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Mr. Tony Opera
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District Administration:

Superintendent of Schools:

Mrs. Melinda McCool

Assistant Superintendent of Business & Instruction:

Mr. Troy Bilodeau

Cafeteria Supervisor:

Mr. Adam Fox

Elementary Principal:

Mrs. Susan Prince

Director of Special Education:

Dr. Karen Genzel

Secondary Principal:

Mr. Mark Dimorier

Director of Facilities & Transportation:

Mr. Tom McCall

District Treasurer - CBO OCM BOCES:

Mr. Anthony Morris

Personnel Clerk:

Mrs. Tracey Pierson

Superintendent's Secretary/District Clerk:

Ms. Fleurette Clough

Cafeteria Staff/ Cook/Cashier:

Mrs. Holly Rickert

Ms. Carol Preston

Dishwasher:

Mrs. Joanne Roe

Director of Technology:

Mr. Kevin Solan

**Instructional Technology
Specialist:**

Ms. Amanda Erxleben

Buildings and Grounds:

Mr. Michael Barnhart

Maintenance:

Mr. Timothy Thorick

Cleaner:

Mr. Derrick Dexter

Mr. Steve Stedwell

Mrs. Mary Sutton

Mr. LeRoy Marshall

Office Staff:

Elementary School Secretary:

Mrs. Jessyca Doran

**Special Education Secretary
CSE/CPSE:**

Mrs. Amy Cortez

Guidance Secretary:

Ms. Karin Owen

High School Secretary:

Mrs. Julie Steinhoff

Counselor K - 4:

TBD

Counselor 5-8:

Mr. David Emma

Counselor 9 - 12:

Mrs. Trish Walter

Elementary School Nurse:

Mrs. Vanessa Whorrall

High School Nurse:

Mrs. Ashley Witty

Occupational Therapist:

Mr. Jason Moore

Physical Therapist:

Mrs. Jennifer McConnell

School Psychologist:

Mrs. Beverly Dodici

Speech Therapist:

Mrs. Valerie Wright

Ms. Kayla Bayly

CPSE Chairperson:

Mrs. Beverly Dodici

CSE Chairperson:

Dr. Karen Genzel

Elementary Faculty and Staff:

UPK:

Ms. Amanda Skinner

Mrs. Rachael Vianos

Kindergarten:

Ms. Taylor Gillooly

Ms. Rebecca Lenseth

Mrs. Tracey O'Donnell

First Grade:

Mrs. Cathy Boland

Mrs. Jessica Latta

Mrs. Melinda Young

Second Grade:

Ms. Michelle Bassett

Mrs. Terri Valentine

Third Grade:

Mrs. Heather Frink

Fourth Grade:

Mr. Patrick Dwyer

Ms. Alexandria Duma

Fifth Grade:

Mrs. Kimberly Whitney

Instructional Coaches:

Mrs. Tricia DiFulvio

Mr. Brett King
Mr. Vadim Tkachuk

Science Grade 3-5:
Mrs. Cassandra Bush

Art:
Ms. Mikaella McCrone

Enrichment:
Mr. John D'Antonio- 3-5
Mrs. Marley Barber- K-2

Instrumental/Vocal Music:
Mr. Joe Ford

Library Media Specialist:
Mrs. Rebecca Cornell

Physical Education:
Mr. Corey Wilson

Reading Teacher:
Mrs. Erin Dimorier
Ms. Taylar Williams

Special Education:
Mrs. Sarah Leach
Mrs. Jaclyn McMullin
Mrs. Caitlin Neske

Teacher Assistants:
Mrs. Katie Bilodeau
Mrs. Bethany Cutler
Mrs. Brenda Hotaling
Mrs. Tami Parker
Mrs. Kara Hapgood

Teacher Aides:
Mrs. Sherri Dunham
Mrs. Sara Neville
Ms. Brittney Pouliot
Mrs. Clair Streeter
Mrs. Jessica Thompson

High School Faculty and Staff:

Art/Instrumental/ Vocal Music:

Mrs. Lindsay Palmer
Mrs. Madison Elia
Ms. Mikaella McCrone
Mrs. Deanna Wurst

Business/Technology:

Ms. Pamela Coombs
Mr. James Sanderson

English/Language Arts:

Ms. Paige Closser
Mr. Matthew Farfaglia
Ms. Amy Loftus
Ms. Jennifer Wisley

Foreign Language:

Mrs. Colleen Ackler
Mr. Jose Cruz

Health/FACS/PE:

Mrs. Taylor Hughes
Mr. Jamey Crumb
Ms. Nancy Law

Math:

Ms. Krysandra Dewey
Mrs. Alex Perry
Mr. Erik Wehling
Ms. Sara Yonta

Science:

Mr. Ethan Brown
Ms. Megan Cole
Mrs. Kara Hallett
Mrs. Nicole Lener
Mrs. Morgan Nuesell

Social Studies:

Ms. Caitlin Goodwin
Mr. Matthew Martins
Mr. Joe Seamans

Special Education:

Mr. Dan Briggs

Mrs. Lissa Eckstrom
Mrs. Candy Farris
Mrs. Brooke Langford
Ms. Paige Rauli

Teacher Aide/Assistants:

Mr. Chuck Freeman
Mrs. Cindy Hurlbert
Mrs. Linda Scofield
Mrs. Patty Smith
Mrs. Tammy Wilbur

6th Grade:

