

McGraw Elementary School



2023-2024 Parent Handbook Grades PK – 5

McGraw Central School District
10 West Academy Street
McGraw, NY 13101
607-836-3600
www.mcgrawschools.org

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September 6, 2023

Dear McGraw Elementary Families:

Welcome to the 2023-2024 school year! Please take some time to look through the McGraw Elementary School Parent Handbook. This document will provide you with important information regarding different aspects of our school as well as some of the policies. It is important that you become familiar with the contents. Additional information can be found on our website www.mcgrawschools.org or on our district calendar.

It is our hope that every student has a positive school experience. A strong home/school connection is important. We urge you to contact your child's teacher if you have any questions or concerns. You can contact our staff members through class dojo (they will set this up with you), emails, or phone calls. All classrooms have voicemail, so messages can be left and the teachers will respond after their classroom duties are fulfilled.

Please remember to check your child's take-home folders each night as they may contain important information or items that may need to be returned to school. We also encourage families to read with their children as often as possible, and to promote good study habits to ensure student success.

Lastly, just a few reminders about our parking lot:

- 1.) Be mindful of the no parking zones- the area directly in front of the building and the area directly behind the visitor spaces along the light poles. Do not park in these areas.
- 2.) The drop off and pick up area is outlined on the map on page 6. This is an important map to follow to keep the flow of traffic moving.

We look forward to a great school year. If you have any questions or concerns please contact the Main Office at: 607-836-3650.

Sincerely,



Mrs. Susan Prince

Elementary School Principal

2023- 2024 School Calendar

September 5	Superintendent's Conf. Day	March 15	Superintendent's Conf. Day
September 6	First Day of School	March 29	Good Friday
October 9	Columbus Day	April 8-10	ELA Assessments
November 9	Parent Conferences/ No school for students	April 22-26	Spring Recess
November 10	Veteran's Day	May 6-8	Math Assessments
November 22-24	Thanksgiving Recess	May 27	Memorial Day
December 25-29	Christmas Recess	June 19	Juneteenth- School Closed
January 2	Classes Resume	June 26	Rating Day
January 15	Martin Luther King, Jr. Day		
February 19 – 23	President's Day/Winter Recess		

McGraw Elementary School Day

7:45 AM.....	Doors Open
8:00 – 8:15 AM.....	Buses Arrive
8:15 AM.....	Tardy Bell
8:20 AM.....	Classes Begin
10:45 – 12:30 PM.....	Lunch Periods
2:50 PM.....	Walkers Dismissed
2:55 PM.....	Bus Dismissal

Parents and students please note: **THE SCHOOL BUILDING OPENS FOR STUDENTS AT 7:45 AM.** Student arrival to school should be between 8:00 and 8:15 daily. **PARENTS MUST NOT ALLOW STUDENTS TO ARRIVE AT SCHOOL EARLIER THAN 7:45 AM AS THERE IS NO SUPERVISION OF STUDENTS.** Thank you for your cooperation in this matter of importance.

Testing Program

The standardized testing program used in the elementary school is administered in grades 3, 4, and 5. Students in Grades 3, 4, and 5 are administered the English/Language Arts and Mathematics Assessments, and Grade 5 Science. Notification of these tests is sent home prior to the test date.

Early Dismissal of Children

In the event that it is necessary for a parent/guardian to pick up a student prior to regular dismissal, a written note from the parent or guardian must be received by the school. When arriving at school to pick up a student, the parent or guardian must report to the office. The classroom teacher will be notified, and the student will report to the office to meet his or her parent/guardian. To ensure safety, no student will be released to the custody of an individual who is not the parent/guardian, without permission from the parent/guardian.

If the student needs to be sent home from school, every effort will be made to contact the parent/guardian. If the parent/guardian is unable to be reached, the school will contact someone from the emergency information form. It is the parent/guardian's responsibility to make sure this information is up to date. New forms are distributed each year to be sure all information is current.

School Closings

In the event that it becomes necessary to close school because of inclement weather or other necessary reasons, the announcement will be made by the following stations: WXHC (101.5) – Homer NEWS 10 NOW

WSTM 3 – Syracuse WTVH 5 – Syracuse WIXT 9 – Syracuse

Be sure the school AND your child are advised in advance of what to do if the school has an emergency closing.

After School Notes

If a student is to change his or her daily transportation needs, a note must be submitted by the parent or guardian to the main office by 1:00pm. The note should contain beginning and ending dates and have a parent or guardian signature.

Transportation requests for purposes other than childcare will be denied. Examples of unapproved transportation include, but are not limited to, parties, meetings and after school employment.

Without a written note all children will be sent to their regularly scheduled destinations.

Transportation

Transportation on McGraw Central School District buses requires students to behave accordingly. Students must abide by all bus rules. ***Students who receive written bus referrals may lose transportation privileges if referrals persist.*** A copy of the transportation policy is provided for your review.

McGraw Central School Transportation Policy

I. 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(s) of the instructional staff, which are conducted during the normal school day, evenings, or holidays.
3. Extra-curricular transportation of a 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.

II. Eligibility:

1. The McGraw Central School District will provide transportation to and from school to all students residing outside the village limits. In addition, children who reside within 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 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 for 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 Head Bus Driver establishes bus routes, times of departure and bus stops under the supervision of the Business official. The Board of Education reviews and approves bus routes at the beginning of each

school year. Established bus routes may be altered to conform to changing student numbers, highway conditions and for purposes of economy.

2. The district cannot provide door-to-door pick-up and delivery for students. They may be required to walk to pick-up points. Except for reasons noted elsewhere in this policy, the district will attempt to provide pick-up points within one mile from the child's place of residence.
3. When considering routes too hazardous for bus use, and thus requiring pick-up points in excess of the mileage limitation, the following will be considered:
 - a) Winding or narrow roads, particularly in stop and pick-up areas
 - b) Steep and dangerous hills, particularly with stops at the bottom
 - c) Year-round maintenance of roads
 - d) Areas that require unsafe turning movements
 - e) Disruptions of normal traffic patterns
4. The district will take reasonable efforts to minimize the length of time that students ride on the bus. Efforts will also be made to maintain equitability by practicing "first on, first off" routing. According to this method, routes will be run so that those who get on the bus first in the morning are the first to get off in the afternoon.
5. The district will transport resident children in kindergarten through 8th 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 alternative 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.
6. 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.
7. The district shall not transport students over privately owned or maintained roads. Buses shall not use private driveways or property for turn-arounds unless the following conditions are met:
 - a) The route provides no alternative
 - b) The district has permission from the property owner
 - c) The area may be safely used at all times
 - d) The Superintendent of Schools has approved the turn-around based upon the recommendation of the Head Bus Driver.
8. The school superintendent will declare other roads temporary school bus hazard routes when the following conditions exist:
 - a) Drifting snow
 - b) Flooding
 - c) Construction
 - d) Break-up of road surface in springtime
9. Under normal conditions, no driver shall take the liberty to deviate from the assigned route without prior administrative approval. Bus drivers are authorized to temporarily change the route, student pick-up and discharge points and/or bus turn-around areas in situations where safety of students, hazardous conditions or obstacles to access by a bus pose a problem. The driver must report such temporary changes to the head bus driver immediately so that s/he may inform the affected district residents of the situation and attempt to bring about a solution.

