



# Mount Morris Central School

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*~ Dare to be Excellent ~*

## **7-12 Parent/Student Handbook**



**2018-19**

*30 Bonadonna Avenue, Mt. Morris, NY 14510*

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## Purpose

The Mount Morris Junior/Senior High team has developed the 2018-19 Handbook in an effort to promote the fostering of academic achievement, motivation, and collaboration. Your teachers firmly believe that consistent classroom practices will help you.

This Handbook will serve as a primary source for classroom expectations (and consequences), positive behavior incentives, parent contact, and all sorts of other things related to your life as a student at Mount Morris. We encourage students and families to read through the Handbook together. Take notes, ask questions, and offer suggestions!

The purpose of the Handbook is to *help* our students and their families experience growth and success throughout the school year.

## Pass Use

Across the Junior and Senior High School, students will be required to use a pass to leave the classroom. Only one student will be permitted to leave the classroom at a time. Please refer to the following steps/guidelines for using the hall pass:

- **Raise your hand and request permission to leave** → Please raise your hand at an appropriate and courteous time. Asking permission to leave should not be a distraction or interruption to instruction. Please do not attempt to negotiate permission to leave.
- **If granted permission, student will access pass and record time leaving.** Students must then ALSO use the class Sign-In/Out sheet.
- **Student should carry pass** to and from the specific destination.
- **Sign-In** when you return to the classroom.
- **Nurse:** Need to have a *Mount Morris Central Hall Pass* filled out by a teacher so the student is accounted for before going into the Nurse's Office.
- **Pre-signed passes:** Students must obtain pre-signed passes for Guidance, Principal's Office, Dean of Students, or Teacher (for Study Skills, etc.).

## Classroom Procedures

We as a Junior/Senior High team believe that consistency and high standards will drive student performance and academic success. Please follow the Entering Class Procedure below for **ALL** classes.

1. Walk through the door (single-file, no pushing).
2. Collect materials and put backpacks, purses, cell phones in their designated zones.
3. Place previous night's homework in designated area.
4. Begin warm-up.
5. When finished, sit quietly and wait for lesson to begin.

Teachers across the Junior/Senior High School will teach, practice and expect consistent entrance behaviors. In addition to a universal entrance procedure, **ALL** teachers will also follow these rules/procedures:

- “No First/Last Five” → Students will not be permitted to request permission to leave class during the *first* or *last* five minutes of ANY class.
- **Computer usage is at discretion of the teacher.**
- **Cell phones are not permitted in the classroom.**
- **The use of sealed or capped beverages are at the discretion of the teacher.**
- Energy drinks will not be permitted in the classroom.

### **Absences/Missed Work**

**Planned Absences:** If you know you are going to be absent for an extended period of time, you should:

- Bring a signed note to the Welcome Center.
- Give *each* teacher 1-week notice to compile and collect work.
- Work that is collected before an extended absence is due on the 1<sup>st</sup> day of return.
- Pick up collected work from the Welcome Center.

**Unplanned/Unexpected Absences:** Some days, you will wake up and say to yourself, “Ahhhh, I need to keep sleeping. I feel miserable!” Most of those days, get up and get to school! But on the days when something seriously keeps you out of school, it is the responsibility of all absent students to make up ALL MISSED WORK.

- Any HW/project due on the day of your absence will be due on the day of your return.
- Please refer to the class “Missed Work” bin for all absent work → This should be your first step toward locating any missed assignments.
- For help completing missed work, students are encouraged to request after school help or Intervention.
- For missed work, students will have three school days to complete and submit.
- It is the student’s responsibility to schedule any missed test/quiz within two days of return → Student must take the test/quiz within five days of return.

**OSS/ISS:** Students who earn themselves OSS or ISS are still expected to complete missed work. Missed work is due on the day of return. Students are encouraged to request after school assistance and/or Intervention for any and all lengthy absences.