Mrs. Kayleigh Contri
Mrs. Angelique Ripley

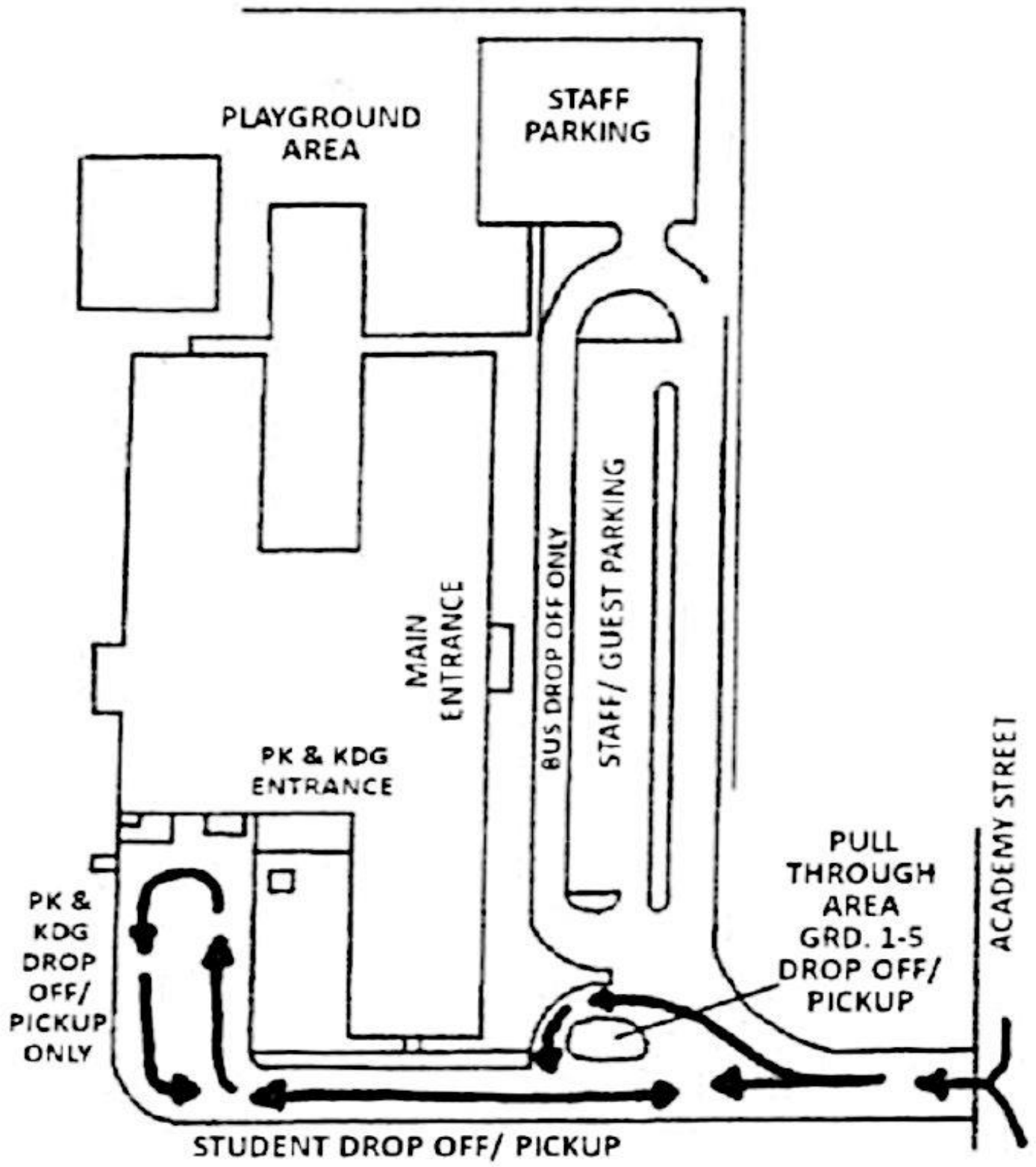
Mission Statement

The Mission of the McGraw Central School District is to pursue the maximum fulfillment of each student's potential.

The Mission of the McGraw Central School District is to pursue the maximum fulfillment of each student's potential. We will accomplish this by identifying student outcomes based on excellence, fostering and enhancing student opportunities, emphasizing student enthusiasm, and promoting parent, school and community involvement. By identifying student outcomes based on excellence, we see a school community whose members demonstrate personal pride in their accomplishments, are self-motivated and focused, make informed decisions, and strive for quality through continual development and accountability.

By fostering and enhancing student opportunities, we see a school community where the students and staff are motivated, aware of possibilities available to them, are goal-oriented and who possess self-esteem, inquisitiveness, independence, and perseverance. • By emphasizing student enthusiasm, we see a school community where students are confident, inspired to achieve, and recognized as stakeholders, and who exhibit appreciation, respect for self, and a positive attitude.

By promoting parent, school, and community involvement, we see a school community whose members work collaboratively in creating and encouraging responsible role models and demonstrate an awareness of others' rights and needs.



Date	Event	Time
8/30-9/1	Varsity Soccer Tournament	
9/4	Labor Day	
9/5	Superintendent's Conference Day/1st Day of School	
9/6	Modified Soccer Practice Begins	
9/7	BOE Meeting	6:30 pm
9/7-9/18	FFA Country Meat Fundraiser Student Council Homecoming T- Shirt Sale	
9/9	ACT Testing	
9/10	Grandparents Day	
9/11	Senior Class Group Photo	8 am
9/13	Staff Meeting	
9/13	PTO Meeting	5:30 pm
9/18-9/27	Booster Club Pie and Cookie Dough Fundraiser	
9/18	Fall Sports-Soccer Photos	3:00 pm
11/9	BOE Meeting	6:30 pm
11/3-11/13	Volleyball Pancake Breakfast Ticket Sale	10 am
11/3 & 11/4	Jr. High Area All State (grades 7- 9) @ Homer HS	
11/4	SAT Testing	
11/6-11/13	FBLA Food Drive	
	End of Marking Period	
	PTO Meeting	5:30 pm Elem Cafe
	Staff Meeting	
	Parent Teacher Conference Day—No Students	
11/10	Veteran's Day Observed	
11/11	Veteran's Day	
11/13	Winter JV/V Sports Begin	
11/13 & 11/14	Sr. & Jr. Class & Prom Raffle (Drawing 12/6) Musical Auditions	3:30pm-5:30pm
11/14	Red Cross Blood Drive—Jr. & Sr. Honor Society	
11/15	Musical Audition 'Callbacks'	3:30- 5:30pm
11/16	Report Cards Mailed High School Picture Re-takes Elementary School Picture Re- takes	

	Elementary Thanksgiving Luncheon	
	BOE Meeting if needed	6:30 pm
11/18	Volleyball Pancake Breakfast	10 am
11/21	Winter Sports Pictures	
11/22-11/26	Thanksgiving Recess	
11/30-12/3	NYSSMA Winter Conference	
12/1-12/15	Elementary Candy Cane Sale	
12/2	SAT Testing	
12/4-12/13	Foreign Language Fundraiser	
12/6	Sr. High School/Jazz Holiday Concert	6:30 pm
12/7	Sr. High School/Jazz Holiday Concert (Snow Date)	6:30 pm
12/7	BOE Meeting	6:30 pm
12/9	ACT Testing Community Holiday Music Performances	
12/13	Staff Meeting PTO Meeting Middle School Holiday Concert Environmental Soap Fundraiser	5:30 pm 6:30 pm
12/14	Middle School Holiday Concert (Snow Date)	6:30 pm
12/15	Mid-Marking Period	
12/18-12/22	Holiday Spirit Week	
12/20	Grades 3-5 Holiday Concert @ HS Auditorium	6:30 pm
12/21	Grades 3-5 Holiday Concert (Snow Date)	6:30 pm
12/21	Interims Mailed BOE Meeting (If Needed)	
12/25-1/1	Holiday Recess	
1/2	Classes Resume Musical Rehearsals Begin Winter Modified 2nd season begins	
1/2-4/19	Elementary Yearbook Pre-Sale	
1/4	BOE Meeting	6:30 pm
1/5	All County Middle/High Chorus Pre-Festival Rehearsal	9:30-11:30
1/9	Modified Girls Basketball Photos	
1/10	Staff Meeting PTO Meeting	5:30 pm