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 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, unless there are extenuating circumstances. Under extenuating circumstances, the employee must have the written permission of the parent/guardian.

When the outdoor temperature is 15 degrees or lower, students that normally walk to school are eligible to ride the bus to and from school. The designated pick up/drop off point will be at Bill Bros. Market on the corner of North St. and Main St.

Drills

Bus 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 to school, are required to participate. Parents are encouraged to go over safety procedures with their children for bus riding and pedestrian safety.

Fire Drills are another precautionary step taken to help insure the safety of all within the school building. It is state law that each building conducts a minimum of twelve (12) fire drills annually, eight (8) prior to December of each year. Fire drill instructions are reviewed and posted in each of the classrooms.

Other drills such as lockdown, sheltering, and evacuation, are performed as deemed necessary or required by the State Education Department. It is important that all students understand the need for and follow carefully all safety rules in the classroom, on the bus, on the playground, in the cafeteria, and throughout the school.

Student Traffic

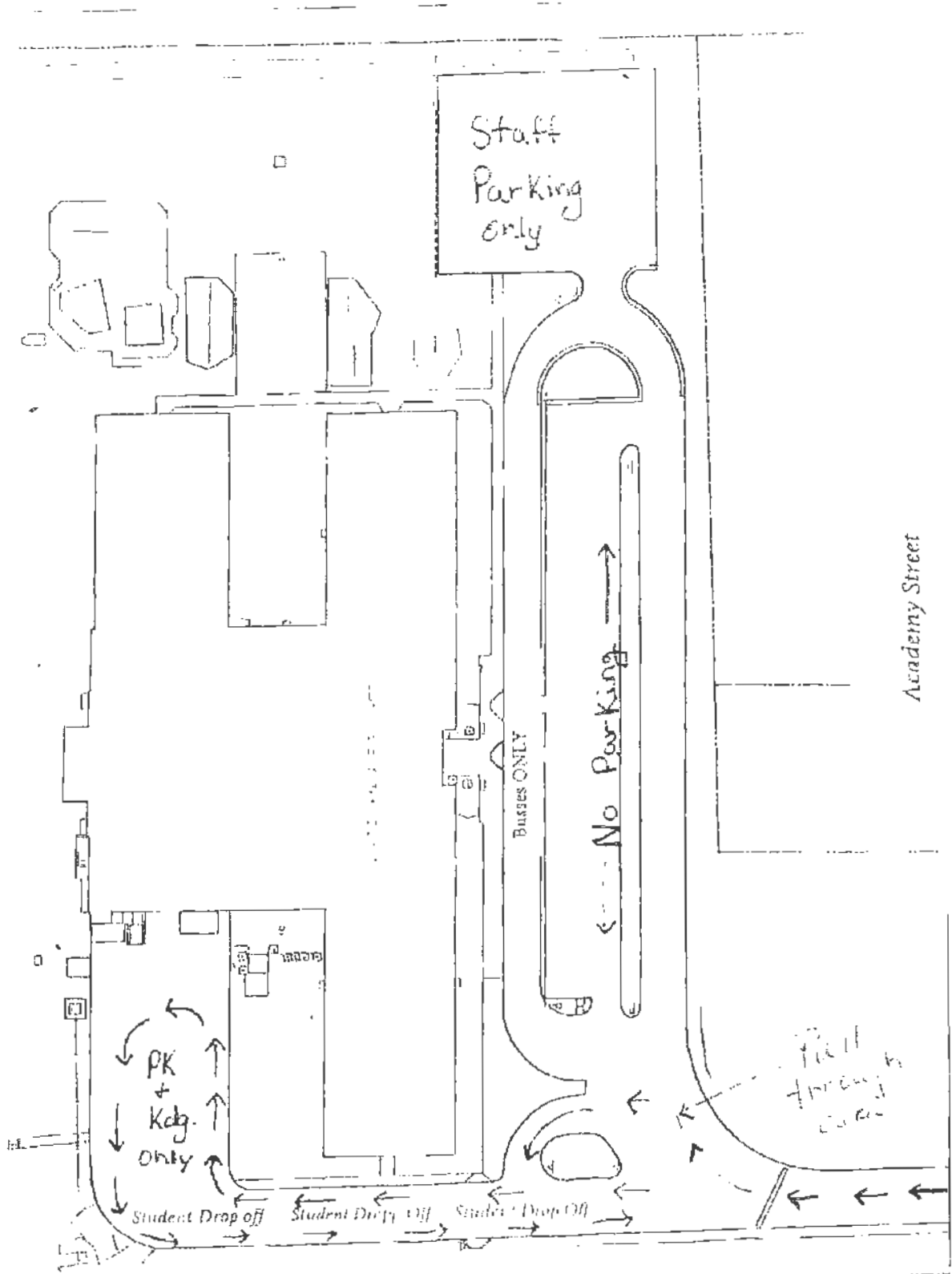
All walkers will exit the building through the East door. All other students must exit through the main doors. **These students will not be allowed to re-enter the lobby after dismissal. They should wait for siblings outside.**

School Traffic

In order to make coming to school and leaving school safer, parents will use the west parking lot for student drop off and pick up. As you face the building it is the lot to the right. Here are a few things you need to know:

- There is **NO** parking in front of the building during the school day except for visitor and handicap spots.

A map is enclosed on the following page that shows the traffic flow for drop off and pick up.



Back Lot:

Pre-K and Kindergarten Drop Off/Pick up **Only**

Side Island Pull Thru:

All Grades Drop Off/Pick Up

Attendance

All students of compulsory age in New York State in proper physical and mental condition must receive full-time instruction. It is important for your child, his or her class, and the teacher that he or she attends school on a regular basis. A student will be better able to keep up with his or her schoolwork if he or she has continuous attendance.

When a student is absent, a written excuse signed by the parent or guardian **MUST** be provided to the Health Office upon the student's return to school.