### **Consequences**

<b>Infraction</b>	<b>Level of Offense</b>
Cell Phone	<ul style="list-style-type: none"> <li>● 1<sup>st</sup> Offense: Warning! Students must put phone in the designated area</li> <li>● 2<sup>nd</sup> Offense: Referral</li> </ul>
Classroom Disruption	<ul style="list-style-type: none"> <li>● 1st Offense: Warning</li> <li>● 2nd Offense: Classroom Consequence</li> <li>● 3rd Offense: Phone Call Home/Referral</li> </ul>

\*\*Any behavior that endangers the physical safety or the social or emotional well-being of any person will receive a referral and may be removed from the classroom.

## Breakfast/Lunch

Students who choose to have school breakfast must report to the cafeteria AS SOON AS THEY ENTER the building. Breakfast time must not impact 1<sup>st</sup> period instruction.

Students' breakfasts must be finished and disposed of by the morning announcements so that class can begin as scheduled.

Each student must report to the cafeteria during his/her schedule lunch time. Students have the option of buying a meal from the cafeteria or bringing their lunch.

Food may not be taken out of the cafeteria by students unless they are going to lunch detention or have a pre-signed pass from a teacher. Students are to return their trays and materials to the designated area.

## Lockers

- Each student, at the beginning of the school year, is assigned a locker and a combination lock.
- Coats, backpacks, and personal items (INCLUDING CELL PHONES) should be left in your locker.
- You should go to your locker before homeroom and during passing time; trips to lockers during class time will be very restricted.
- Do not share your locker or your locker combination with others .
- You are responsible for keeping your locker clean and unmarked.
- Lockers may be subjected to periodic inspection at the discretion of the administration.
- The school will not be responsible for any lost or stolen personal belongings.

## Study Skills

Study Skills across the Junior/Senior High School are intended to provide an opportunity to promote learning and the completion of class work. To help ensure the development and maintenance of this environment, students will be required to arrive to Study Skills with an independent reading book and any assigned homework assignments. Please follow the Study Skills procedures to provide a positive learning environment for yourself and peers. Study Skills will follow the same "No 1<sup>st</sup> or Last-Five" bathroom policy and only one student will be permitted to leave at a time. Students will be permitted to use personal technology at the teacher's discretion.

1. Enter the room with work and be seated *before* the 2<sup>nd</sup> bell.
2. Take out any pre-signed pass and wait patiently.
3. Begin any class work or an independent reading book.
4. Teacher will sign passes and dismiss students with pre-signed passes.
5. If you are leaving the room, be sure to sign-out.
6. In your seat until the bell rings to dismiss.

## Parent Portal Access

Access to the parent portal can be reached by going to <http://st.edutech.org/mtmorris/>. An email will be sent to all parents and/or guardians that have given us their email address. The email will give parents and/or guardians all necessary directions.

## Computer Access

As a Junior/Senior High team, we will attempt to grant ALL students computer access on site. Off site, students and families should refer to the Public Library hours listed below.

Off site, students and families are encouraged to visit the Mt. Morris Public Library. Library hours are:

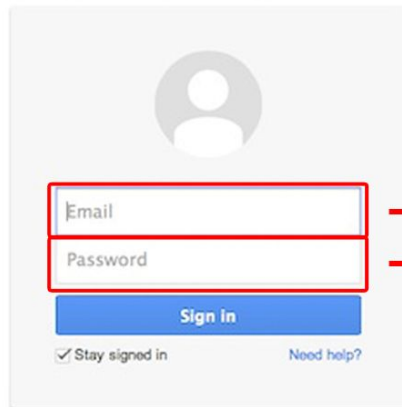
Monday	2PM-5PM
Tuesday	9-12PM & 2PM-8PM
Wednesday	CLOSED
Thursday	2PM-8PM
Friday	2PM-5PM
Saturday	11AM-3PM
Sunday	CLOSED

\*Can always call to confirm hours and holiday closings.

Students will have access to computers through computer labs and the school library. Students can request permission to use the library computers during a Study Skills period. However, students should arrive to their Study Skills with a pre-signed pass from the school librarian. Upon request, teachers may be available after school (3:15-4:15 PM) to provide further computer access.

Google  
One account. All of Google.