1/11-1/19	Middle School Food Pantry Coin Drive	
1/12	All County Middle/High Chorus Pre-Festival Rehearsal	9:30-1:30 @ Cortland HS
1/13	All County Middle/High School Chorus Festival	2 pm @ Cortland HS
1/15	Martin Luther King Day	
1/18	BOE Meeting (if needed)	
1/22-2/2	Senior Class Fundraiser	
1/23-1/26	REGENTS EXAMS	
1/26	End of Marking Period	
1/29	Second Semester Begins Report Cards mailed	
2/2-2/12	FFA Strawberry Sale	
2/2	FBLA Competition in Syracuse	
2/2 & 2/3	Sr. High All State @ Ithaca College	
2/9	Elementary Family Valentine Dance	5-7 pm
2/10	ACT Testing	
2/12-2/26	Art Club Spring Catalog Fundraiser	
2/14	Staff Meeting PTO Meeting Valentine's Day Student Council Winter Cotillion	5:30 pm 7-9 pm
2/15	BOE Meeting	6:30 pm
2/19	President's Day	
2/19-2/23	Winter Recess	
2/25	Drama Club Pancake Breakfast	
2/26-3/4	Freshmen & Sophomore Spaghetti Dinner Ticket Sale (3/7)	
3/1	Mid-Marking Period	
3/4-3/13	FBLA Kayak Raffle (Drawing 3/15)	
3/4 or 3/5	All County Middle/High School Band Clinic	
3/5	Junior Parent Night	7 pm
3/7	Interims Mailed BOE Meeting Freshmen & Sophomore Spaghetti Dinner	6:30 pm
3/9	SAT Testing	

3/11-3/14	Musical Dress Rehearsals	6:00 pm
3/11	JV/Varsity Spring Sports Begin	
3/13	Staff Meeting PTO Meeting	5:30 pm (Elem Café)
3/14-3/25	Foreign Language Ducky Derby Ticket Sale	
3/14	PI Day	
3/15	Superintendent's Day (No Students)	
3/15 & 3/16	Musical Performances & Jr. Class Concessions	7:00 pm
3/18	Modified Spring Sports Begin	
3/21	BOE if needed	6:30 pm
3/23	NYSSMA @ Cortland High School Levels 1-6	
3/25-3/29	Middle School Easter Egg Games	
3/26	8th Grade Parent Night	7:00 pm
3/27	All County Elementary Chorus Festival @ McGraw	
3/29	Good Friday	
3/31	End of Marking Period Environmental Soap Fundraiser Easter	
4/4	BOE Meeting (If Needed)	6:30 pm
4/5	End of Marking Period Pre-K & Kindergarten Registrations Due	
4/8-5/17	Grades 3-8 ELA, Math & Science Grades 6-8 dates--(ELA-4/9-4/10) (Science 8 5/1) (Math 5/7-5/8) State Assessments PTO Meeting	5:30 pm
4/10	Staff Meeting Interims Mailed	
4/12 & 4/13	NYSSMA @ ESM All State Auditions ACT Testing BOCES Vote & BOE Meeting All County Jazz & Elem. Band @ Homer HS	6:30 pm
4/18 or 4/30	5 & 6 ^{Grade} Career Day	
4/22-4/26	Spring Recess	
4/24	Administrative Professionals Day	

4/29-5/9	Sophomore BBQ Raffle	
5/2	BOE Meeting	
5/4 or 5/11	Booster Club Bottle and Can Drive	
5/4	SAT Testing	
5/6-5/10	Staff Appreciation Week BOE Meeting & Budget Hearing	
5/7	Scholarship Committee Meeting Honor Society Blood Drive	
5/8	Staff Meeting PTO Meeting	
5/9	Sr High School/Jazz Spring Concert & Art Show	
5/9-5/17	Clay Target Fundraiser	
5/10	Mid-Marking Period	
5/12	Mother's Day	
5/16	BOE Meeting if needed Middle School Spring Concert & Art Show Interims Mailed Elementary Thanksgiving Luncheon	6:30 pm
5/18	Junior/Senior Prom & After Party	
5/20-5/23	Kindergarten Screening	
5/21	Budget Vote Flags @ Cemetery (Rain Date 5/22) Grades 3-5 Spring Concert & Art Show @ HS Aud.	Noon-8 pm
5/24	No School	
5/27	Memorial Day Ceremony & Parade	
5/29	Elementary Spring Concert— Grades 1 & 2 & Art Show	
5/30	Music Awards	
6/1	SAT Testing McGraw Block Sale	
6/4	Algebra I Regents Dairy Parade	
6/5	Extracurricular Calendar Meeting	6:30 pm

	Academic Awards/Senior Recognition/Honor Society Induction—grades	
6/6	BOE Meeting Kindergarten VIP Breakfast	6:30 pm 8:30 am
6/7	Middle/High School Yearbook Slide Show & Field Days Elementary Student Council End of Year Celebration Senior Trip (Tentative)	
6/8	ACT Testing	
6/12	Staff Meeting PTO Meeting	5:30 pm
TBA	BOCES Graduation/ Awards	6 pm
6/13	Senior Graduation Walk @ Elementary School Senior Mystery Trip (Tentative)	
6/13, 6/16 & 6/22	End of Marking Period (Grades 9-12-6/13) (Grades 7-8-6/18)(Prek-6-6/25)	
6/14; 18-26	Regents Exams	
6/16	Father's Day	
6/17	Pre-K "4" Graduation	2 pm
6/19	Juneteenth	
6/20	BOE Meeting (if needed)	
6/21	Graduation BOCES Graduation/ Awards Elementary Field Days	6:30 pm 6 pm
6/24	Elementary Family Fun Night	
6/25	Elementary Awards & Field Days	9 am
TBA	Kindergarten Concert	
TBA	Golf???	
TBA	Graduation Rehearsal (mandatory)	1-2:30 pm
6/26	Rating Day/Professional Development Report Cards mailed	

Board of Education Meeting Dates 2023 — 2024:

The Board of Education will generally meet on the 1st Thursday of each month, and the 3rd Thursday if necessary. The following are the tentative dates:

- September 7th
- October 5th
- November 2nd
- December 7th
- January 4th
- February 1st
- March 7th
- March 21st (if needed)
- April 4th
- May 2nd (also Budget Hearing)
- May 16th
- June 6th

Faculty Meetings:

Faculty meetings will be held on the second Wednesday of each month at 3:10 p.m. in the cafeteria. The dates are established for the year to avoid conflicts with other meetings and personal commitments. All teachers are required to attend the monthly faculty meetings and remain for the duration, unless prior approval is obtained from the principal. Efforts will be made to keep the meetings informative and brief.