A child returning to school during the day after an appointment must check in at the Main Office and receive a class admittance slip.

It is the practice of the Health Office to attempt to call parents to notify them of a pupil absence unless the parent has already contacted the school in regard to the day's absence. Parents are encouraged to contact the Health Office in the event that a student will be absent. The Health Office can be reached at 836-3652 from 7:55 AM to 3:15 PM.

McGraw Central School Comprehensive Attendance Policy

Objectives

The objectives of the Comprehensive Attendance Policy are:

- a) To accurately track the attendance, absence, tardiness and early departure of students to and from the school;
- b) To ensure sufficient pupil attendance of classes so that pupils may achieve State mandated education standards;
- c) To track student location for safety reasons and to account to parents regarding the location of children during school hours.

Definitions

Whenever used within the Comprehensive Attendance Policy, the following terms shall mean:

- a) **Scheduled instruction:** Every period that a pupil is scheduled to attend instructional or supervised study activities during the course of a school day during the school year.
- b) **Absent:** The pupil is not present for the entire period of the pupil's scheduled instruction.
- c) **Tardy:** The pupil arrives later than the starting time of the pupil's scheduled instruction.
- d) **Early departure:** The pupil leaves prior to the end of the pupil's scheduled instruction.
- e) **Excused:** Any absence, tardiness, or early departure for which the pupil has a valid school approved excuse. Such excused nonappearance shall include: personal illness, illness or death in the family, religious observance, quarantine, required court appearances, attendance at health clinics or other medical visits, approved college visits, military obligations, absences approved in advance by the Principal, and other reasons as may be approved by the Commissioner of Education.
- f) **Unexcused:** Any absence, tardiness or early departure for which the pupil has no valid school approved excuse. Such unexcused nonappearance shall include shopping trips to the local mall, family vacation, oversleeping, skipping class, and any other absence that is not excused.

In Order to Encourage Student Attendance, the Following Strategies and Incentives Shall Apply:

Minimum Attendance

- a) A student must be noted as present at **85%** of a course's scheduled classes.
 1. For purposes of minimum attendance requirements, a student shall not be counted as present for a class if the student misses more than thirteen (13) minutes of class, whether through tardiness or early departure.
 2. Students of compulsory attendance age suspended from school instruction may not be marked as absent unless they fail to attend scheduled alternative education on that day.
 3. Students over the compulsory attendance age suspended from school instruction will be marked absent unless they have been assigned alternative education. If alternative education has been assigned, only failure to attend scheduled alternative education shall count as an absence.

4. Teachers will provide makeup work upon request.
5. Where a student has excessive absences, the Building Principal shall be responsible for reviewing attendance records, determining eligibility for makeup work for excused absences, and arranging student makeup opportunities with teachers, including deadlines.

Recording Attendance (Secondary)

- a) The teacher is responsible for accurate daily attendance and attendance records for each class.
- b) Class Tardiness
 1. Consequences for tardiness will be clearly stated in each teacher's written class expectations at the beginning of the year.
- c) When the student is approaching the halfway mark of the allowable maximum number of class absences, the teacher will complete and submit to the High School Office an Attendance Deficiency Notice. This will be mailed to the parent to alert them of their child's excessive absences.
For half year course: Seven (7) days
For full year course: Fourteen (14) days

Recording Attendance (Elementary)

Each teacher will submit a daily class attendance record for each student enrolled in his/her class. The Main Office will record the attendance for each student enrolled in McGraw Elementary. Each marking period the absences for each student will be recorded on the report card as notification to the student and parents.

- a) Parent/Guardian will be mailed a warning letter if a student accumulates ten (10) school absences/tardies in one (1) quarter.
- b) The time limit given to each student for making up work because of excessive absences in this policy is a minimum of five (5) school days. The teacher may extend this time limit, but must indicate the deadline on the Attendance Deficiency Notice.

Notice of Absences

The pupil's parent(s) or person in parental relation shall be notified of a pupil's unexcused absence, tardiness or early departure according to the following:

- a) Where a pupil has not been marked as present for scheduled instruction and the school has not been previously notified of the absence, the District shall attempt to contact the pupil's parent(s) or person in parental relation to learn the nature of the pupil's absence and notify the parent that the pupil has not arrived at school.

Disciplinary Procedures

The pupil may be subject to disciplinary procedures for unexcused absence, tardiness, or early departure, including verbal and written warnings, detentions, in-school suspensions, and loss of extra-curricular privileges, as described in the Code of Conduct.

Incentives

District teachers shall work with the Building Principal and Attendance Supervision Officer to create and implement classroom based incentive programs for excellent attendance.

Intervention Strategy Development

The Building Principal shall meet each marking period with the Attendance Supervision Officer and other administrators and teachers, as the Principal determines necessary, to review student attendance records, address identified patterns of unexcused pupil absence, tardiness and early departure, and review current intervention methods. Where the Principal determines that existing intervention policies or practices are insufficient, the Principal shall notify the Superintendent. The Superintendent will then notify the Board of Education, prior to its annual review of the building's attendance records, of both insufficient practices and any proposed changes needing Board approval to implement.

Counseling

The District shall provide consistent counseling to students with chronic attendance problems.

Attendance Supervision Officer

The Board shall designate a person as the Attendance Supervision Officer. The Attendance Supervision Officer is responsible for reviewing pupil attendance records and initiating appropriate action to address unexcused pupil absence, tardiness and early departure consistent with the Comprehensive Attendance Policy.

Student Health Services

The Board of Education recognizes that good student health is vital to successful learning and realizes its responsibility, along with that of the parents, to protect and foster a safe and healthful environment for the students.

The school shall work closely with the students' families to provide detection and preventive health services. In accordance with the law, the school will provide vision, hearing and scoliosis screenings. Problems will be referred to the parents, who will then be encouraged to have their family physician provide appropriate care.

Schools shall also provide emergency care for all the students in accidental or unexplained medical situations.

Communicable Diseases

It is the responsibility of the Board to provide all students with a safe and healthy school environment. To meet this responsibility, it is sometimes necessary to prohibit students with contagious and infectious diseases from attending school.

Physical Examination of Students

All students who are new to the district must have a physical before entering school. All students entering grades Pre K, K, 1, 3, 5, 7, 9 and 11 must also have a recent physical.

Immunization of Students

By law, all students entering or attending the school district are to present a written record of immunization against measles, mumps, rubella (MMR), polio (OPV/IPV), diphtheria, tetanus, pertussis (DPT), Hepatitis B, and varicella (chicken pox). All students 11 years old or older must receive a Tdap immunization.