Sign in with your Google Account



Email

Password

Sign in

Stay signed in    [Need help?](#)

[Create an account](#)

One Google Account for everything Google



last  
name

first  
initial

birth  
year

jsmith98@student.mtmorriscsd.org

same password as computer login

## Parent/Guardian Suggestions

### Achieving Excellence:

- Promote a positive attitude about school.
- Help your student organize and prioritize his/her work.
- Make it clear that students have a responsibility to work hard in school.
- Model and promote kindness, appropriate language, and appropriate behaviors.
- Teach children to listen attentively and avoid interrupting. Model this for them.
- Teach children the importance of respect, open-mindedness, privacy and discretion.
- Encourage children to show respect and to care for others.
- Set established routines (homework, consistent bedtime, dinner, reading steps).
- Check teacher websites.

## Sports & Extracurricular Opportunities

Students are encouraged to explore the many sports and extracurricular opportunities offered by Mt. Morris Central School. It is important for students to acknowledge that academics come first, and that extracurricular

activities should not prevent students from completing academic work. Student Athletes interested in trying out for sports teams should contact the Athletic Director for more information.

Sports and extracurricular activities will not start until 3:15 PM. There may be exceptions due to unforeseen conflicts (example: sectional competition). Athletic coaches and club advisors will be present during any organized activity. Unless they have a legal excuse, students must be in attendance by the **start** of 1st period (8:02 A.M.) and be in attendance the entire day to be eligible for sports and extracurricular activities that day.

## Grading Policies

Grades are used to indicate achievement and development in each class or subject area in which a student is enrolled.

During the month of September, teachers will give students information regarding particular grading procedures, homework expectations, course outlines, and testing.

- Parents will be informed of their child’s progress at least 7 times a year (Report cards are issued quarterly, and interim reports are sent during fifth, fifteenth, twenty-fifth, and thirty-fifth weeks of school).
- The use of marks and symbols will be appropriately explained.
- Grading will not be used for disciplinary purposes.

### Grading Policy Guidelines:

The following guidelines regarding grading have been established to promote continuity in the 7-12 building:

A minimum of 70% of a student’s grade will be based on formal, standards based assessments that are summative in nature; a maximum of 30% will be based on informal, standards based assignments that are formative in nature.

$\geq$ <b>70% Assessments</b> <b><i>Formal</i></b>	$\leq$ <b>30% Checking for Understanding</b> <b><i>Informal</i></b>
Standards based tests & quizzes Common Assessments (Unit Tests) Standards Based Summative Tests (Midterms, Semester test) Large Projects (Summative) Final Draft Essays and On-Demand Writing Lab Reports Mastery Assessments Summative Presentations Demonstrations of Proficiency Portfolios	Short Standards Based Informal Quizzes (Entrance Ticket, Exit Ticket) Practice Tests Small Projects (Formative) Draft Re-Writes, RE-do Assignments Homework Practice Class work Student Involvement Class Activities Warm-Ups



## **Homework:**

At Mount Morris Central School we believe that homework enriches the academic program. We want students to feel the sense of satisfaction that comes with ‘knowing, understanding, or being able to do something better today than yesterday’ (O’Connor, 2011) As a tool in learning, homework:

- Gives student’s individual practice in the area of study.
- Creates opportunities for students to show what they know by extending or integrating their learning.
- Provides opportunities for self assessment and teacher feedback.

## **Graduation Policy and Requirements**

As per the Board of Education policy, only those students who have met all graduation requirements will be eligible to participate in the graduation ceremony. Participation in graduation practice is mandatory.

- The minimum requirement for each student is at least 250 minutes of instruction per day in each school semester as per the Board of Education Policy.
- Every pupil must be enrolled in Physical Education throughout school attendance. ½ credit per year will be given for Physical Education in order to meet a total of 2 units required to graduate.
- Pupils will have an opportunity to make schedule changes the week prior to the start of the school year. After this time, students must adhere to the drop/add policy.

