

Teacher Handbook

Marlboro Central School District

2022-2023



Marlboro Central School District

District & Building Administration

Superintendent of Schools - Mr. Michael Rydell
Assistant Superintendent for Technology & Personnel - Mr. Michael Bakatsias
Assistant Superintendent for Business & Personnel - Ms. Rosanne Mele
Assistant Superintendent for Curriculum & Instruction - Ms. Robin Hecht
Director of School Facilities - Mr. Lawrence M. Cavazza
Director of Food Service - Mr. Fred Callo
Director of Special Education - Ms. Meghan Febbie
Assistant Director of Special Education- Ms. Bridget Becker
Marlboro Elementary School Principal - Ms. Jena Thomas
Marlboro Elementary School Assistant Principal -
Marlboro Middle School Principal - Ms. Debra Clinton
Marlboro Middle School Assistant Principal - Mr. Demian Stanmyer
Marlboro High School Principal - Mr. Ryan Lawler
Marlboro High School Assistant Principal -

Board of Education

Mr. Michael Connors, President
Ms. Patricia Benninger, Vice President
Ms. Karen Brooks, Trustee
Mr. John Cantone, Trustee
Mr. James Mullen, Trustee
Ms. Faith Nannini, Trustee
Ms. JoAnn Reed, Trustee

Vision

Through Board of Education policy and oversight, enable the Marlboro Central School District to create an environment and reputation that is highly regarded for its academic excellence, advancement of the arts, successful and participative athletic programs, and for developing our future leaders, all resulting in continuous improvement of the community in which it operates.

Goals and Beliefs - Will Update when set

1. The Board of Education is committed to excellence. To that end, the Board of Education, in collaboration with the educational community, will evaluate policies and academic programs and commit to excellence in supporting quality programs which help students excel academically, socially, emotionally and physically. This sets an example of an evaluation cycle which fosters continuous improvement in all facets of our educational community.
2. The Board of Education is committed to managing the finances entrusted to it by the taxpayers of the Marlboro Central School District. To this end the Board will work diligently to find the appropriate balance between providing and expanding student programs in support of the districts visions and goals, and optimizing and reducing operating costs resulting in minimal or reduced tax liabilities to the community members living within our school district.
3. Continue practices that encourage and assure transparency in Board and administrative operations and communication of school district events, news and achievements through a variety of media; i.e. website, text, social media, news media, newsletters, etc.
4. Support a K-12 structure with program options at all levels that have the pathways and supports which allow students to graduate with the most advanced degree possible, with a rich array of courses on their transcript, and the highest GPA/Class rank attainable for each student.
5. The Board of Education is committed to working with the Administrative team to develop a results-driven measurement system using various sources of data to monitor and validate our programs, policies and staff investments creating the desired outcomes and driving continuous improvements.
6. Support the administrative and teaching communities in their efforts to further the understanding and use of STEM technologies within the school district, and to enable and inspire students to obtain the right skills and experiences to prepare them for STEM related academic and career paths.
7. The Board of Education understands the importance of quality leadership and values a productive relationship with its superintendent and acts on his recommendations. To that end, the Board of Education expects the superintendent to provide the highest quality, most effective teachers, administrators and other staff by recruiting, retaining and empowering excellent employees who are adept at personalizing learning experiences for students while simultaneously holding principals accountable for meaningful school improvement.

8. The Board of Education is keenly aware of the changing health needs of some in our community. To this end, we will support programs and services which empower students, families and staff to maintain a mentally healthy lifestyle.

District Motto

“Relentless Pursuit of Excellence”

District Mission Statement

It is the mission of the Marlboro Central School District to provide an educational environment that will prepare our students to become responsible, productive citizens and lifelong learners.

Vision Statement

The Marlboro Central School District prepares all students for a successful and productive life of learning. We will continue to adjust our learning environment and programs to ensure our graduates are prepared to meet the ever-changing challenges of the 21st century.

Belief Statement

We believe that students can become responsible citizens and lifelong learners. This will be accomplished by:

- Fostering a spirit of honesty, integrity, and cooperation.
- Ensuring all graduates are competent communicators.
- Establishing high academic standards through a well-balanced and integrated curriculum.
- Encouraging students to develop a work ethic by pursuing goals and learning to self-assess.

We also believe that all students can become productive citizens. This can be accomplished by:

- Fostering an understanding and respect for cultural diversity and civic responsibility.
- Providing an environment that promotes personal wellness, safety, and compassion.

“I have come to a frightening conclusion. I am the decisive element in the classroom. It is my personal approach that creates the climate. It is my daily mood that makes the weather. As a teacher, I possess a tremendous power to make a child’s life miserable or joyous. I can be a tool of torture or an instrument of inspiration. I can humiliate or humor, hurt or heal. In all situations it is my response that decides whether a crisis will be escalated or de-escalated and a child humanized or dehumanized.”