Evidence of immunization against the above mentioned communicable diseases should be a physician's statement certifying that immunization has been completed.

In the case of a transfer student from another school or district, the cumulative health record shall be acceptable as proof of immunization.

There may be cases in which a student shall be exempted from the above requirements. A parent may speak to the school nurse or his physician regarding an exemption.

Administration of Medicines to Students

The Board of Education shall not be responsible for the diagnosis or treatment of student illness.

The administration of prescribed medication to students during school hours shall be permitted only when failure to take such medicine would jeopardize the health of the student, or the student would not be able to attend school if the medicine were not made available to him or her during school hours. "Medication" will include all medicines prescribed by a physician, and any over the counter medications.

Before any medication may be administered to or by a student during school hours, the Board requires:

1. The written request of the parent, which shall give permission for such administration and relieve the Board and its employees of liability for administration of medication; and
2. The written order of the prescribing physician, which will include the purpose of the medication, dosage, the time at which or the special circumstances under which medication is prescribed, and the possible side effects of the medication. Both documents shall be kept in the office of the school nurse.

Illness of Injury at School

In the event that your child becomes ill or is hurt at school, the health office will evaluate the situation and contact the parent or person in parental relationship as necessary.

In cases of illness or injury in which a student needs to leave school, the student will be sent home when the parent or a person in parental relationship has been reached and arrangements for transportation from school have been made. If the school nurse is unable to reach the parent or person in parental relationship, alternate emergency contacts will be made.

In the event of a serious injury or illness, appropriate first aid will be provided by the health office, and the parent or person in parental relationship will be contacted. It is then the responsibility of the parent or person in parental relationship to seek medical treatment for the child. If the parent or person in parental relationship cannot be reached, or if the injury is extremely serious, the health office may have the student transported to the nearest emergency room by ambulance.

Each student should have an emergency release form for Authorization of Treatment on file in the health office. Please update the health office with names and phone numbers of persons who are authorized to act on behalf of the parent.

Accident Insurance

In the event of an accident, the following procedure should be followed: the accident must be reported to the health office as witnessed by the teacher in charge. At that time, the parent or person in parental relationship will be given an insurance form, which must be filled out completely. The school's accident insurance is to pick up where private medical insurance leaves off. If medical bills are in excess of the school's accident insurance, they become the responsibility of the parent. All medical bills should be submitted to the parent's own insurance carrier first. The insurance provides for accidents only; it does not provide basic hospital, basic medical or major medical insurance. It does not provide coverage for sickness. It does cover school-related accidents only after the parent's own medical insurance has been claimed against, and when claims are incurred while attending school or a school-sponsored activity. The insurance form, along with all ITEMIZED bills and an explanation of benefits from the parent's insurance carrier, must be submitted to the health office. Claims must be submitted no later than one year from the date of injury, even if treatment is not completed.

Code of Conduct

The McGraw District Board of Education ("Board") is committed to providing a safe and orderly learning environment where students may receive and McGraw Central School District personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other McGraw Central School District personnel, parents and other visitors is essential to achieving this goal.

McGraw Central School District has a long-standing set of expectations for conduct on school property and at its functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty, integrity, and the belief in the educational goals of the organization. The Board recognizes the need to clearly define these expectations for acceptable conduct on McGraw Central School District property, identify the possible consequences of unacceptable behavior, and to ensure that discipline when necessary is administered promptly and fairly. To this end, the Board adopts this Code of Conduct ("code").

Unless otherwise indicated, this code applies to all students, school personnel, parents and visitors when on McGraw Central School District property, when attending a McGraw Central School District function, or (in the case of extracurricular participants), any time or any day.

The following is an abridged version of the McGraw Central School Code of Conduct. If you would like a copy of the policy in its entirety, please contact the Elementary School Main Office.

Student Rights and Responsibilities

A. Rights

1. Students have the right to pursue an education in an atmosphere that is safe and conducive to learning.

2. Students have the right to enroll in any available program of study which best meets their needs and abilities as per the established criteria.
3. Students have the right to be respected on the merits of their attributes as individuals.
4. Students have the right to procedural due process guaranteed by the United States Constitution and New York Education Law prior to disciplinary action taken against them.
5. Students have the right to freedom of speech and expression, which does not interfere with educational process or infringe upon the rights of others.
6. Students have the right to freedom from discrimination relative to participation in curriculum offerings, athletics and extra-curricular activities.

B. Responsibilities

1. Students will conduct themselves with respect toward self, fellow students, teachers and others.
2. Students will strive to reach their potential in all areas.
3. Students will follow the directions of the faculty and administration at all times.
4. Students will fulfill all classroom obligations.
5. Students will show respect for school property and for the property of others.
6. Students will demonstrate good conduct and positive attitude at all times in all school activities.
7. Students will dress in an appropriate manner for school activities.

Student Dress Code

All students are required to give proper attention to personal cleanliness and to dress appropriately for McGraw Central School District programs and activities. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other McGraw Central School District personnel should reinforce acceptable attire, and help students develop an understanding of appropriate appearance in the educational setting.

A student's dress, grooming, and appearance shall:

1. Be safe, appropriate for a healthy learning environment, modest, and not disrupt or interfere with the educational process. Pajamas and other common sleepwear are not appropriate.
2. Include pants with a waist size no more than two inches wider than the student's actual waist and a belt to keep the pants at waist height at all times.
3. Include safe footwear at all times. Hoverboards are also prohibited in school buildings and on school grounds.
4. Ensure that underwear is completely covered at all times.
5. Not contain offensive illustrations or promote disruptive or demoralizing values. It shall not include items that are vulgar, obscene, libelous, or that denigrate others on account of race, color, religion, ancestry, national origin, gender, sexual orientation, or disability.
6. Exclude extremely brief, tight, and see-through garments, such as tube tops, crop tops, muscle shirts, net tops, halter tops, narrow straps, plunging necklines (front and/or back), shirts, skirts, and shorts of a length unacceptable to school personnel. Shirts must cover the midriff at all times.
7. Also exclude extremely bulky garments to prevent concealing of any item.
8. Not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.
9. Not include the wearing of hats or sunglasses in the school building, except for a medical or religious purpose, or where it is part of a uniform. Hats and other head coverings are to be removed upon entering the building and placed in lockers until the end of the school day.

Each building principal shall be responsible for informing all students and their parents of the student dress code at the beginning of the academic year and at any time when revisions to the dress code are made during the academic year.

Any student who violates the student dress code shall be required to modify his or her appearance by removing the offending item and replacing it with an acceptable garment. Repeat offenders will suffer more extreme penalties.