## **Graduation Course Requirements**

<b>Required Courses</b>	<b>Units Required for Regents Diploma</b>	<b>Units Required for Advanced Regents Diploma</b>	
		<b>LOTE</b>	<b>5 Unit Sequence</b>
English	4	4	4
Social Studies	4	4	4
Mathematics	3	3	3
Science	3	3	3
Health	.5	.5	.5
Fine Arts	1	1	1*
Languages Other Than English (LOTE)	1	3*	1
Electives/Sequence Courses (LOTE, CTE, The Arts)	3.5	1.5 units of electives	5 units sequence (in The Arts or CTE)
<b>Total Required (minimum)</b>	<b>22</b>	<b>22</b>	<b>22.5/23.5*</b>

\*This unit of Fine Arts credit is *included* in the 5 sequence for students pursuing an Advanced Regents Diploma by the way of The Arts. Students pursuing the CTE track must earn one (1) full Fine Arts credit *in addition to* the 5 unit sequence in CTE.

### Graduation Testing Requirements

Regents Exams Required for Regents Diploma	Exams	Regents Exams Required for Advanced Regents Diploma	Exams
1 Math (Preferably Algebra I)	1	Algebra I	1
		Geometry	1
		Algebra II	1
Science	1	Science	1
Global History & Geography	1	Global History & Geography	1
English (ELA)	1	English (ELA)	1
US History & Government	1	US History & Government	1
<b>Non-Regents Required Exams (LOTE)</b>		<b>Non-Regents Required Exams (LOTE)</b>	
Checkpoint A	1	Checkpoint A	1
		Checkpoint B	1
<b>Total Exams</b>	<b>5</b>	<b>Total Exams</b>	<b>8</b>
<b>Total Checkpoints</b>	<b>1</b>	<b>Total Checkpoints</b>	<b>2</b>

### Failures

Students who fail a course must repeat the course. Students have two options: repeat the course in summer school (see Summer School policy) or repeat the course during the successive school year.

As most courses are progressive in nature, students are not allowed to “double-up” on courses. Should a student fail a course for a third time (regular school year, summer school, following school year) they may apply to the Principal for a waiver to take successive courses during the same year.

Students who fail a Regents exam but pass the course with local credit, but they will be enrolled in summer school to receive the remediation necessary to pass the exam. Students who choose not to attend summer school should consider other forms of intervention to re attempt the exam(s) in August. It is best to start each school year with the credits from the year before firmly awarded.

### Summer School Eligibility Policy

Students are encouraged to attend Summer School in order to obtain course credit for any failed classes and/or Regents Exam requirements. In the case where a student loses credit for a class because of poor attendance, the Principal will make a decision relative to eligibility for Summer School.

## Length of School Day

The school day begins at 8:02 A.M. and dismissal is at 3:05 P.M. There will be a second bus on **Monday, Tuesday and Thursday** that will depart at approximately 4:15 PM for students needing to make up work, receive extra help, extracurriculars or who are required to stay for detention.

### Bell Schedule

1	8:02 - 8:44
2	8:48 - 9:30
3	9:34 - 10:16
4	10:20 - 11:02
5	11:06 - 11:48
6	11:52 - 12:34
7.1	12:36 - 1:04
7.2	1:06 - 1:35
8	1:37 - 2:29
9	2:23 - 3:05

\*\*Grades 7-9: Lunch from 1:06-1:35, Enrichment from 12:36-1:04.

\*\*Grades 10-12: Lunch from 12:36-1:04, Enrichment from 1:06- 1:35.

## Arrival, Tardy & Dismissal Procedures

### Arrival Procedures

Students can enter the building at 7:45 AM. Students are asked not to arrive at the school prior to this time, since there is no supervision until 7:45 AM. Students who arrive early should wait in the designated area where a staff member will supervise them unless a teacher is expecting them. Students should not go to their lockers prior to 7:55 AM. Adults who wish to enter the building are required to enter through the Welcome Center.

In order to alleviate possible traffic congestion, student drop off will occur in the designated drop off area by the cafeteria. No vehicles are allowed in the bus loop. Any car that plans to park should do so in a designated parking spot only. Vehicles are not permitted to park along any sidewalk or in reserved parking areas.

