must sign-out in the main office and pick up their lunch pass.
3. Upon returning, seniors must sign-in the main office and return their lunch pass.
4. Failure to sign out, sign in, or return a lunch pass will be considered a violation of off-campus lunch privileges and result in the consequences below.
5. Seniors may leave campus only during their scheduled lunch period.
6. Students must return to school on time.



Consequences for violation of Off-Campus Lunch Rules:

- 1<sup>st</sup> violation: Loss of off-campus lunch privileges for one week.
- 2<sup>nd</sup> violation: Loss of off-campus lunch privileges for two weeks.
- 3<sup>rd</sup> violation: Loss of off-campus lunch privileges for one month.
- 4<sup>th</sup> violation: Loss of off-campus lunch privileges for the remainder of the school year.
- Violations of Off-Campus Lunch Rules may result in additional disciplinary consequences at the principal's discretion (depending on the severity of the violation).

By signing below I agree to follow all the rules above. I also pledge to follow all traffic laws, including not speeding, even if I know I will be late returning to school.

Student's Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

**Parents: You may grant permission for off-campus lunch for any or all days of the week. Please indicate which days your student may leave campus by circling those day(s).**

Monday      Tuesday      Wednesday      Thursday      Friday

Parent/Guardian's Name (Please Print) \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_

**Sexual Harassment Policy**

It is policy of the district that all employees and students have a right to work or study in an environment free of discrimination, which encompasses freedom from sexual harassment. The district strongly disapproves of sexual harassment of its employees or students in any form, and states that all employees as well as students at all levels of the district must avoid offensive or inappropriate sexual or sexually harassing behavior at school, on school grounds, at school functions, and on school transportation and will be held responsible for ensuring that such workplace is free from sexual harassment. Specifically, the district prohibits the following:

- Unwelcome sexual advances,
- Requests for sexual favors, whether or not accompanied by promises or threats with regard to the student-teacher, student-student, or employment relationship,
- Other verbal, physical or visual conduct of a sexual nature made to any employee or student that may threaten or insinuate either explicitly or implicitly that any person's submission to or rejection of sexual advances will in any way influence any decision regarding that person's employment, evaluation, wages, advancement, assigned

duties, shifts, academic performance, or any other condition of employment, academic or career development,

- Any verbal, physical or visual conduct that has the purpose or effect of substantially interfering with a person's ability to perform the individual's duties,
- Any verbal, physical or visual conduct that has the purpose or effect of substantially interfering with a person's ability to perform the individual's duties,
- Any verbal, physical or visual conduct that has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment.

Such conduct may result in disciplinary action up to and including dismissal or suspension upon instruction.

Other sexually harassing conduct in the workplace, whether physical, verbal or visual, committed by supervisors or non-supervisory personnel or students is also prohibited. This behavior includes but is not limited to, commentary about an individual's body, sexually degrading words to describe an individual, offensive comments, off-color language or jokes, innuendoes, and sexually suggestive objects, books, magazines, photographs, cartoons or pictures. Employees or students who have complaints of sexual harassment by anyone in the school environment, including any supervisors, co-employees, students or visitors are urged to report such conduct to the compliance officer so that the district may investigate and resolve the problem. If the complaint involves the compliance officer, or if the person for any reason is uncomfortable in dealing with the compliance officer, the employee or student may go to the superintendent or a person appointed by the superintendent to handle the complaint.

The district will endeavor to investigate all complaints as expeditiously and as professionally as possible. Where investigations confirm the allegations, appropriate corrective action will be taken.

The district will endeavor to maintain the information provided to it in the complaint and investigation process as confidentially as possible, consistent with the laws of the State and, if applicable, the collective negotiations agreement.

There will be no retaliation against employees or students for reporting sexual harassment or assisting the district in the investigation of a complaint. However, if after investigating any complaint of harassment or unlawful discrimination, the district learns that the complaint is not in good faith or that an employee or student has provided false information regarding the complaint, disciplinary action may be taken against the individual who provided the false information.

### **Study Hall Period**

A study hall period is to be used for academic purposes. Homework, reading, visiting teachers for extra help, guidance office matters and teacher approved library and computer room visits are appropriate.

Guidelines:

- All students must first report to study hall. Once attendance is taken, pre-signed and other passes will be issued.
- It is expected that students will bring all necessary books and study material to study hall. Study hall is for completing assignments; it is not to be considered a socializing period.
- A study hall is considered to be a class in regard to expected attendance and behavior.
- No talking during study hall periods to promote a quiet learning environment. However, special permission may be given, at the discretion of the study hall teacher, for students to work on a group activity.
- One male and one female at a time may be allowed to leave study hall to go to the lavatories. Passbooks must be signed by the study hall teacher. The time on the passbook should be limited to five minutes.
- Any student not having a passbook will not be permitted to leave study hall. Inappropriate behavior will be dealt with through the discipline code.

### **Telephones**

*Business phones in the offices are used for school business by staff only and are not to be used for personal calls. Emergency calls may be made by students at the Health Office only with permission of Health Office personnel.*

### **Textbooks**

All textbooks are the property of the Board of Education and are loaned to students for use throughout the year. A record of the number and the condition of the book, which is issued at the beginning of the year, is maintained by the school. A student will be expected to pay the cost of replacement of a lost or damaged book issued to the student. If this loss or damage occurs during the year, it should be reported immediately to the teacher from whom the book was received. The teacher will notify the student of the charges and arrange for the issuing of a new book. A receipt stating the title, book number, and amount paid will be issued to the student and a copy should be retained by the teacher in case the lost book is later found.