Meeting dates for the 2023 — 2024 school year:

- September 13, 2023
- February 14, 2024
- October 11, 2023
- March 13, 2024
- November 8, 2023
- April 10, 2024
- December 13, 2023
- May 8, 2024
- January 10, 2024
- June 12, 2024

Department Meetings:

Meeting dates for the 2023-2024 school year:

- September
- February
- October
- March
- November
- April
- December
- May
- January
- June

Emergency Closings:

In the event of a school closure, the superintendent makes the decision and notifies administrators around 6:00 a.m. The information about school closures is announced on the following radio and TV stations starting at 6:30 a.m.:

Radio:

- WHXC (101.5) - Homer
- WNTQ (93Q) - Syracuse
- WYXL (Lite 97) - Ithaca

Television:

- News 10 NOW
- WBNG 12 — Channel 12 Binghamton
- WIXT 9 - Channel 9 Syracuse
- WSTM 3 — Channel 3 Syracuse
- WTVH 5 - Channel 5 Syracuse

Address Change:

If you have a change of address or phone number, please inform the office to update records for mailings and emergencies.

Elementary Open House:

The Elementary School Open House will be held on September 27, 2023, from 6:00 p.m. to 7:30 p.m. Teachers should be present in their classrooms during this time to provide curriculum information, expectations, and grading policies to parents.

Standards of Performance:

The Faculty Handbook and notices distributed throughout the year are considered Standards of Performance. Teachers should be familiar with the contents of the Faculty Handbook.

Professional Conference Requests and Guidelines:

1. Teachers requesting to attend professional conferences should complete the conference request using My Learning Plan. The request will go through initial approval by the principal and then to the Superintendent of Schools for final approval or rejection based on available grant funds. The conference requests should be submitted at least two weeks in advance.
2. Teachers are responsible for registering for the conference accurately and should plan for their absence by submitting a leave request and requesting a substitute if necessary.
3. Within one week of returning from the conference, a summary should be completed on My Learning Plan.
4. Teachers may occasionally be asked by the administration to attend a conference.

Submitting Forms, Reports, Grades, etc., On Time:

During the school year, teachers will be requested to complete various forms, reports, and grades related to student management and the instructional program. It is expected that these forms, reports, and grades will be submitted on the indicated due dates. Every effort will be made to minimize the number of reports and forms.

Progress Reports/Report Cards/Conferences:

The dates for progress reports, report cards, and conferences are as follows:

Progress Reports/Report Cards/Conferences

**If a student has been in attendance for 3 or more weeks of a quarter, please add grades and comments to his/her report card.

OCTOBER	6 th - End of 5 week marking period 11 th - Progress reports due 12 th - Progress reports mailed
NOVEMBER	3 rd - Report Card System 8 th - End of 10 Week marking period 9 th - Parent Teacher Conference 10 th - Report Cards System Closes @ 3:00pm 13 th - Report Cards corrections open 15 th - Report Cards corrections close @ 3:00 pm 16 th - Report Cards sent home
DECEMBER	15 th - End of 15 week marking period 20 th - Progress reports due to the office 21 st - Progress reports mailed
JANUARY	19 th - Report Card System opens 26 th - End of 20 week marking period 26 th - Report Card System closes 29 th - Report Cards Corrections open 30 th - Report Corrections close
FEBRUARY	1 st - Report Cards sent home
MARCH	1 st - End of 25 week marking period 6 th - Progress reports due to the office 7 th - Progress reports mailed 29 th - Report Card System opens
APRIL	5 th - End of 30 week marking period 5 th - Report Card System closes 8 th - Report Cards Corrections open 9 th - Report Cards Corrections close @ 3:00 PM 11 th - Report cards sent home

MAY	10 th - End of 35 week marking period 15 th - Progress reports due to the office 16 th - Progress reports mailed
JUNE	14 th - Report Card System opens 21 st - Report Card System closes 24 th - Report Cards Corrections open 25 th - Report Cards Corrections close @ 3:00 PM 26 th - End of 40 weeks marking period 26 th - Report Cards Issued

Parent Teacher Conferences:

Parent-teacher conferences for all Pre K — 5 students will be held at least once a year in November at the end of the ten-week marking period. Parents or teachers may request a conference at any time during the school year if necessary.

Teacher's Attendance/Absence:

Teachers are expected to arrive at school by 7:55 a.m. and their day officially ends at 3:15 p.m. Teacher Assistants and Teacher Aides should adhere to their scheduled work times. All absences need to be submitted via the online leave request system. If an absence is known in advance, it should be reported to Jessyca Doran during the school day or by contacting Troy Bilodeau between 4:00 p.m. and 9:00 p.m. or between 5:45 a.m. and 6:45 a.m.

Substitute Teacher Evaluation:

Following an absence from school, teachers can obtain a Substitute Teacher Evaluation form from the main office to provide feedback on the effectiveness of the substitute teacher. Substitute teachers may also complete an evaluation form, which can be left in the main office or in the classroom for the teacher's return.

Substitute Teacher Evaluation

School: McGraw Elementary School

Grade/Subject Area:

Evaluation of:

YES	NO	
		1. Handled the subject matter competently?
		2. Followed my instructions satisfactorily?
		3. Seemed to have maintained discipline?
		4. Left the room and materials in good order?
		5. Would you be satisfied to have this teacher substitute for you again?
		6. Left a good written report?

COMMENTS:

Classroom Teacher _____

Date _____

McGraw Elementary School

Substitute Teacher Report

Date(s) of Substitution _____

Grade/Subject Area _____

Classroom Teacher _____

Substitute Teacher _____

Yes	No

1. The lesson plans were complete and understandable.
2. Student work assignments were readily available and well-organized.
3. Classroom procedures, emergency information, and the daily schedule were provided.
4. Special Education student needs were identified.
5. The students were polite, cooperative, respectful, and orderly.
6. Were there any specific behavior problems? **If yes, please describe below.

COMMENTS:

Signature: _____ Date: _____

**Please complete this form and return it to the main office or leave it in the classroom for the teacher.

Student Teachers

The use of student teachers, including library media interns, requires approval from the administrator. Guidelines for student teachers are available in the main office.

Student Attendance

Accurate recording of attendance is essential. Each teacher must keep accurate records and report all attendance to the main office.

1. Attendance and lunch orders should be taken at the beginning of each day (8:15 a.m.).
2. The attendance report and lunch orders must be sent to the main office no later than 8:30 a.m. each morning.
3. If a student arrives after 8:15 a.m., they should report to the main office, and the time of arrival will be noted. Students can eat breakfast if they arrive before 8:15 a.m., and they will be given time to eat in the cafeteria but no later than 8:25 a.m.
4. When a student returns to school after being absent, they should have a written excuse stating the reason for the absence. The excuse should be sent to the health office for recording.
5. When a student is excused for part of a day, they should bring a written note to the main office, and the student's name will be listed on the attendance summary report.
6. No student should leave the school building without being signed out by a parent or guardian. If a student is leaving with someone other than a parent or guardian, administrator approval must be sought.
7. When a student becomes ill during the school day and is sent home, the time of departure will be recorded in the health office.
8. If a bus is arriving late, the office will notify the faculty. Follow the normal procedure in the absence of any notification.
9. Only the school nurse and the school principal are allowed to ask a parent to take a child out of school.

McGraw Central School Comprehensive Attendance Policy

A. Objectives

1. Accurately track student attendance, absence, tardiness, and early departure.
2. Ensure sufficient student attendance for meeting education standards.
3. Track student location for safety and parental notification purposes.