### Tardy Procedures

First period occurs from 8:02 AM - 8:44 AM. Any student that enters school after 8:02 AM will be considered tardy. Students will need to enter the building through the Welcome Center. A hall pass will be issued by the secretary and the student will proceed to the appropriate classroom. Being tardy to school will carry the same consequence as being tardy to first period. **Without a legal excuse for the tardy, students will be assigned a**

detention for every three tardies. Any student without a legal excuse for a tardy will not be allowed to participate in extracurricular activities for that specific day.

## **Dismissal Procedures**

Grades 7-12 are dismissed at 3:05 PM.

## **Posters**

Students wishing to place posters anywhere in the building must have the permission of the faculty members sponsoring the activity and Principal approval.

## **Migrant Tutoring**

A tutor is available to those students who are:

- New to the district and
- Children of migrant workers.
- Children of parents involved in agriculture. Students are referred to this program by the census taker. The program is set up for students in grades K-12 to aid in the adjustment to the school setting. This program takes place during the school day.

## **B.E.S.T. Committee (Building Educational Support Team)**

Throughout the school year, teachers and/or other staff members may have concerns regarding students. These could be academic, behavioral, social, or a host of other concerns. In these situations, teachers are asked to submit a referral to the BEST committee. This committee will consist of the Principal, student's teachers, the School Psychologist, the CSE Chairperson, the School Nurse (when applicable), the student, and the student's parents/guardians. The purpose of this committee is to create an individualized plan that will help the student address the issues that have been brought forward.

## **Safety Drills**

There will be a combination of 12 drills during the school year.

### **Fire Drills**

Each room in the building has a specific route posted to exit the building in case of emergency. Teachers will inform all the students of the route during the first days of school. During fire drills, all students are to exit the building in a quick, but orderly manner. No one is to stop at a bathroom or locker. Students are not to re-enter the building until an all clear announcement is made. It is important for all students to remain silent so attendance may be taken and all students can be accounted for.

### **Shelter in Place**

Entire building population is moved to a single or multiple location in the school.

### **Hold in Place**

There may be times when we want students and staff to stay where they are for a period of time. In this circumstance a Hold in Place would be initiated. Instruction should continue; however, bells should be ignored until the Hold in Place is lifted.

### **Lockout**

A threat to safety or an incident that is occurring exists external to the building.

### **Lockdown**

There is an immediate and imminent threat to the school building population. Leaving your location is a significant risk.

## **School Security**

Mt. Morris Central School recognizes the need to maintain a safe and secure school building. Following these guidelines and procedures will assist us in carrying out this important responsibility.

- All visitors must enter the building through the Welcome Center.
- All school doors will be locked by 8:02 AM every day that school is in session.
- A buzz in access system is in place at the Welcome Center. All individuals that wish to enter the building after 8:02 AM each day must do so by ringing the bell and stating what their purpose is for entering. A speaker system is in place to communicate with school personnel.
- Visitors will be asked to present their driver's license
- School security cameras are in place at various locations of the school including the front entrance and common areas. All security cameras will be connected to a recording device that will maintain a log of activity.
- Review of security recordings will be limited to the School Resource Officer, the Principal, the Superintendent, the Dean of Students and other authorized school personnel or the Mount Morris Police department, as necessary.
- All visitors to the building must sign-in, show ID upon request, wear a visitor's pass, and sign-out upon leaving.
- Parents or others who bring items to school for students during the school day will be asked to drop off those items at the Welcome Center. The secretary will ensure delivery.
- The Principal or other authorized personnel shall investigate all unknown persons who attempt to gain access to the school building. The Mount Morris Police Department will be notified, if necessary.
- Visitors who fail to report to the Welcome Center to sign-in and/or obtain a visitor's badge will be reported to the Principal.
- Front doors will be unlocked from 2:50-9:00 PM each day for after school activities.

## **Library**

The library is a quiet cozy place where students can **explore** and **create**. Please respect our learning environment by:

- Using an indoor voice
- Allowing others privacy
- Engaging with materials that stretch your mind

If you don't have school work, please help yourself to our game library and makerspaces. We also believe that reading for 30 minutes is the best habit to have. Being a great reader will make you great at everything else!