From: *Teacher and Child* by Dr. Haim Ginott

POLICIES AND PROCEDURES – TEACHERS & STAFF

ACADEMIC PREP/STUDY HALL REGULATIONS

1. Students are to sit in assigned seats.
2. Students are to keep chairs squarely on the floor and away from the walls.
3. Academic Preps/Study Hall are to be used as places to work.
4. Students returning to Academic Prep/Study Hall must present a pass to the teacher.
5. Students are prohibited from accessing the gymnasium during Academic Prep/Study Hall.
6. Teachers assigned Academic Prep/Study Hall duty are responsible for the maintenance and conduct of students.
7. Students in Academic Prep/Study Hall are allowed to visit the Media Center or Computer room. However, preference is to be given to students that do not have their own 1:1 device.
8. Generally, no more than 5 students from any one Academic Prep/Study Hall are permitted to go to the Media Center or Computer Room.

ACCIDENTS

1. Initial first aid should be administered to any injured student by the teacher in charge. The School Nurse should be summoned to the accident site immediately.
2. The School Nurse/Teacher/Coach or Principal should inspect the accident site for potential hazards or safety deficiencies.
3. Parents or guardians must be notified. Please record the time of this notification.
4. If the student's condition warrants additional medical care, the parent/guardian will be notified and advised to go directly to the medical facility.
5. An accident form should be completed within 24 hours of the incident, with the exception of weekends and holidays, which must be done on the first day returning to school.
6. A follow up investigation of the accident site/equipment should be completed by the Principal/Athletic Director/Operations & Facilities Director.

AFTER SCHOOL SUPERVISION

1. All teachers with after school activities, detention or extra help classes are responsible for monitoring students until they are transported home on the bus at or about 3:15 or 4:00 p.m.
2. Teachers and coaches must issue bus passes for students boarding the late bus and escort students to the main lobby.
3. Teachers and coaches must remain in the lobby with students until they embark on the late bus (3:15 bus may not be available). If there is only a 4:00 bus available, applicable teacher must stay with students until 4:00 or until a parent/guardian picks them up.
4. Coaches are required to supervise locker rooms after school. Coaches are not to leave locker area unsupervised; monitor until the last student leaves.
5. Keys are not to be given to students under any circumstances.
6. Coaches and teachers should encourage students to secure all valuables in their lockers while after school. The District is not responsible for items left unsecured or stolen.
7. Students must be supervised at all times.

ANNUAL PROFESSIONAL PERFORMANCE REVIEW

The options and timeline will be distributed at Superintendent's Conference Day in September by the Director of Curriculum and Instruction.

ARRIVAL & DISMISSAL

Morning: Middle School students in each grade level report to designated areas (cafeteria, gymnasium, upstairs). Each area will be supervised by faculty. Faculty members need to report to these areas by 7:20 AM and actively supervise students.

Afternoon:

1. All students are dismissed in the middle school at 2:17 and in the high school at 2:26.
2. Walker/Riders exit through the door/ramp off of the the Middle School gymnasium.
3. Students must remain in their 9th period classroom until dismissal.
4. Students are allowed to remain after school only if they are receiving additional instruction or are participating in sports or activities. High School students may report to the Media Center if they have a pass from one of their teachers or administrative approval.

Marlboro Elementary

Walker/Riders enter through the doors at the East (rear) entrance of the school. Student arrival time is from 8:50 to 9:00.

Walker/Rider pick-ups occur at the east (rear) doors of the building. After 2:50 pm there will be no early pick-ups allowed at the main entrance. If a parent shows up in person to pick up their child after 2:50 pm and a note or emergency phone call has not been received, the child will be placed on the bus and be dropped off at their regular stop location. There will be no exceptions to this protocol.

ASSEMBLY PROCEDURE

Attendance should be taken before leaving the classroom. Teachers will be notified to report to the gymnasium (Middle School) or auditorium (High School). Students must sit with their class and behave appropriately during assembly programs. Teachers must escort and supervise their students at all times. Teachers are not allowed to drop students off and leave the assembly area. Teachers who are not teaching during the scheduled program are requested to help with supervision of students.

ATTENDANCE

All instructional staff must be in the building and ready for work by contract report time (7:25 @ MMS, 7:30 @ MHS, 8:30 @ MES). Safety protocols require us to know who is in the building in case of an emergency or lockdown drill. All teachers and staff must sign out when they leave the building during the day, including at lunch and at the end of the day. **Teachers/staff who must leave the building for emergency reasons MUST obtain clearance from the Principal or Assistant Principal. THERE ARE NO EXCEPTIONS TO THIS PROCEDURE.**

Times for Middle School Teachers:	7:30 a.m. to 2:30 p.m.
Times for High School Teachers:	7:30 a.m. to 2:30 p.m.
Times for Elementary School Teachers:	8:30: a.m. to 3:30 p.m.

MHS Teachers with a.m. duty:	7:20 a.m. to 2:20 p.m.
MMS Teachers with a.m. duty:	7:15 a.m. to 2:15 p.m.