B. Definitions

1. Scheduled instruction: Every period a pupil is scheduled to attend during a school day.

2. Absent: The pupil is not present for the entire period of scheduled instruction.
3. Tardy: The pupil arrives later than the starting time of scheduled instruction.
4. Early departure: The pupil leaves prior to the end of scheduled instruction.
5. Excused: Absence, tardiness, or early departure with a valid school-approved excuse.
6. Unexcused: Absence, tardiness, or early departure without a valid school-approved excuse.

C. Coding System

A coding system is used to indicate the nature and reason for a student missing all or part of scheduled instruction.

D. Incentives

Strategies and incentives are implemented to encourage student attendance, including minimum attendance requirements, and recording attendance accurately.

Teacher Planning

Teachers are responsible for educational planning, including goal setting, daily planning, and implementing effective instructional strategies. Planning should consider curriculum, student-centered activities, assessment, materials, research, evaluation, and student, parent, and teacher feedback.

Testing Program

Standardized testing is administered in grades 3, 4, and 5. Prior notification of these tests is sent home to parents.

Classroom Discipline

Establishing and maintaining appropriate student behavior is the responsibility of the teacher. Proven techniques include setting clear expectations, treating students with respect, maintaining self-control, obtaining students' attention, preparedness, clear communication, and timely disciplinary actions.

Unauthorized Student Exit

If a student leaves the building without permission, the main office should be contacted immediately. Teachers should not chase after students but provide details to the main office.

Supervisory Duties

During supervisory assignments, staff should actively supervise students and avoid socializing, grading papers, reading, or using cell phones.

Morning Supervision

Arrival supervision is from 8:00 a.m. to 8:15 a.m. Staff should oversee the front walkway and building entrance, ensuring the safety of students entering the building.

Afternoon Supervision

Dismissal supervision starts at 2:50 p.m. until all walkers have departed school property. Supervisors should ensure that students exit the building safely and in an orderly manner.

Outdoor Instruction

All elementary classes should meet in their assigned room unless specific authorization has been obtained from the principal. If using outside space, the office should be informed.

Textbooks

Textbook selection is important and involves input from teachers and administrators. Textbooks are school property and should be recorded on the Textbook Record Sheet. Teachers must collect all books from students at the end of the year and report any lost or damaged books to the main office.

Lunch Room Supervision

The adults assigned to lunchroom duty have the primary responsibility of maintaining order and providing a comfortable environment for students to consume their lunch. To facilitate this, the following guidelines should be followed:

1. Be punctual for lunchroom duty, treating it with the same importance as a classroom session.
2. Supervisors are responsible for maintaining basic order in the cafeteria, serving line, and immediate cafeteria area.
3. Teachers must ensure that students are dropped off and picked up at the designated times.

Hall Supervision

Maintaining appropriate behavior in the hallways is the responsibility of everyone in the school. Teachers at all grade levels should monitor their students' behavior while they move throughout the building.

District Phone System

The primary purpose of the phone system is for official school business. Personal calls to teachers should not interrupt classes unless it is an emergency. Messages will be transferred to voicemail or left in the teacher's mailbox. Students should only be allowed to use phones in case of an emergency.

Copy Machines/Copying Procedures

The photocopier machine in the faculty room is for staff use, while the machines in the main office and district office are for clerical use. Each staff member has a limited number of copies, so they should be used wisely. Additional copies cannot be provided. If there are any issues with the copy machine, contact the Technology Department and submit an IT work order. Avoid attempting to fix paper jams if you are unsure how to do so.

Staff Mailboxes

Staff members are assigned individual mailboxes with combination locks, located outside the main office. These mailboxes are essential for distributing materials and relaying messages. Staff members should check their mailboxes in the morning before 8:00 a.m., during midday (as bus notes are placed in mailboxes before lunch), and before leaving at the end of the day. Classroom keys should be left in the mailbox at the end of each day for emergency purposes. Consider using a separate keychain for your namebadge, if necessary.

Announcements

Announcements are made at 8:20 a.m. each day. Generally, announcements should not interrupt class periods, except in emergencies or if deemed necessary by the administration. Teachers who have announcements to submit should let the office know what needs to be announced.

Posters

Any posters displayed in the school buildings must receive approval from an administrator. The number of posters and their content will be determined at the discretion of the administrators. If a poster announces an event date, it should be removed by the organizing party within 24 hours after the event.

Students Entering the Faculty Room

Students are not permitted in the faculty room area at any time. If you need to meet with individual or small groups of students, it should be done in a classroom or another appropriate location. Faculty members should not provide students with soda or snacks from the vending machine located in the faculty room.

Requests for Custodial/Maintenance Services

Requests for repairs or maintenance should be submitted for administrative approval using the Que Center/Work Order Request system. Avoid contacting custodians directly unless it is an emergency. Proper channels should be followed to ensure efficient handling of repair or maintenance tasks.

Use of School Buildings and Facilities

Any group or organization requesting the use of school buildings and/or facilities must complete an Events Request on the Que Center/Work Order Request system. For classroom activities during school hours, they should be requested on the Que Center system. Additionally, notify Derrick Dexter if the oven needs to be turned on. It is recommended to submit requests at least two weeks in advance for proper approval and availability.

Visitors

The school encourages parents and community members to visit the schools and classrooms. However, certain limits must be set to ensure a conducive learning environment. The building principal is responsible for all individuals in the building and on the grounds. The following rules apply to visitors:

1. Anyone who is not a regular staff member or student of the school or program is considered a "visitor."
2. All visitors must report to the office of the building principal upon arrival, be approved by the raptor system, and wear a visitor's identification badge while in the school or on school grounds.
3. Visitors attending open-to-the-public events, such as parent-teacher organization meetings, are not required to register.
4. Parents/guardians and community members should make prior arrangements for specific purposes like meeting with a teacher or visiting a child's classroom on special occasions.
5. When parents arrive to pick up a child, they should report to the main office to sign out the student and should not wander through the building to find their child.
6. Parents are encouraged to make appointments to discuss individual matters with teachers.
7. Any unauthorized person on school property will be reported to the building principal and asked to leave. School personnel have the responsibility and authority to question visitors about their reasons for being in the building, and the police may be called if necessary.
8. All visitors should abide by the rules for public conduct on school property, as outlined in the code of conduct.

Surveys

Participation in educational surveys may be appropriate but requires prior approval from the principal. Not all surveys may be in the best interest of students and the community.

Late Buses

Late buses for after-school enrichment activities will run on Tuesdays and Thursdays, picking up elementary students at 4:00 p.m.

Parking/Traffic Guidelines

Each staff member is assigned a parking place. General guidelines for parking and traffic include:

1. Fire lanes must be kept clear at all times.
2. Follow all traffic signs.
3. Passing a stopped bus, regardless of its location or lights, is illegal.
4. No unmarked parking area is designated exclusively for faculty.