Prohibited Student Conduct

Students may be subject to disciplinary action from McGraw Central School District programs when they:

A. Engage in conduct that is disorderly.

Examples of disorderly conduct include but are not limited to:

1. Running in hallways.
2. Making unreasonable noise.
3. Using language or gestures that are profane, lewd, vulgar, or abusive.
4. Obstructing vehicular or pedestrian traffic.
5. Engaging in any willful act which disrupts the normal operation of the McGraw Central School District community.
6. Trespassing. Students are not permitted in any McGraw Central School District building, other than the one they regularly attend, without permission from the administrator in charge of the building.

B. Engage in conduct that is insubordinate.

Examples of insubordinate conduct include but are not limited to:

1. Failing to comply with the lawful directions of teachers, McGraw Central School District administrators or other school employees in charge of students or otherwise demonstrating disrespect.
2. Lateness for, missing or leaving McGraw Central School District property without permission.
3. Skipping detention.

C. Engage in conduct that is disruptive.

Examples of disruptive conduct include but are not limited to:

1. Failing to comply with the lawful directions of teachers, McGraw Central School District administrators or other McGraw Central School District personnel in charge of students.
2. Being late for school or class.
3. Being unprepared for class
4. Use or display of electronic devices such as cell phone, CD player, headset, Palm pilot, Playstation DS, iPods, MP3 players, and hand-held games during school hours. Student possession of such items is strongly discouraged. The security of such electronic devices is the sole responsibility of the owner.
5. No cell phone use on school buses to and from school except athletic trips and other trips that return to school after school hours. The phone use should be for contacting parents only.

D. Engage in conduct that is violent.

Examples of violent conduct include but are not limited to:

1. Committing or **threatening to commit** an act of violence (such as hitting, kicking, punching, biting, spitting, and scratching) upon a teacher, administrator or other McGraw Central School District employee, another student, or any other person lawfully on McGraw Central School District property.
2. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on McGraw Central School District property or at a McGraw Central School District function. "Weapon" means a gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, metal knuckle knife, box cutters, cane, sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other instruments that can be used to cause physical injury or death.
3. Displaying what appears to be a weapon.
4. Threatening to use any weapon.
5. Intentionally damaging or destroying the personal property of a teacher, administrator, other district employee or any person lawfully on McGraw Central School District property, including graffiti or arson.
6. Intentionally damaging or destroying school district property.

E. Engage in any conduct that endangers the safety, morals, health or welfare of others.

Examples of such conduct include but are not limited to:

1. Lying to McGraw Central School District personnel.
2. Stealing the property of other students, McGraw Central School District personnel or any other person lawfully on school property or attending a school function.
3. Acts of sexual harassment as defined in the McGraw Central School District sexual harassment policy.

4. Hazing or initiation into any teams or groups.
5. Acts of coercion, bullying and verbal or physical harassment of students, staff, and/or visitors.
6. Selling, using, or possessing obscene material.
7. The use or possession of a lighter or other incendiary devices.
8. Smoking or possession of a cigarette, cigar, pipe or using chewing or smokeless tobacco.
9. The use, possession, sale, gift or consumption of any drug, inhalant, controlled substance, alcoholic beverage or any instruments for the use of such items or being under the influence of either. "Illegal substances" include inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs".
10. Inappropriate use of sharing medication (over-the-counter and/or prescription) or nutritional supplements. The nurse is prohibited by law from dispensing medicine except by a doctor's prescription and directions to the nurse. New York State Law requires all medicine must be locked in the health office. Students who need to have access to medication in school are to leave it with the school nurse. The medication must be brought to the school in the original container with the label intact and legible. The school nurse may administer the medication if the parent submits a written request accompanied by the physician's statement indicating the frequency and dosage. Students who are in the possession of medication, but have not followed the directions described above shall be warned for the first offense. For succeeding offenses s/he will be disciplined according to the Code of Conduct. Students who distribute such medication to others will be considered as distributing drugs illegally.
11. Public displays of affection while on school property that are excessive and/or found to be offensive.

F. Engage in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on McGraw Central School District buses, to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated. Students waiting for buses when not on school property are expected to conduct themselves in accordance with the McGraw Central School District code of conduct.

G. Engage in any form of academic misconduct.

Examples of academic misconduct include but are not limited to:

1. Plagiarism.
2. Cheating.
3. Altering a grade, or other student record, on paper or in electronic form.

Disciplinary action will be progressive. Penalties will range from:

Verbal warning, lunch detention, after school detention, in-school suspension, out of school suspension – (detentions/suspensions may vary from 1 – 5 days).

Chronic or severe infractions may result in a referral to a Superintendent's Hearing which may result in an extended out of school suspension.

Reporting Violations of the Code of Conduct

Any student observing or having knowledge of a student possessing a weapon, alcohol or illegal substance or potential violent act on McGraw Central School District property or at a McGraw Central School District function shall report this information immediately. This shall be reported to a teacher, a McGraw Central School administrator, or a McGraw Central School District employee. Students withholding this information or providing misinformation will be held accountable for their actions. Any weapons, alcohol or illegal substances found shall be confiscated immediately, followed by notification of the parent of the student involved. Appropriate disciplinary action will be taken and referral made for prosecution.

Disciplinary Procedures and Penalties

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

A. Penalties

1. Verbal warning – any member of the McGraw Central School District staff
2. Written notification to parent – bus driver, teacher, teacher aide, administrator, McGraw Central School District staff

3. Detention – teachers, principal, superintendent
4. Suspension from transportation – principal, superintendent
5. Short-term or long-term suspension or removal from social or extra-curricular activities – principal, superintendent
6. Suspension of other privileges – principal, superintendent
7. Supervised instruction – principal, superintendent
8. Removal from classroom – teachers, principal, superintendent
9. Short-term (five days or less) suspension from school – principal, superintendent, board of education
10. Long-term (more than five days) suspension from school--superintendent, board of education
11. Permanent suspension from school – superintendent, board of education

B. Procedures

The amount of due process a student is entitled to before a penalty is imposed will depend on the type of penalty being imposed. In all cases, regardless of the penalty imposed, the McGraw Central School District personnel authorized to impose the penalty must let the student know what misconduct the student is alleged to have committed, and must investigate the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the McGraw Central School District personnel imposing the disciplinary penalty in connection with the imposition of the penalty.