BUILDING MAINTENANCE

Our custodial staff works very hard to maintain our buildings. Please be considerate and pick up after yourself. If you need any repairs done in your rooms or see something in need of repair in the building, please fill out a Work Request Form and submit it to the Main Office. Please do not call maintenance directly.

CARE AND USE OF THE BUILDING

1. Staff members are responsible each evening for the following:
 - a. Closing and locking the windows in their classrooms.
 - b. Turning off the lights.
 - c. Check/ensure the door is locked.
 - d. Teachers should not leave any money or valuable items in their rooms overnight. Anything of value should be placed in the Main Office locked closet for safekeeping.
2. Teachers should be advised the school is equipped with an alarm system and cameras. Should you need to access the building over the weekend, obtain prior clearance from administration.
3. A Building Use Form must be filled out to use any portion of any school building and/or grounds after hours or on weekends. This form should be turned in to the Main Office staff.

CHILD ABUSE AND MALTREATMENT

The New York State Legislative bodies have amended the Social Services Law, Chapter 1039, regarding mandatory reporting of suspected cases of child abuse or maltreatment. Section 420 of the Social Services Law reads, “Any person, official or institution, required by this title to report a case of suspected child abuse or maltreatment that willfully fails to do so, shall be guilty of a Class A Misdemeanor. Any person, official or institution, required by this title to report a case of suspected child abuse or maltreatment who knowingly and willfully fails to do so, shall be civilly liable for the damages proximately caused by such failure.”

1. **Definition:** Section 412 of the new Title 6 of the Social Services Law defines an abused child as a child under 18 years of age who is defined as an abused child by the Family Court Act. Section 1012 of the Family Court Act defines an abused child as follows: (e) “Abused child” means a child less than 18 years of age whose parent or other person legally responsible for his care
 - (i) inflicts or allows to be inflicted upon such child physical injury by other than accidental means which causes or creates a substantial risk of death, or serious or

- protracted disfigurement, or protracted impairment of the function of any bodily organ, or
- (ii) creates or allows to be created a substantial risk of physical injury to such a child by other than accidental means which would be likely to cause death or serious or protracted impairment of physical or emotional health or protracted loss or impairment of the function of any bodily organ, or
- (iii) commits, or allows to be committed, a sex offense against such child, as defined in the penal law, provided, however, that the corroboration requirements contained therein shall not apply to proceedings under this

Section 412 of the new Title 6 of the Social Services Law defines a maltreated child as a child under 18 years of age defined as a neglected child by the Family Court Act or one who has had serious physical injury inflicted upon him by other than accidental means. Section 1012 of the Family Court Act defines a neglected child as follows:

- (a) “Neglected child” means a child less than 18 years of age
- (b) Whose physical, mental or emotional condition has been impaired or is in imminent danger of becoming impaired as a result of the failure of his parent or other person legally responsible for his care to exercise a minimum degree of care
- (c) In supplying the child with adequate food, clothing, shelter or education in accordance with the provisions of part one of article sixty-five of the education law, or medical, dental, optometric or surgical care though financially able to do so or offered financial or other reasonable means to do so; or
- (d) In providing the child with proper supervision or guardianship, by unreasonably inflicting or allowing to be inflicted harm, or a substantial risk thereof, including the infliction of excessive corporal punishment; or by using a drug or drugs; or by using alcoholic beverages to the extent that he loses self-control of his actions; or by any other acts of a similarly serious nature requiring the aid of the court; or
- (e) Who has been abandoned by his parents or other person legally responsible for his/her care.
- (f) “Person legally responsible” includes the child’s custodian, guardian, and any other person responsible for the child’s care at the relevant time. Custodian may include any person continually or at regular intervals found in the same household as the child when the conduct of such person causes or contributes to the abuse or neglect of the child.
- (g) “Impairment of emotional health” and “impairment of mental or emotional condition” includes a state of substantially diminished psychological or intellectual functioning in relation to, but not limited to such factors as failure to thrive, control of aggression or self-destructive impulses, ability to think and reason, or acting out and

misbehavior impulses, ability to think and reason, or acting out and misbehavior; including incorrigibility, ungovernability or habitual truancy; provided, however, that such impairment must be clearly attributable to the unwillingness or inability of the respondent to exercise a minimum degree of care toward the child.