Assembly Programs

Student assemblies will be scheduled at various times throughout the year. Efforts will be made to accommodate daily schedules, ensuring that no grade or class misses a special. Special area teachers will supervise their scheduled class if an assembly occurs during that time period.

Students with Disabilities

The district is committed to providing a free and appropriate public education to every disabled student. Students with disabilities will be identified, evaluated, and provided with appropriate educational services. These services are covered under the Individuals with Disabilities Act (IDEA) 1975, Section 504 of the Rehabilitation Act-1973, and the Americans with Disabilities Act (ADA) 1990. All referrals for services should be directed through the principal, and the Committee on Special Education will handle the evaluation and planning process.

Child Abuse and Neglect

All school district personnel are required to report suspected cases of child abuse in accordance with state law. Suspected cases should be reported to the principal, counselor, or nurse. There is a specific procedure for reporting, which includes oral and written reports to the appropriate authorities within 48 hours.

Student Suspension

Suspension, whether in or out of school, is a disciplinary action taken for serious or chronic incidents. Parents or guardians are involved in addressing the problem and finding a solution. Future disciplinary incidents may result in a hearing before the superintendent and possible suspension from instruction.

Faculty will be notified of suspensions and are expected to provide assignments for the suspended students.

Educational Field Trips

Educational field trips can contribute to students' educational growth and enrichment. Prior approval and budget planning are required for all educational field trips. Teachers requesting transportation for a field trip should complete the transportation request form at least two weeks in advance. Some guidelines to consider when planning field trips include:

- Ensuring the trip aligns with the curriculum and enhances the student's education.
- Sharing the planning with students, faculty, and parents well in advance.
- Outlining the important material students will be studying and what they can expect to observe on the trip.
- Determining departure, arrival, and return times in advance, with administrative approval.
- Assigning at least one adult (parent) chaperone for each trip.
- Ensuring students follow transportation rules on buses and behave appropriately throughout the trip.
- Requiring field trip permission slips signed by parents/legal guardians.
- Holding students accountable for the school district's Code of Conduct.
- Supervising student behavior on the bus and addressing any discipline issues.
- Requiring all children to leave and return as a group, with no unauthorized pickups.
- Setting expectations for eating on the bus and addressing unexpected situations with common sense.
- Conducting head-counts regularly and addressing any potential hazards or dangerous situations promptly.
- Emphasizing the importance of safety and the responsibility of all chaperones to ensure student well-being.
- Reminding students not to leave personal belongings on the bus, as the school district is not responsible for lost or damaged property.

Guidelines for Field Trip Chaperones

All chaperones should adhere to the school's Code of Conduct. Non-school personnel chaperones should be limited, with school staff preferred. Some guidelines for chaperones include:

- Establishing a routine for student bathroom access and communicating it to all adults and students.
- Conducting frequent head-counts to ensure all students are within sight and not left alone at any time.
- Reporting any physical altercations between students immediately to staff.
- Prioritizing student safety and promptly addressing any hazards or potentially dangerous situations.
- Recognizing and fulfilling shared responsibility in ensuring the safety of all students during the trip.

Sample Field Trip Letter

Dear Parents and Guardians,

Your child's class will be participating in an upcoming field trip to _____[destination] on _____[date]. In order to insure a worthwhile experience for all, each student is expected to follow appropriate safety rule and good conduct practices during this time. After completing the information below, please have your child return the form to his/her classroom teacher.

Thank you for your support.

Sincerely,

Walking Field Trip Permission Slip (Sample)

Dear Parent or Guardian,

From time to time during the school year a classroom may participate in a "walking field trip". Examples of these field trips are: Lamont Memorial Library, Community Building, Post Office or the High School Building. The trips would all be within a reasonable walking distance from the elementary building. Notification and pertinent information about these "walking field trips" would be sent home with your child and also listed on the monthly menu/calendar.

A permission slips is attached below for you to provide your permission for you son's/daughter's participation in these "walking field trips". These will be kept on file with your child's teacher for use during the school year. Please complete and sign the permission slip below and return to school as soon as possible. By signing below, you agree to have your son/daughter participate without explicit written notification.

Thank you

Student's Name: _____

Signature of Parent/Parental Relationship: _____

Teacher's Name: _____

Date: _____

Music Lessons

Music lessons are an integral part of the music program. Students enrolled in band will be required to participate in weekly lessons.

Band Teacher Responsibility:

- Distribute a rotating schedule of the music lesson schedule to staff and students.
- Inform students of their music lesson time and explain the expectation of required attendance. Remind students that they are required to notify their classroom teacher prior to attending this lesson.
- Inform students that they should discuss any expected absences from their scheduled lesson prior to the lesson in question.

Classroom Teacher Responsibility:

- Note lesson dates of your students. It is the classroom teacher's responsibility to have recorded why the student was not in class. Students are not penalized for classroom time missed due to music lessons.
- Do not question the students or make them feel that your class takes precedence over the music lesson; let the students know that they are responsible for assignments given that day. Occasionally a classroom assignment is difficult to make up. If it is extremely important for a student to attend a class, please take the time to share this concern with the music/band teacher, and a make-up lesson may be able to be arranged.
- Allow the student to make up any in-class assignments done the day of the music lesson.

Library Media Center

The school library media center is staffed by a Library Media Specialist (Librarian). The librarian collaborates with faculty and staff to support and enhance classroom curriculum studies using various resources. These resources include the professional and general collection housed within the school library, the OCM BOCES School Library System's professional collection, and the Inter Library Loan service which provides access to all school media centers within the OCM BOCES district, and the many resources that include but are not limited to videos/compact discs, streamed videos/audios, kits, etc. offered by the Curriculum Resource Center. The librarian is also available for co-teaching in the classroom and/or the library media center.

In addition to providing the above-stated resources, the librarian strives to teach students the necessary skills to become a 21st Century Learner through the standards set by the American Association of School Librarians (AASL) and encourages students to become lifelong learners and readers.

Book Room

Teachers have access to a wide variety of sets of books in the book room and staff room work area. These materials are for instructional purposes and are not to be given to students to take home.

Internet Access

Classroom-based internet access is available in most classrooms of the McGraw Central School District. Staff members will be responsible for student supervision. Any questions or concerns should be directed to Kevin Solan, Technology Director, or Amanda Erxleben, LAN Tech via a technology request. The link for this request can be found on the district's web page under Staff — Que Center/Work Order Request.

In order to guide students in the appropriate use of the Internet, students must submit a permission form signed by the parent/guardian. The classroom teacher should keep a list of students who have not returned the appropriate form for Internet use.

Students of the school district are expected to abide by the rules and regulations described in the school district Internet policy. This policy can be found in the Parent Handbook. Any violation of this policy will result in a loss of Internet privileges and possibly all computer privileges as per the District Internet Use Policy.

Professional Ethics for Teachers

A code of ethics should express the obligations, rights, and privileges of those in a profession. The success of any school program and policies of a school will be determined, to a large extent, by the degree of loyalty, sincerity, and cooperation exercised by each member of the staff. The democratic organization of the school is predicted on the principles of cooperation and broad-mindedness of its staff, as well as a willingness on the part of the school personnel to work within the scope of their code of ethics and philosophy of the school.