Students who are to be given penalties other than a verbal warning are entitled to additional rights before the penalty is imposed. These additional rights are explained below:

1. **Detention:** Teachers, principals and the superintendent may use after school detention as a penalty for student misconduct in situations where removal from the classroom or suspension would be inappropriate. Detention will be imposed as a penalty only after the students' parent has been notified of the penalty and the student has appropriate transportation home following detention.
2. **Suspension from transportation:** If a student does not conduct himself/herself properly on a bus, the bus driver is expected to bring such misconduct to the building principal's or designated administrator's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the building principal or designated administrator. In such cases, the student's parent will become responsible for seeing that his or her child gets to and from school safely. Should the suspension from transportation amount to a suspension from attendance, McGraw Central School District will make appropriate arrangements to provide for the student's education.
A student subjected to a suspension from transportation is not entitled to a full hearing pursuant to Education Law 3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the building principal or designated administrator to discuss the conduct and the penalty involved.
3. **Suspension from extra-curricular and athletic activities and other privileges:** A student subjected to a suspension from extra-curricular activities or other privileges is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent or guardian will be provided with a reasonable opportunity for an informal conference with the McGraw Central School District official to discuss the conduct and the penalty involved.
4. **In-School Suspension:** The Board recognizes that the school must balance the need of students to attend school and the need for order in the classroom to establish an environment conducive to learning. As such, the Board authorizes building principals, program supervisors, and the superintendent to place students who would otherwise be suspended from school as the result of a code of conduct violation in "in-school suspension." "In-school suspension" is the temporary removal of students from the classroom and their placement in another area of the school building designated for such a suspension where students will be provided with comparable educational materials.
A student subjected to an in-school suspension is not entitled to a full hearing pursuant to Education Law 3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with a district official to discuss the conduct and the penalty involved. Students on in-school suspension will not be allowed to participate in school activities occurring during the regular school day, such as assemblies, pep rallies and field trips, or any after school activities until 8:00 a.m. of the following school day. When a student is on in-school suspension, parental phone contact will be made by a school district employee in a timely manner.

5. **Teacher Removal of Disruptive Students:** A disruptive student is defined as a student who, despite previous intervention strategies, has failed to comply with classroom expectations and interferes with classroom instruction and/or learning.
6. **Suspension from School:** Suspension from school is a severe penalty, which may be imposed only upon students who are insubordinate, disorderly, violent or disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare of others.

Discipline of Students with Disabilities

The Board of Education recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problem behavior. The Board also recognizes that students with disabilities enjoy certain procedural protections whenever McGraw Central School District authorities intend to impose discipline upon them. The Board is committed to ensuring that the procedures followed for suspending, removing or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by applicable laws and regulations.

Student Searches and Interrogations

The Board of Education is committed to ensuring an atmosphere on McGraw Central School District property and at McGraw Central School District functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the district code of conduct.

Before searching a student's belongings, the authorized McGraw Central School District official should attempt to get the student to admit that he or she possesses physical evidence that they violated the law or the district code or get the student to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought.

Whenever practicable, searches will be conducted in the privacy of administrative offices and students will be present when their possessions are being searched.

A. Student Lockers, Desks and other School Storage Places

The rules in this code of conduct regarding searches of student belongings do not apply to student lockers, desks and other school storage places.

Students have no reasonable expectation of privacy with respect to these places and McGraw Central School District officials retain complete control over them. This means that student lockers, desks and other McGraw Central School District storage places may be subject to search at any time by McGraw Central School District officials, without prior notice to students and without their consent.

B. Documentation of Searches

The official performing the search shall be responsible for promptly recording the information.

The administrator shall be responsible for the custody, control and disposition of any illegal or dangerous item taken from a student. The administrator shall retain control of the items, unless the items are turned over to the police.

C. Police Involvement in Searches and Interrogations of Students

McGraw Central School District officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials, however, have limited authority to interview or search students in McGraw Central School District buildings or at McGraw Central School District functions, or to use McGraw Central School District facilities in connection with police work. Police officials may enter McGraw Central School District property or a McGraw Central School District function to question or search a student or to conduct a formal investigation involving students only if they have:

1. A search or an arrest warrant
2. Probable cause to believe a crime has been committed on McGraw Central School District property or at a school function, or
3. Been invited by McGraw Central School District officials.

Before police officials are permitted to question or search any student, the administrator shall first notify the student's parent to give the parent the opportunity to be present during the police questioning or search. The principal or supervisor will also be present during any police questioning or search of a student on McGraw Central School District property or at a McGraw Central School District function.

Students who are questioned by police officials on McGraw Central School District property or at a McGraw Central School District function will be afforded the same rights they have outside the school.

Visitors to the Schools

Schools are a place of work and learning, which is why certain limits must be set for such visits. The building principal is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to McGraw Central School District property:

1. Anyone who is not a regular staff member or student of the school or program will be considered a "visitor".
2. All visitors to the McGraw Central School District facility must report to the office of the building principal upon arrival at the school. There they will be required to sign the visitor's register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds.
3. Visitors attending McGraw Central School District functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
4. Parents/guardians and community members must make prior arrangements to:
 - meet with a teacher
 - visit a child's classroom on a special occasion
5. Parents are expected to make appointments to discuss individual matters with teachers.
6. Any unauthorized person on school property will be reported to the building principal. Unauthorized persons will be asked to leave. The police may be called if the situation so warrants.
7. All visitors are expected to abide by the rules for public conduct on McGraw Central School District property contained in this code of conduct.

CHARACTER EDUCATION

Dignity for All Students Act – Effective July 1, 2012

Intent: *The Dignity for All Students Act* amends Education Law to put in place procedures for the creation of school environments free of discrimination and harassment. This law is effective July 1, 2012.

Under the Dignity Act, there are currently 11 protected classes, groups, or characteristics. The Dignity Act prohibits any discrimination based on actual or perceived characteristics. Individuals in Public Schools in New York State are protected from discrimination, harassment and persecution on the basis of actual or perceived:

- Race
- Color
- Weight
- National Origin
- Ethnic Group
- Religion
- Religious Practice
- Sex
- Gender
- Sexual Orientation
- Disability

Protection is not limited to the groups or characteristics listed above. For example, individuals are protected if they are harassed because of their socioeconomic status even though "socioeconomic" is not explicitly listed. An individual harassed for their height in either direction or their accent or speech style would be considered protected even though "height" and "accent" are not explicitly listed. The intent of the Dignity Act is to protect ALL individuals in schools.

Personal Possessions

Certain toys and entertainment products need to be saved for home leisure time. There is often confusion in trading these items, lending them, and stress in misplacing them. We ask that the following remain at home:

- Electronic games or equipment: such as iPods, iPads, cell phones, electric games, etc.
- Trading or collector cards of any kind
- Any item over the value of \$5.00

The following will result should children forget to respond to this policy:

- First indiscretion – teacher will hold the item and return at day's end
- Second indiscretion – principal will hold item for parent to pick up

The school district cannot and does not assume responsibility for the personal belongings of students. Items of value, or items that cannot be replaced, should not be sent or brought to school.