2. **Procedures:**

- A. All instances of suspected child abuse or maltreatment must be reported to the Building Principal or the Principal's duly designated delegate, the School Nurse.
- B. The School Nurse or mandated reporter, upon conferring with the Building Principal, will immediately report the suspected case of abuse or maltreatment to the New York State Child Abuse and Maltreatment Register through its toll-free number: 1-800-342-3720 (**mandated reporter 1-800-635-1522**).
- C. If the Building Principal or School Nurse should believe that the child should be taken into custody for the child's own protection, this should be noted when the oral report is made to the State Control Register in order that immediate action by the local Child Protective Service may be initiated.
- D. The School Nurse may call upon the Services of the School Physician in all cases of child abuse or maltreatment.
- E. The Building Principal or School Nurse may be present if Social Service personnel choose to interview the child on school property. NOTE: CHILD MAY NOT BE REMOVED FROM THE SCHOOL BUILDING UNLESS THERE IS LEGAL AUTHORIZATION (PICK UP ORDER).
- F. The School Nurse will file (in triplicate) the State Department of Social Services' form DDS 2221A, "Report of Suspected Child Abuse and Malpractice", with the Local Protective Service within 48 hours after the telephone report to the State central Register. Ulster County DSS, 1061 Development Court, Kingston, NY 12401-1959. 845-334-5221.
- G. The School Nurse will retain in her office all information concerning each case, and shall file with her Building Principal timely reports of all developments in the matter. The Building Principal shall keep the district Superintendent informed of all cases reported. No record of the case shall be placed in the child's folder or health record.
- H. The District Superintendent may request from the Child Protective Service, a summary of action taken by the Child Protective Service in response to a report.
- I. When a report has been determined to be unfounded, all information identifying the subjects of the report are expunged from the State Central Register.

- J. The District should be apprised of such action, and then all school records identifying the subject of the report shall similarly be expunged. Liaison with the Child Protective Service will be maintained through the School Nurse.
- K. The School Nurse will notify the School Counselor responsible for the individual student whose case was reported.
- L. The above procedures shall be reviewed at least annually in a faculty meeting in each school, and a copy of this regulation provided each of the personnel required to report. Adequate steps for informing substitute personnel of these procedures shall also be taken by the Administrator in charge of each building.

CLASSROOM HINTS

1. Plan ahead. Plan more activities than you will use.
2. Keep students engaged in meaningful learning tasks.
3. Praise publicly, scold privately.
4. Be fair, be firm, but be flexible.
5. Don't respond to minor classroom incidents in the same way you respond to larger ones.
6. Set classroom behavior standards during the first class with students.
7. Disapprove of the misbehavior, not the child.
8. Generally, don't punish an entire class for the infractions of one student.
9. Never humiliate a student, make threats you don't plan to carry out or use ridicule or sarcasm in dealing with infractions.
10. Establish classroom procedures and routines.
11. Establish with students classroom rules which are expectations of appropriate student behavior.
12. Provide clear consequences (what the student chooses to accept if a rule is broken) and rewards (what students receive for appropriate behavior).
13. If a student knows specifically how a teacher wants them to behave, they can never claim they did not know.
14. Never use your cell phone for calls while in front of students.
15. Cursing and street language is not tolerated in class (by either students or staff).
16. Follow RTIm Tier intervention strategies.

In the event a student repeatedly commits infractions, the Counselor, parents/guardians, teacher, and the student will develop a behavior intervention plan/student contract. If these interventions fail to yield results, refer to the RTIm process.

CLASSROOM MANAGEMENT

Teachers are responsible for each student assigned to them, and must know their whereabouts at all times. What transpires in the classroom is the responsibility of the teacher. Teachers must address problems of student conduct and follow a chain of command/ladder of referral:

1. Speak to the student promptly after class. (Praise publicly, scold/punish privately).
2. Call parent/guardian *that day* if a referral is written and, specially, if inappropriate behavior continues.
3. Refer to School Counselor for follow up (see if this behavior is occurring in any other classes). Request a conference with Parent/Guardian.
4. Speak to colleagues or team for strategies that work with students.
5. Implement RTIm Tier strategies.
6. Teachers should assign and monitor their own detentions after school until 4:00 p.m. Departments may want to coordinate their detention assignments and schedules. It's not the responsibility of the administration to assign or conduct after school detentions for infractions that occur inside your classroom.

Students should not be sent to the Main Office unless they are creating a clear and present danger to students or the teacher. When problems occur, your colleagues can often suggest helpful remedies, just as you may be called to help them out on another occasion. If you have exhausted your own resources do not hesitate to request administrative involvement.

CLASSROOM TEACHER RESPONSIBILITIES

1. Manage, maintain order and discipline, prepare daily lesson plans, instruct students based on Common Core and District curricula standards.
2. Prepare an annual syllabus for each course, post on website, disseminate to students and parents (Open House).
3. Provide instruction and curriculum appropriate to the educational level, learning styles, and zone of proximal development for each student.
4. Aid administration by participating in faculty and department meetings, parent/teacher conferences, and other committee work.
5. Complete daily period attendance records, complete progress/report cards according to reporting schedule, update grades and website for students and Parent Portal.
6. Work with parents/guardians and participate in district conferences.
7. Participate in professional learning opportunities.
8. Cooperate and work closely with colleagues, perform duties as assigned by administration, and support student success.