A code of ethics should function in promoting professional growth among the teachers and administrators. Much of the unprofessional practices among school people are due to a lack of interest in and devotion to the school program. Professional ethics involves interest in and loyalty to all fellow workers.

As a basis for a code, the administration would like to see each employee of our school system adopt the following:

1. Discuss with the principal all matters pertaining to the school before expressing opinions about school matters outside the school environment.
2. Refrain from making adverse comments about any fellow worker.
3. Act in such a way that professional courtesy and respect for others will be paramount.
4. Cultivate a conscientious attitude about promptness, thoroughness, and accuracy in all work assignments.
5. Deal sympathetically, justly, and impartially with each student.

6. Confidential information should be limited to those individuals who have a need or a right to know.

Professional Ethics: Confidential Information

As educators, we are often in possession of confidential information about our students. These findings should be treated as confidential, for we owe each student and family this respect.

Information given to us in our capacity as educators must be carefully guarded so that others will not be able to use it to compound the difficulty of a child or his/her family. The information is given to the educator so that he/she may better help the student.

Not infrequently, a child confides in us a personal problem, which, though serious to him, may seem amusing to us. Should we reveal his confession to others as a cute or funny classroom incident, and should our disclosure get back to him, we may have destroyed the feeling of trust between child and teacher that each of us prizes so highly. Such disclosure of personal matters can produce psychological wounds as deep and painful as physical ones.

In order to help a student, inside information must, at times, be shared with fellow teachers, the principal, or the school psychologist. Before sharing this information, however, we should weigh with care the "hows" and "with whoms" of our sharing. We need to ask ourselves:

1. Is the sharing really in keeping with our professional concern and caring?
2. Will it produce positive results for the individual concerned?
3. Is it being done only with those who have a professional interest and in a professional manner?

The glimpses we inevitably have of the private lives of our children constitute a special trust. We must be sure that this trust is not misplaced.

Civility Statement

Each employee of the McGraw Central School District has the right to end a telephone conversation with anyone who is rude, vulgar, and/or disrespectful. However, prior to ending the conversation, the employee must first say:

"Excuse me, I am going to have to interrupt you and ask that you speak to me as respectfully as I am speaking to you; otherwise, I am going to have to end our conversation."

It is the intent that the person will calm down and speak respectfully. If not, the staff member is to hang up and alert the principal of the conversation.

Safety Rules and Regulations

Most rules for a student's behavior are common sense. The general purpose of rules and regulations is to ensure orderly behavior of students.

Listed below are rules for student behavior that should be utilized by teachers:

1. Students are not permitted in the building for school activities without supervision.
2. There will be no running in the halls or classrooms, cafeteria, etc.
3. All fire regulations must be observed, and fire protection equipment will not be tampered with.
4. When passing to and from classes, keep to the right in the halls and respect the rights of others. Talking should be kept at a whisper.
5. It is the responsibility of each teacher to supervise all students in the building or on the playground. Teachers are expected to supervise their classes.
6. There shall be no bicycle riding on school property during the school day. All bicycles will be walked up and down the walk to Academy Street. Bicycles must be kept at the designated bicycle rack near the driveway.
7. Any physical hazard or defects in equipment in the building or on the playground should be brought to the attention of the building administrator and a work order placed in the Que system.
8. There shall be no unnecessary pushing, shoving, or other roughhousing on the playground or in the building.
9. No swearing will be allowed on school property.
10. Students are to be excused from gym classes only with permission from the health office.
11. Any injury should be reported immediately to the teacher in charge and then to the health office.
12. The speed limit for all vehicles on school property should not exceed 10 miles per hour.
13. Students are not allowed to leave the building during school hours without the permission of the building administrator.
14. Throwing snowballs on school property or in the school area is prohibited.
15. Students will be expected to obey the bus driver at all times.
16. Students are not to have dangerous items of any kind.
17. Students should refrain from and discourage others from destroying or defacing school property.
18. Hard baseballs are not allowed on the playground during the school day.
19. Football (tackle or tag) is not allowed on school grounds during the day, however playing catch is acceptable.
20. Smoking or alcoholic beverages are not permitted on school property.

Accident Reporting

Student

Any accident or injury to a student under your supervision, regardless of severity, must be reported. If an emergency exists, send for the nurse immediately.

Each teacher is responsible for completing an accident report for any accident to a student that occurs while the student is under his/her supervision. This report is to be completed as soon as possible in the Health Office and no later than the end of the day on which the accident occurs. Should an accident occur after 3:15 p.m., the report must be completed on the day it occurs, and if the injury is related to athletics/sports, the report should be left in the Athletic Director's Office. If the injury is non-athletic/sports-related, the report is to be completed on the day it occurs and left in the Health Office.

Please be advised that if any accident is not reported within 24 hours after it occurs, insurance coverage may be jeopardized.

The nurse will send the district copy to the Principal for his/her review. The Principal will forward it to the Superintendent on the same day.

All teachers should be aware of their responsibilities under the Liability Laws.

Teacher

Any accident or injury to an employee must be reported immediately, regardless of the seriousness of the injury.

Each teacher is responsible for completing an accident report for incidents he/she may have and, if possible, secure another teacher as a witness.

Injuries to the staff (including non-teaching personnel) that occur while performing a school function, on school grounds or away, must also be reported immediately to the nurse and the Principal. Accident report forms must be completed at that time in the Health Office. All accidents and/or injuries to staff that require medical attention will be reported by the nurse to a Workman's Compensation Board. This report must be mailed within ten days of the accident.

Bus Drill Schedule

Below you will find the dates and times of this year's bus drills. Students who normally ride buses will have their drill before arriving at school. Students who walk or are dropped off at school will participate in the drills during the school day. An announcement will be made when the drill is to begin (approximately 8:40 AM).

DATES:

- Thursday, September 8th
- Thursday, November TBD
- Thursday, April TBD

*Teacher Assistants/Aides will accompany students to the drill.

Procedures for McGraw Central School Bus Drills:

1. As the buses arrive at the High School, the first bus in line will pull up to the yellow line next to the gym door and proceed with the bus drill.
2. The next two buses in line will also conduct their bus drill.
3. As these buses complete the drill, the High School students may enter the building, even if it is prior to 7:55. These buses will then proceed to the Elementary School to unload students.
4. The next three buses in line will move forward until the first bus is at the yellow line next to the gym door; they will proceed with their bus drill. When completed, the High School students will enter the building, and the buses will continue to the Elementary School.
5. The last bus in line will pull forward to the yellow line and stop to conduct their bus drill. When completed, allow the High School students to enter the school and proceed to the Elementary School.
6. The first two buses that arrived at the Elementary School will proceed back to the High School to do the bus drill with High School walkers and students brought to school by their parents.
7. The last two buses that are at the Elementary School will stay there to conduct the bus drill with the Elementary walkers, students brought to school by their parents, and Head Start students.