## Dances

The following guidelines are expected to be followed:

- If a Mount Morris student wishes to bring a guest from another school, he/she must provide the name of the guest to the Principal prior to the purchasing of tickets. A check will be made to verify that the person is a student in good standing at his/her school. No guests will exceed the age of 20.
- For prom, formal dress is required.
- Any student who leaves the establishment will not be permitted to re-entry.
- As with all school related functions, the Code of Conduct will be enforced.

## Dissemination and Review

**Dissemination:** The Handbook Committee will work to ensure that the community is aware of this 7-12 Handbook by:

- Providing copies of the Handbook to all students at the beginning of each school year.
- Providing the Handbook to parents on the District Web site at the beginning of each school year.
- Hard copies of the Handbook will be available in school offices.
- Providing all employees with a copy of the current Handbook.

**Review:** The Administration may appoint an advisory committee to assist in reviewing and amending this document.

## Appendix

### Testing Dates

Students and families are strongly encouraged to add important test dates to a home calendar in an effort to guarantee student attendance for those exams. This is our nice way of saying, "Please schedule vacations or planned absences *around* state tests." Be sure to check your District Calendar for important dates such as Regents Exams, marking period end dates and report cards. Please refer to the following important testing dates for the 2018-19 schedule.

- **ELA State Tests (Grades 3-8):** April 2-4, 2019
- **Math State Tests (Grades 3-8):** May 1-3, 2019
- **8<sup>th</sup> Grade Science Performance Test:** May 22-31, 2019
- **8<sup>th</sup> Grade Science Written:** June 3, 2019
- **NYSESLAT Speaking:** April 8- May 17, 2019 (This is a *testing window*. Exact dates TBA.)
- **NYSESLAT Listening, Reading & Writing:** May 6- May 17, 2019 (Again, *testing window*.)
- **Marking Period Dates** (See District Calendar)

# EXAMINATION SCHEDULE: JANUARY 2019

Students must verify with their schools the exact times that they are to report for their State examinations.

JANUARY 22 TUESDAY	JANUARY 23 WEDNESDAY	JANUARY 24 THURSDAY	JANUARY 25 FRIDAY
9:15 a.m.	9:15 a.m.	9:15 a.m.	9:15 a.m.
English Language Arts	U.S. History & Government  Geometry	Transition Exam in Global History & Geography  Physical Setting/Physics*	Physical Setting/Earth Science  Physical Setting/Chemistry
1:15 p.m.	1:15 p.m.	1:15 p.m.	<b>Uniform Admission Deadlines</b>  Morning Examinations – 10:00 a.m.  Afternoon Examinations – 2:00 p.m.
Living Environment	Algebra I	Algebra II	

# EXAMINATION SCHEDULE: JUNE 2019

Students must verify with their schools the exact times that they are to report for their State examinations.

June 3 MONDAY	June 18 TUESDAY	June 19 WEDNESDAY	June 20 THURSDAY	June 21 FRIDAY	June 24 MONDAY*	June 25 TUESDAY	June 26 WEDNESDAY
9:15 a.m.	9:15 a.m.	9:15 a.m.	9:15 a.m.	9:15 a.m.	9:15 a.m.	9:15 a.m.	<b>RATING DAY</b>
Global History & Geography II (New Framework)*	U.S. History & Government	English Language Arts	Transition Exam in Global History & Geography	Geometry	*World Language Assessment suggested date/time: Locally developed Checkpoint A Exam	Physical Setting/ Chemistry	
	1:15 p.m.	1:15 p.m.	1:15 p.m.	1:15 p.m.	1:15 p.m.	1:15 p.m.	<b>Uniform Admission Deadlines</b> Morning Examinations: 10:00 a.m. Afternoon Examinations: 2:00 p.m.
	Living Environment	Algebra I	Physical Setting/ Earth Science	Algebra II	*World Language Assessment suggested date/time: Locally developed Checkpoint B Exam	Physical Setting/ Physics	