CONFERENCE DAYS, FACULTY & DEPARTMENT MEETINGS

Attendance is required at all conferences conducted by the district during school hours, as well as at all faculty and department meetings. Medical appointments should not be made on meeting days unless in the case of an emergency. Absences must be approved in advance by the Principal. Athletic coaches must attend all meetings unless there is a scheduled game.

CONFERENCE PROCEDURES – MY LEARNING PLAN

1. Register for courses/activities on MyLearningPlan.com.
2. Use private ID and password to maintain records of all activities, setup and view individual learning plan/portfolio.
3. The district will list courses and activities in MyLearningPlan.com. You can browse these courses/activities to determine which best fit your interests and availability.
 - a. All MyLearningPlan requests must be done no less than 3 weeks prior to the conference.
 - b. Requests regarding in school conferences must be completed within 3 weeks of the event.
4. Any approval for activities will be closely scrutinized. You may view these courses and register on MyLearningPlan.com. If registering for a course not listed in the district or BOCES catalog, you must fill out a conference request form located on MyLearningPlan.com. The registration form is automatically sent to the Assistant Superintendent for Curriculum and Instruction for approval.
5. Whenever you successfully complete a course/activity, you must log in to MyLearningPlan.com and mark the activity as complete. This action will submit the request for final credit approval. When the course/activity is completed, you must submit through MyLearningPlan.com a course/activity evaluation.

CORPORAL PUNISHMENT

Corporal punishment is any physical or verbal act for the purpose of punishing a student. Corporal punishment by any employee is strictly forbidden. Corporal punishment as a means of discipline shall not be used against a student by any teacher, administrator, officer, employee or agent of this school district. Corporal punishment is both verbal and physical. Verbal abuse has been determined to be a form of corporal punishment.

The use of reasonable physical force may be employed for only the following reasons:

1. Self-protection.
2. Protection of others.

3. Protection of property.
4. Restraining/removing a disruptive student.

Corporal punishment will be reported immediately to the Superintendent of Schools. Whenever a school employee uses physical force against a student, the school employee shall, within the same school day, make a report to the Superintendent describing in detail the circumstances and the nature of the action taken.

The Superintendent shall submit a written report semi-annually to the Commissioner of Education, with copies to the Board of Education, by January 15th and July 15th of each year, setting forth the substance of each written complaint about the use of corporal punishment received by the MCSD authorities during the reporting period, the results of each investigation, and the action, if any, taken by the school authorities in each case.

DAILY & WEEKLY COMMUNICATION

At MHS, The Daily Bulletin is produced each day and will be available on Google docs. A hard copy will be available in the Main Office. The bulletin contains important information. Please read it each day.

At MMS, a daily update is emailed out to all staff by the building Principal. Please read this for all important information and updates. Also, at MMS, there is a “Weekly Update” that is shared on the last day of the week (usually Friday).

DIGNITY FOR ALL STUDENTS ACT & REGULATORY REQUIREMENTS

New York State’s Dignity for All Students Act (The Dignity Act) seeks to provide the State’s students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus and/or at a school function. Please visit www.p12.nysed.gov/dignityact for complete information.

Teachers or staff members who wish to report an incident of bullying or harassment should contact their schools Dignity Act Coordinator.

DISCIPLINE

Classroom discipline is the responsibility of the classroom teacher. The teacher is in complete control of the class situation and students are obliged to follow the rules set forth by the teacher and school district. The teacher, to be fair, must identify, along with students, the rules and

regulations governing classroom conduct. Once rules have been identified, it is the teacher's responsibility to consistently apply them.

1. Anecdotal records should be kept on any student who exhibits chronic misbehavior.
2. Students may not leave the classroom without your knowledge and permission. Please understand you are responsible for students in your class at all times. At the Middle School, teacher logs should be kept to record lateness and bathroom use.
3. You may not dispense punishment that involves writing something one hundred times. You may not verbally accost, reprimand or demean a student. This may result in charges of corporal punishment and serious charges being brought against you. Yelling and screaming are never appropriate in school. A litmus test to utilize when speaking to children is the following: "If you wouldn't speak to your own child in this fashion, do not speak to your students this way."
4. A case conference may be called when a student continues to be disruptive after preliminary measures are taken.
5. Refrain from physically handling a student unless he/she manifests a potential danger to himself/herself or to others.

EMERGENCY LESSON PLANS

All teachers are required to prepare and have on hand lessons for at least three days. These plans will be kept current and on file with the Main Office and are due by the third Friday of September.

1. Plans should include printed class rosters from School Tool as subs may not log on to take attendance. Lesson plan folders should contain seating charts and any other instructions (such as your classroom rules) that you feel are important (also in case of an emergency drill). Please update your plans regularly, including attendance rosters.
2. The lesson plan should be a worthwhile single period lesson and should not require materials or any special expertise. When your lesson plans have been used, you must refill the folder with appropriate material within 24 hours.
3. Advise substitutes to call the main office with absences.