Emergency Procedure Chart

A Staff Quick Reference Guide to Emergency Response has been developed to outline emergency procedures for:

- Bomb Threat
- Evacuation/Fire
- Lockdown
- Severe Storms
- Medical Emergency Response Plan/Emergency Response Team Members

This chart is to be hung on the hook located on or near the door in each room within the building. Please take the time to familiarize yourself with the procedures for all situations.

Emergency Exit Windows

Windows marked Rescue Window are **NOT** to be blocked. These windows are for emergency exit.

Emergency Procedures

An emergency procedure sign stating evacuation procedures is placed in each classroom.

Building Principal Responsibility During Emergencies

The building principal will be responsible for the safety of the employees and students during those time periods that follow the evacuation of the school building. He/She must be available to teachers and other staff members outdoors and also serve as the contact person for the central office administrator(s) involved with the evacuation, search, and relocation of the students to temporary shelters.

Fire Drill Process

McGraw Elementary School

Please review this with your students the 1st week of school. This includes each staff member in each room in the building. We are mandated to have a drill the 2nd week. See designated room and exit list on the back.

Shared Procedures:

1. Students immediately push in chairs, move to the door, close windows, and shut the door.
2. Teachers bring a class list.
3. In a straight quiet line, classes proceed to the designated exit using both sides (doors) of the exit.

Varied Procedures:

Via varied routes, all classes and staff will report to the front parking lot. This refers to the middle driveway in between the concrete and grass barriers.

Designated Exit Area:

Front East Exit Rooms	North Exit Rooms	Front West Exit Rooms	Back West Exit Rooms	Cafeteria Doors Rooms
4	1	15	22	Cafeteria
5	2	16	23	Staff Room
6	3	17	24	
7	12	18	25	BACK EXIT
8	13	19	26	Kitchen Staff
9	14	20	27	Maintenance
10	34	21	28	

11	36		29	
	64		32	
	Nurse		33 A/B	
	Library		PE	
	Office			

1. After leaving through the designated exit assigned, proceed to the front driveway.
2. People designated to exit via the front or North exit should walk directly to the lot and form lines parallel to the dividers, with 3 classrooms in a row parallel to one another.
3. People exiting from the East exit should proceed on the sidewalk to the lot and line up directly behind the classes closest to the front entrance. There will be 3 rows of individual classes.
4. People exiting from the West exit should proceed on the sidewalk to the lot and line up directly behind the classes closest to the front entrance. There will be 3 rows of individual classes.
5. Homeroom teachers, if your class has a special, the special area teacher will escort students during the drill. However, you should find your class to assist with attendance. Special area teachers (art, music, library, PE) are responsible for the class they have at the time of the drill.
6. Support staff should stay with the classroom they are currently with.
7. All other staff should stand directly in front of the building.
8. The principal will come to the homeroom teachers and ask for head counts and the location of missing students. Amy Cortez and Jessyca Doran will look to locate all visitors and staff not with homerooms.

When all are accounted for, students and staff will be directed back to the classroom they had left.

Fire Drills/Building Evacuation

Fire drills are the common reason for building evacuation; however, there could be a number of reasons for evacuation. In some instances, the fire alarm is not to be used. If there is a PA announcement requesting that the building be evacuated, please follow the steps below:

Emergency Evacuation

Have students line up and file out of the building in an orderly fashion, lining up on the front field (Creative Playground) as shown:

1. Take student attendance lists with you to report any missing students to the staff person who circulates to each teacher for this reason.
2. Any student not with their classroom will be delivered to their line.
3. "Door Guards" should report to designated stations, see that doors are closed and no one re-enters, and then report to the front field.

4. "Door Guards," faculty, and staff not assigned to a homeroom should report to the front field and wait for further directions.
5. Jessyca Doran should take the radio to report any absences and give additional directions as appropriate (e.g., to board buses). Start at the 5th grade and move to the center to take attendance.
6. Amy Cortez should start with Kindergarten and move to the center to take attendance. Report to Jessyca Doran.
7. Students should not be dismissed to parents unless cleared by the office staff or temporary satellite office located near the evacuation site. In the event of an emergency, it will be extremely important to keep an accurate record of students signed out to pre-approved adults. Remember to stay calm and explain that this is for the safety of all, including their children. Direct them to the satellite office; the location will be determined at the time of evacuation.

Building Evacuation

Student Supervision by Teachers and Staff during Evacuation

Those teachers with an assigned class of students will be responsible for maintaining control and order by remaining with those assigned students throughout the entire evacuation procedure.

As in the case of fire drills, teachers assigned to classes are expected to take a register or list of students enrolled in his/her class and immediately take attendance. In the event that a teacher or other staff member responsible for a group or class of students finds that a student is unaccounted for, the building principal should be advised immediately.

It should be understood that all other options that might be used, such as locating the students on buses or relocating the students to another facility during the evacuation procedure, will still involve teachers being responsible for maintaining control and order of the students assigned to them.

People who do not have student supervision responsibilities should report to their evacuation site. Those personnel will be assigned supervisory responsibilities by the building principal or coordinators.

All building personnel will follow the building's current fire drill procedure with regard to accounting for students being evacuated from the building. Inquiries from the news media will be referred to the Superintendent.

Evacuation Sites

The occasion may arise when students have to be evacuated from the school building during inclement weather. If weather conditions are severe, more injury may be incurred by the students from the disaster drill or disaster event. For this reason, it is necessary to pre-plan an alternative shelter for the students.

- A. The alternative shelter plan must be prepared on an individual school basis.
- B. The shelter must be pre-planned and tested if possible.

C. The organization of the shelter plan must include faculty supervision, communication, and accountability of the student and staff population.

D. If only the Elementary School building must be evacuated:

- Students and staff will exit the building in a safe and orderly manner.
- Students will exit the building through the same exits as in a fire drill and follow the sidewalks or parking lot/road to the sidewalk along Academy Street and walk to the High School.
- Upon entering the High School building, students and staff should proceed to the gymnasium. Students and staff will remain there until the Elementary has been cleared for re-entry, or a decision has been made by administration to go home.

E. If Both McGraw Elementary and High School Buildings Must Be Evacuated:

- The superintendent will inform both principals immediately that the building will be evacuated simultaneously.
- The transportation Supervisor will immediately begin to contact as many drivers as possible to return to the bus garage.
- Students and staff will exit the building in a safe and orderly manner.
- Teachers will take their class roster with them to account for all students.
- If the weather is inclement or if clearing the building is expected to be lengthy, the superintendent will make the decision to transport students to predetermined alternate locations.
- Available drivers will be dispatched to designated pickup points.

Please note that these emergency procedures are subject to change based on the specific circumstances and guidelines provided by local authorities and the school administration.

The Following is a list of locations for an evacuation. Students will exit the building using the fire drill exits and then proceed to the following locations.

McGraw High School
Bennett Street Fields
Baptist Church

Community Center
BOCES McEvoy Center
Methodist Church