In some courses it may be advantageous for a student to purchase review books or other materials. In all such cases, a letter will be sent to parents outlining the need, the cost, and a request for purchase which can be signed by the student and parent indicating their agreement to purchase and pay for the item.

### **McGraw Central School Transportation Policy**

- J. Types of Student Transportation to be provided:
1. Regular Transportation takes public, private, parochial and disabled students to and from their respective schools or vocational training sites.
  2. Field Trips for public school students, which are of an instructional nature, organized and supervised by a member or members of the instructional staff, which are conducted during the normal school day, evenings, or holidays.

3. Extracurricular transportation of non-instructional nature for events, which are conducted after normal school hours, during weekends, and holidays.
4. Mandatory special transportation to accommodate certain children with disabilities according to their individualized education plans.
5. **Transportation will be provided for students that walk to school when the outside temperature is 15 degrees or colder. A central pick-up/drop off point has been designated at Bill Brothers Market. Students may wait inside the store for the bus.**

## II. Eligibility:

1. The McGraw Central School District will provide transportation to and from school to students residing outside the village limits. In addition, children who reside within the village limits may be eligible for transportation to and from childcare under the provisions of section III.5. All public school students within the district are eligible for transportation for educational activities.

2. Transportation for students attending parochial or private schools may be provided up to 15 miles from each student's home to the private or parochial school. If the district is already transporting other students to the parochial school, it may require at its discretion, that students living more than 15 miles from the school to get themselves to a centralized pick-up point, in order to receive transportation. The distance from the pick-up point to the parochial or non-public school may not exceed 15 miles.

3. In order to be assured eligibility for transportation to a private or parochial school, parents/guardians must submit a written transportation request no later than April 1 of the prior school year, unless the family moves into the district after April 1, in which case the request must be made within 30 days of establishing residency. The filing of a late request may result in the denial of transportation. Criteria to be used by the district when determining whether to accept a late request may include the following:

- a. whether transportation will require an additional cost, and if so,
- b. the reasonableness of the excuse for the late request.

4. Transportation will not be provided at times or on days when McGraw Central Schools are not in session. The addition of an unreasonable schedule by a private school does not obligate the district to approve special transportation.

5. Transportation of classified special education students will be provided in accordance with individualized education plans. Except 12-month summer transportation, services will not be provided to students attending programs outside of the district when McGraw Schools are not in session, unless required by law. Transportation will be provided to students who need district approved summer programs in order to reach required educational standards.

## III. Establishment of Schedules and Routes:

1. The district will transport resident children in Kindergarten through eighth grade to a childcare provider under the following conditions:

- a. The childcare location must be outside of the McGraw Village limits and along an existing bus route within the district. The childcare must therefore be in the zones in which transportation is already provided.
  - b. The parent or legal guardian must request the consideration in writing to the building principal for approval according to the standards set forth by this policy. Written requests for childcare route changes can be submitted on a daily basis. Route change requests may not be faxed, telephoned or sent via e-mail.
  - c. If the childcare location were on a route other than that which the child would use to go home, the alternate route must have an available seat on the bus to accommodate the student.
  - d. If the childcare stop is not a regularly scheduled stop, the child may be required to walk to or from a centralized pick-up point.
2. Transportation of students shall be on assigned routes at assigned times. Transportation requests for purposes other than those identified in this policy will be denied. Examples of unapproved transportation include, but are not limited to, service, which takes students to meetings, parties, and after school employment.

#### IV. Student Conduct

1. Students are expected to be waiting at the bus stop. Student passengers must stand back 15 feet from the road as the bus approaches. Students must wait for the driver's signal before crossing the road.
2. Seatbelts shall be maintained for students to use on a voluntary basis in buses for 16 passengers or more. For smaller buses of 15 passengers or less, seatbelts must be worn at all times.
3. All students are expected to adhere to the Board of Education approved policy on student conduct and discipline. Procedures for bus safety and student behavior will be reviewed annually by the building principals and the head bus driver prior to publication in the student handbook.
4. Children who become a disciplinary problem on the school bus may have their riding privileges suspended by the building principal.

#### V. Student Transportation in Private Vehicles:

The transportation of students by district employees in private vehicles is prohibited.

#### Vehicles

All students wishing to park in the school parking lot must complete a permission form. Forms are available in the Main Office. Seniors and Juniors are the only students who are eligible for parking places. Seniors will be given priority. Parking places will be assigned on a first come, first served basis for Junior students after Senior spaces have been assigned. Student parking privileges may be suspended at any time for not adhering to the student driving rules and/or regulations, attendance policies and as a reprimand for misconduct in or on school property.

The speed limit within the school limit is 15 mph. Students arriving at or after 8:00 AM are expected to park their vehicles and immediately enter the building. Students will not be allowed to go to their vehicles during the school day. At the end of the school day, all student drivers are to exit after the buses have departed at the end of the day.

At the discretion of administration, students may be required to participate in a safety training course in order to have the privilege of parking on school grounds.

### **Working Papers**

Students who wish to work part time or during vacations should pay careful attention to the legal requirements for doing so.

With very few exceptions, an Employment Certificate is required for anyone to work before they reach the age of eighteen. To obtain an Employment Certificate, a student must secure an application, which must be signed by their parent/guardian. Before the actual certificate is issued, the student must have a medical examination (within the past 6 months), and present proof of age. Applications and employment Certificates are issued in the High School Guidance Office. If there are any questions concerning this matter, please come in and speak to the guidance secretary.

***\*\*\*The McGraw Central School District reserves the right to update codes and policies as needed throughout the school year. These updates will be initiated following Board approval and/or public hearing.***

**McGraw Central School District**  
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