ENTERING THE BUILDING

When school is in session, all Middle School staff members are required to enter through the *new* main entrance. All other doors into the building must remain closed and locked to ensure compliance with district safety rules.

At the High School, staff members can enter through the front doors and Social Studies wing. They can exit by room 2.

EXTRACURRICULAR ACTIVITIES

Funds raised other than by taxation or through charges of a Board of Education, for, by or in the name of a school, student body or any subdivision thereof, shall be known as extra-curricular activity funds. Guidelines may be found on the MCSD homepage: Student Activities 4.1 and 4.5, Fiscal Accounting and Reporting Section 5.1-5.3. Any questions should be directed to the Director of Business and Finance.

Each extra-classroom activity shall have a faculty advisor recommended by the Building Principal, and appointed by the Board of Education. The faculty advisor shall attend all meetings of the extra-classroom activity.

Activities shall meet at least once monthly while school is in session. These meetings shall be held on school property. Activities shall not meet outside school property unless they have received the consent of the Building Principal. Attendance and minutes must be submitted to the Principal quarterly.

Each extra-classroom activity shall have a president, vice-president, secretary and treasurer. These officers shall be elected annually from the membership by secret ballot and are responsible for adhering to all policies outlined in the MCSD Policy Manual.

The following responsibilities apply to the sponsors of all clubs and organizations:

1. To supervise each organization so that it operates within the scope of general school policy.
2. To be responsible for the supervision of the financial operations of each organization consistent with school operational policy/Board of Education policy (4.1, 4.5, 5.1-5.3).
3. To provide for adequate supervision of all the organization's meetings and activities.
4. To submit an annual goal and action plan; to complete monthly minutes and end of the year summaries.
5. To submit regular meetings/agendas/annual goals/attendance sheets/end of year summary/financial documents to the Principal and to the Central Treasurer for review in June.
6. All extra-classroom activities shall be approved by the Board of Education.

FIELD TRIPS

1. In general, a field trip is educational in nature and correlated to curriculum. Field trips are not allowed after May 15th, unless special permission is obtained.
2. Lesson plan and student activities must be attached to a field trip request.
3. Refer to MCSD Policies regarding field trips. MCSD uniform field trip request packet will be available in the Main Office.
4. Direct inquiries to the Director of Business and Finance or the Assistant Superintendent for Curriculum and Instruction, regarding field trip proposals, funding and transportation.
5. Field trips may be sponsored by the PTA or through student fundraising activities.

FIRE DRILLS

There is a fire exit map on the wall of each classroom which indicates primary and secondary exit routes. Each classroom is provided laminated cards, which should be kept near the exit. Students must be quiet during the entire drill (exiting and re-entering the building). Teachers are to take their grade book or a copy of their class roster (from School Tool) for accountability purposes. Once outside, teachers should take attendance. At the Middle School, if everyone is accounted for, the teacher should hold up the green card. If any students are missing, the red card should be displayed and the teacher will be asked for the name(s) of the student(s), who will then be located. An announcement will be made directing everyone to return to the building.

GRADING

Middle School: Students may not receive a grade below a 50 for the first three marking periods. You may not give a course or marking period grade of 63 or 64.

All incompletes must have prior principal approval and must be changed to a mark by the second week of the subsequent marking period.

All marks are to be entered in Arabic numerals:

90-100	Superior
85-89	Excellent
80-84	Good
70-79	Average
65-69	Below average or minimal
Below 65	Failing
50	Lowest grade for 1 st 3 quarters
0	Never reported (students who are absent)

For entire marking period without medical
Documentation.

High School: Students may not receive a grade below a 40 for the first marking period.

Teachers may not give a course or marking period grade of 63 or 64. All marks are to be entered in Arabic numerals:

90-100	High Honor Roll
85-89	Honor Roll
80-84	Average
70-79	Adequate
65-69	Minimal Standard
Below 65	Failing
I	Incomplete

All incompletes must have prior principal approval and must be changed to a mark by the second week of the subsequent marking period.

Teachers are required to keep accurate records of student progress. A grade book (or a record of grades kept on School Tool) in which all tests, writing assignments, class work, exam grades and the final grades for the year are recorded. Teachers may also adjust calculations in SchoolTool. The average is not always the average. Use common sense and your discretion. If you notice a change in student progress, contact the parent/guardian immediately. Remember that parents may have access through the Parent Portal to view progress. Grade verification will be done in SchoolTool, online by each teacher.

High School:

High Honor Roll: A student must obtain an overall average of 90.00 percent or above in all academic areas, including physical education.

Honor Roll: A student must have an overall average between 85 and 89.99 percent to qualify for Honor Roll in all academic areas, including physical education.

Students with a coursework incomplete(s) are **not** to be counted on the Honor Roll. **Averages are not rounded up.**

Incomplete Grade: Incomplete grades must be replaced by a numerical grade within two weeks following the end of the marking period. A “0” is for a student who has not reported for class.