Cell Phones

As stated in the Code of Conduct, the use or display of any electronic communication device is prohibited during school hours.

Telephone

There is a telephone in the office for students to use in case of an emergency. The use of the phone for other purposes is not encouraged as an attempt is made to develop independence in the children.

Lost and Found

A lost and found area is kept outside of the Health Office. If a child loses an item, please encourage him or her to check in the lost and found box. It is a great help to school personnel if students label all personal items.

Animals

For humane reasons, animals and other pets may be brought to school for only a short period of time. A child must obtain permission from his or her teacher prior to bringing the animal. All animals must be leashed or in a cage or box from which they can't escape. Considerations will be given only to animals currently vaccinated and with proof of certification against rabies.

School Meal Program

Breakfast is served from 7:45 to 8:15 AM. Students may get breakfast as long as they arrive **before 8:15 AM**. Breakfast includes milk, juice, cereal, toast or bagel. Students are required to take a minimum of two breakfast items.

Lunch periods are scheduled for 30 minutes for elementary students. Lunch periods are supervised, and students are expected to conduct themselves in a well-behaved manner. Lunch includes milk, an entrée, bread, fruit, and a vegetable. Students are required to take a minimum of three lunch items. We encourage students to consume the foods they have selected.

ALL STUDENTS enrolled at McGraw Elementary School or McGraw MS/HS are eligible to receive a healthy breakfast and lunch at school at **NO CHARGE** to your household each day, of the 2023-2024 school year. No further action is required of you. Your child(ren) will be able to participate in these programs without having to pay a fee or submit an application.

Please make special note; if your child brings lunch, only individual bag lunches are allowed. Lunches purchased elsewhere for consumption in the cafeteria are not allowed due to their impact on the school lunch program. Microwave lunches are also not allowed.

Parent and School Groups

Parent and School Groups exist at the elementary school to bring the home and school into closer relationship. They develop a united effort to provide extra opportunities for our children throughout the school year. Parental support is encouraged and is a necessary component of our elementary school.

Safety Patrol

In support of our students, a safety patrol program is in place at the elementary school. The program consists of a core of students under the supervision of faculty advisors. Patrols are stationed at key locations on school grounds. The program is designed to assist children in developing and using safe pedestrian habits.

Curriculum

Teachers will follow curriculum as directed by the NYS Standards. A comprehensive Character Education program of lifelong guidelines and life skills will be promoted.

Homework

When a student is absent for two or more days, a parent may request homework for the time missed. This request is to be made by 10:00 am. Homework will be available for pick up in the main office between 3:00 and 3:30 pm. Homework will NOT be collected for vacations.

Students in grades Pre-K-5 may be given homework; regular independent assignments are more frequent in grades 3-5. Completing homework builds a sense of accomplishment and increases confidence. Thank you for understanding and reinforcing the following:



Homework:

- Prepares students for new and higher learning.
- Teaches students to work independently.
- Aids students in the development of responsibility and self-discipline.
- Assists in the evaluation of student progress.

Time Period:

- Except for special projects, homework should take approximately 15 – 20 minutes for Kindergarten and 1st grade students, 30-40 minutes for 2nd and 3rd grade students, and 45-60 minutes for 4th & 5th grade students.
- If a child is consistently spending more time than this, there may be problem that should be discussed. Parents should contact the child's teacher to discuss the matter.

Student Responsibility:

- Listen to understand assignment(s).
- Complete agenda and take necessary materials home with it.
- Complete homework as assigned to the best of his or her ability.
- Complete homework neatly and completely.
- Return homework on time.
- Complete any homework missed due to absence or involvement in another activity.

Teacher Responsibility:

- Check student understanding during instruction.
- Provide homework examples.
- Monitor agenda is completed and materials are prepared to take home.

Parental Involvement:

- Help children organize their time wisely to allow for participation in other activities, completion of household chores, and fulfillment of homework responsibilities.
- Contact the teacher as soon as possible with concerns or problems.

Library

All students in grades Pre K-5 visit the Library. Students may check out books, work on research topics, or select a videotape for overnight loan. A collection of books and videotapes are available for parental use as well.

It is helpful to the child, parent, and school if borrowed materials are kept in a safe place at home and returned to school on their due dates.

Book fairs and Author Visits are additional activities that help extend the library's purpose of instilling a love of reading and learning along with the skills necessary to find and communicate information.

Lost or Damaged Books

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. The parent 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 parent 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 parent and a copy will be retained by the main office in case the lost book is later found.

Physical Education

All students in grades Pre K-5 are scheduled for physical education classes. In grades PK-5 the students are required to have sneakers for gym.

Elementary Intramurals

After-school activities are scheduled for students in grades 4 and 5 during the school year. In the fall a soccer program runs for approximately 6 weeks. During the winter months a basketball program is conducted. Activities include boys and girls and are instructional. Students are taught to improve skills and appreciate team sports. Sportsmanship is emphasized.

Instrumental Music Lessons

Instrumental music lessons are offered to all students in grades 4 and 5 who are interested. These lessons are under the direction of the instrumental teacher and are scheduled on a weekly basis during the school year. Any interested students will have an opportunity to participate in this program. An informational night is scheduled during the month of September. Instruments are either available from the school on a limited basis or can be acquired through a rental purchase plan arranged by the school.

Snacks

Some classroom teachers ask parents to provide a snack for the children. Snacks are not provided by the McGraw Central School District. Teacher discretion will direct if a snack is allowed.

In addition, birthdays are often observed. Parents may wish to provide refreshments for the occasion. It is requested that parents contact the classroom teacher to make the necessary arrangements. We are unable to pass out party invitations in school for two reasons:

1. A Family and Educational Rights and Privacy Act (FERPA) prevents us from giving out addresses, phone numbers, email addresses, and other personal information.
2. We promote feelings of social acceptance so there is a safe and comfortable environment for your student. Students that cannot be included for understandable reasons may feel rejected.

When sending in snacks or refreshments that are not easily eaten by hand, please consider sending plates and/or utensils for serving and eating (ie. an uncut cake).

School-Wide Celebrations

On occasion, the building as a whole recognizes the importance of an event through a special assembly or simultaneous classroom activities. In the past, elementary students have enjoyed school-wide activities such as student-centered concerts, classroom parties, and Field Days.