Guidance: Guidance services are available to every student. These services include academic assistance; assistance with home, school, social or emotional concerns; college readiness; or any

other questions they need to discuss. Students should have a pass from a classroom teacher or administrator. Students in study hall cannot go to the Guidance Office unless they have a pass or appointment. The Guidance Office telephone number is 236-5809.

Examinations: All students must be present for all finals, Regent Exams, Common Core Regents Exams, AP Tests, STAR examinations, and assessments.

State Regents, Common Core, Proficiency Examinations, AP Tests: There are no make-up exams. Proven cheating on exams will result in nullification. There is an expedited hearing process related to an allegation of impropriety during state mandated exams. See the District calendar for Regents examination dates.

Academic Integrity Policy: Academic integrity and honesty are valued in the Marlboro Central School District. This applies to all courses offered at Marlboro High School, including Regents, Honors, Bridge and Advanced Placement. Cheating and or plagiarism in any form are unacceptable and subject to disciplinary action. Plagiarism is defined as stealing and using the ideas or words of another as one's own without crediting the source. Students will not do the following:

- Copy or attempt to copy another person's work.
- Submit another's work as his/her own.
- Give their work to another.
- Use cheat sheets/notes.

Students identified as engaging in plagiarism or cheating will incur the following:

- The teacher will confiscate all material evidence.
- Parents/guardians will be notified.
- Teacher, parent/guardian, student and administration will have a due process hearing.
- Identified work will receive a "0".
- Further disciplinary action, if warranted, according to the Marlboro Central School District Policy.

Dropping/Adding a Course: the following is the policy for course changes:

- Any request for a schedule change after the first day of school must be accompanied by a written request from a parent or guardian, and must state the specific reason(s) why a change is necessary.
- Request to drop CTEC after the end of the third week of school will be denied. The District pays tuition and it is non-refundable.

- Students will not be permitted to add or drop any course after the end of the fourth week of school without the permission of the administration (no exceptions). There are no changes after October 1st.
- Students wishing to add any course must do so before the end of the second week of school.

School Community Service: Marlboro High School recognizes the need for community service and school volunteers. Students may earn one “elective” credit by participating in volunteer community services. Members of the National Honor Society are required to complete a community service project. Proper verification will be required. We will be strictly reviewing CSI projects. Students will accumulate hours on an annual basis. 150 hours = ½ credit; 300 hours = 1 credit. Seniors are able to perform service in the main office or library for service credit.

Make Up Work: Parents/guardians should call the Guidance Office by 9:00 a.m. if they are requesting work. Students and parents are strongly encouraged to email their teachers directly for work. Students who are legally absent should make every attempt to make up missed assignments with the cooperation of their teachers. This must be initiated by the student. Teachers are not obligated to provide work for illegal absences.

Class Rank: All high school courses taken in the eighth grade will receive the appropriate weighted grade and will be included in the student’s grade point average (GPA) and class rank. Weighting will apply as follows:

Regular Regents	1.0
Honors	1.05
College	1.07
Advanced Placement	1.07

If you have any questions, please see someone in the Guidance Office.

HIGH SCHOOL ADMINISTRATIVE DUTY ASSIGNMENTS

Hall Duty: Teachers assigned to hall duty should at the beginning of the period, retrieve a radio from the main office and ensure it is on channel one (1). If a radio is not available, advise one of the main office staff and if an incident needs to be reported go to the nearest classroom or office to telephone the main office.

Duties and Responsibilities: Teachers assigned are to actively patrol the hallways to include checking the stairwells and areas adjacent to the pool and weight room. If any students are observed loitering in hallways, check for passes and direct them to their respective class room. If a student is discovered cutting a class or disruptive immediately contact the main office via radio or nearest telephone. Monitor for any safety or health concerns and report them immediately to the main office or administration. Remain on duty until passing the bell signaling the next period.

Cafeteria Duty: Teachers assigned cafeteria duty need to go to the cafeteria prior to the start of the period.

Duties and Responsibilities: Actively monitor students during lunch period. Be cognizant for any behavioral or safety issues. Circulate through the cafeteria, and report any concerns to either monitors or an administrator. Remain on post until the transition bell.

In School-Suspension (ISS Duty): When a student is placed in ISS, teachers assigned this duty will receive an email for one of the office staff notifying you. Teachers are also encouraged to check the Daily Bulletin for students placed in ISS. Additionally, a work request will be emailed to the students' teachers for work to be brought to the main office. Teachers are to place assignments in the students' work folder located in the main office across from Mrs. Vitale's desk. Each folder contains a cover sheet which provides accountability for work completed by students in ISS. Teachers assigned and supervising students in ISS for the period are to fill out these forms. At the conclusion of the day, these folders will be returned to the main office. Teachers assigned duty 1st period, need to collect assignment folders from the main office. If there isn't any work for students in ISS contact the students' teachers or main office to get work.