Field Trips

During the course of the year, students may take field trips that are associated with subjects they are studying. These trips are an integral part of the educational experience. Information regarding field trips is sent home with

students near the time of the event. Parental permission must be received before a student can attend a field trip. All students are expected to conduct themselves according to the code of conduct established by the school.

All children who attend field trips must leave and return as a group. Parents will not be allowed to pick up children from the field trip location.

A walking field trip form for traveling to local areas will be sent home for a parent signature at the beginning of the school year. This is a blanket statement that allows students to go on walking field trips, of reasonable distance, without a special form. Parents will be notified when walking field trips are to happen.

Guidelines For Field Trip Chaperones

All Code of Conduct rules apply to chaperones. School Staff will be utilized for chaperones as much as possible.

A routine for student access to bathrooms will be established upon arrival and shared with all adults and students.

Throughout the trip, you should conduct frequent head-counts. Students should be within your sight at all times. No child should be left alone, at any time or for any reason.

If you notice any hazards or situations which you perceive may be potentially dangerous, it is your responsibility to bring those to the attention of the McGraw faculty. Concerns about safety issues should be addressed on site so that remediation may be timely. Safety is the number one priority!

If there are any physical altercations that occur between students under your supervision, these should be reported immediately to the staff.

Please remember that, although you are here to participate with your child, you share our responsibility to ensure that every child is safe, in every way, throughout the trip.



McGraw Central School District Student Internet 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 your 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.

A. Educational Purpose

1. 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.
2. 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.

3. 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.
4. 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.

B. Student Internet Access

1. All students will have access to Internet World Wide Web information resources through their classroom, library, or school computer lab.
2. Fifth 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 Principle or Superintendent.
3. 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.
4. Students may create a personal Web page on MCSD Tech System with the approval of the building principal. All material placed on your Web page must be pre-approved in a manner specified by the building principal. Material placed on your Web page must relate to your school and career preparation activities.
5. Students may not use a non-district computer to access the MCSD Tech System.
6. Students will not use an instant messenger service or program, Internet relay Chat or other forms of direct electronic communication.
7. Student will not access any web site normally blocked by the MCSD Tech System.

C. Unacceptable Uses

The following uses of MCSD Tech System are considered unacceptable:

1. Personal Safety

- a. Students will not post personal contact information about yourself or other people to the Internet. Personal contact information includes address, telephone, school address, work address, credit card information, etc.
- b. Students will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes them feel uncomfortable.
- c. 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.
- d. 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. See Code of Conduct
- e. Students will not transmit e-mail through an anonymous remailer.

2. 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.

3. System Security

- a. Students are responsible for their individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.
- b. Students will immediately notify a teacher or the Technology Coordinator if they have identified a possible security problem. Do 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.

4. 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 you are told by a person to stop sending those messages, you must stop.
- f. Students will not knowingly or recklessly post false or slanderous information about a person or organization.

5. Respect for Privacy

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

6. 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 your e-mail frequently, delete unwanted messages promptly, and stay within your e-mail quota of 15 e-mails.

7. Plagiarism and Copyright Infringement

- a. Students will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- 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.

8. 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 access inappropriate information, she/he should immediately tell their teacher or another District employee. This will protect them against a claim that you have intentionally violated this Policy.

D. Your Rights

1. 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 you are expressing.

2. Search and Seizure

- a. Students should expect no privacy in the contents of your personal files on the District system. The situation is similar to the rights you have in the privacy of your 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 your e-mail files or data files.

3. 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.

E. 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.

F. Personal Responsibility

When students are using the MCSD Tech System, it may feel that you 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. But the fact that you can do something or think you 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.

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. Complaints may also be submitted using the form available at the following website <http://www.nysed.gov/student-data-privacy/form/report-improper-disclosure>.

McGraw Elementary School Bullying Rubric- K-5

Behavior	1 st Reported Offense	2 nd Reported Offense	3 rd Reported Offense
<p>Bullying <u>may</u> include:</p> <p>Name calling Mean teasing Harassing Making fun of Mocking Pushing Grabbing Shoving Poking Tripping Kicking Play fighting Taking property Destroying property Excluding behaviors Spreading rumors Invading personal space Intentional isolating of others (shunning)</p> <p>*Any other behavior deemed bullying.</p> <p>**BULLYING INFRACTIONS WILL BE DEALT WITH BY THE PRINCIPAL.</p>	<ul style="list-style-type: none"> • Lunch Detention, a call to parent/guardian 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. • If an apology letter is completed, a copy will be sent home for the parent/guardian(s) signature and returned to the principal the next school day. • Additional lunch detentions may be assigned if the letter is not returned to school. 	<ul style="list-style-type: none"> • After school detention, a call to parent/guardian 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. • If an apology letter is completed, a copy will be sent home for the parent/guardian(s) signature and returned to the principal the next school day. • Additional lunch detentions may be assigned if the letter is not returned to school. 	<ul style="list-style-type: none"> • In-school suspension for at least one day, a call to parent/guardian 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. • If an apology letter is completed, a copy will be sent home for the parent/guardian(s) signature and returned to the principal the next school day. • Additional lunch detentions may be assigned if the letter is not returned to school. <p>**Additional offenses may result in out of school suspension as per the Code of Conduct.</p>

Elementary Faculty and Staff

UPK-3	Mrs. Amanda Skinner
Pre- K	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	Mrs. Michelle Bassett Mrs. Terri Valentine
Third Grade	Mrs. Heather Frink
Fourth Grade	Ms. Alexandra Duma Mr. Patrick Dwyer
Fifth Grade	Mrs. Kimberly Whitney
Instructional Coach	Mrs. Tricia DiFulvio Mr. Brett King
Art	Ms. Mikaella McCrone
Enrichment Gr. PK-2 Enrichment Gr. 3-5	Mrs. Marley Barber Mr. John D'Antonio
Instrumental/ Vocal Music	Mr. Joe Ford
Library Media Specialist	Mrs. Rebecca Cornell
Physical Education	Mr. Corey Wilson
Reading/ AIS	Mrs. Erin Dimorier Ms. Taylor Williams
Special Education	Mrs. Sarah Leach Mrs. Jaclyn McMullin Mrs. Caitlin Neske
Teacher Assistants	Mrs. Bethany Cutler Mrs. Brenda Hotaling

Mrs. Kara Haggood
Mrs. Katie Bilodeau
Mrs. Tammy Wilbur
Mrs. Tami Parker

Teacher Aide

Mrs. Sherri Dunham
Ms. Brittney Pouliot
Mrs. Clair Streeter
Mrs. Jessica Thompson