Supervision of Students: Students are not to have in their possession of cell phones or any electronic devices unless approved by their teacher or an administrator. If there are more than one student, they are not to engage in a conversation. Students are to sit quietly and work independently. If there are no students in ISS during your assigned period, the teacher on ISS duty for that period needs to go to the cafeteria and assist staff. When Students need to use the bathroom, teachers can either escort them, or if there is more than one issue a pass and notify the main office.

HOMEWORK

It is the policy of the District to assign homework in all subjects. Students should be encouraged to complete assignments daily and visit teacher websites for directions. Many teachers use the Google platform for assignments.

1. Homework assignments should reflect the genuine needs of students or be an extension of the learning activity; it should be purposeful and reinforce or expand upon the skill taught; it should provide application and synthesis of learning; it should develop knowledge of community resources; it should develop and enhance the individual growth of students.
2. Homework should never be assigned as a punishment.
3. Parents/guardians should be informed of your homework policy as part of your annual syllabus; parents/guardians should be furnished with the strategies to assist in completion and ways in which they can assist their child (post on your website).
4. Homework should be checked, corrected and posted in SchoolTool as soon as possible.
5. Homework should be a regular part of students' routine in each class.
6. When a student is absent, please complete a parent homework request, which will be provided by Guidance and return it to that office before the end of the day.
7. Faculty members should feel free to challenge and assign rigorous alternatives as opposed to drill/practice assignments (research papers, web quests, case studies, experiments, research internet exploration, apps, blogs, Castle Learning, RegentsPrep.org, Wilson Daily Prep, etc.) In any case, the faculty should not feel bound to any particular pattern, but use their best judgment.
8. Homework must be modified based on a student's IEP or 504 in order to encourage and promote success.
9. Homework should be posted as a link on the teacher website.

Preparing students for college and career readiness is our ultimate goal. Assignments should have clear guidelines and assessment rubrics to students are cognizant of your expectations. Grades on assignments should reflect Common Core and New York State Standards outlined in your course syllabus as well as the department grading policy. As to the quality of homework, teachers should expect and accept only homework of the highest quality. Teachers may grade holistically. School Counselors, coaches and parents should be alerted when students fall behind in homework assignments or fail to make up lost work. Do not hesitate to initiate RTIm interventions if deemed necessary.

INDEPENDENT STUDY

Please see Guidance Office for procedures.

ISS PROCEDURES

1. Teachers may not assign a student to In School Suspension, nor should a student be sent directly to ISS.
2. Teachers must call the Main Office if they are sending a student to the Main Office, or if there is an immediate safety violation, or if a disruption of the learning environment warrants it. Do not send a student to the ISS room.
3. Teachers will receive a request to provide student work for the remainder of the day or for upcoming ISS days.

KEYS

All doors should remain in a locked position in the event that they need to be closed in an emergency. Keys to classrooms will be issued through the Main Office. All teachers will be provided with a key to their classroom. Any other key concerns should be discussed personally with an administrator. Keys are to be returned at the end of each school year, unless other arrangements are made.

All building room and cabinet keys shall not be given, loaned, or otherwise distributed to pupils or anyone not employed by the Marlboro Central School District. Loaning keys to students or persons not employed by the district is prohibited and subject to disciplinary action. Teachers should not have any unauthorized master keys. It is imperative for all faculty and staff to follow this policy. Elevator keys are located in the Main Office.

LATE STUDENTS

Please follow these procedures for students who are late to class:

Admit the student to the class and mark down their arrival time.

1. If a student is 10 or more minutes late without a pass, write a cut slip and submit it to the Main Office.
2. If a student is a minute or two late, review your expectations about being on time.
3. If a student is late three times to class, write a late slip and submit it to the office.
4. Call home and let the parent/guardian know that their child is consistently late to class and it would be helpful if they would reinforce the importance of being in class and on time.

Random hall sweeps will be held throughout the year to encourage students to be timely.

Rationale:

1. Students lose more instructional time when they are sent to the office to get a pass. This could mean another five minutes of missed instruction.
2. The Main Office staff does not know the reason why a student is late to your class. They are not tracking students who are late after the start of the school day. That is something that needs to be tracked by the individual teacher.
3. This is a classroom management issue.

Marlboro Elementary School

Students arriving after 9:05 will be marked tardy; late children must be dropped off at the main office entrance.

LIBRARY/MEDIA CENTER POLICY - MARLBORO MIDDLE SCHOOL

The Marlboro Middle School Media Center is a resource for the entire school. It is many things to many people: a quiet place for reading, studying, and research as well as a vibrant, stimulating setting for instruction and academic inquiry. Teachers are always welcome and encouraged to collaborate with the Media Specialist to enhance practice and facilitate learning. It is recommended you conduct a library research lesson for your classes each term. Our collection of books, magazines, newspapers, online databases and audiovisual software reflects Common Core and State Learning Standards. Our goal is to develop informed, literate, lifelong global citizens.

The library website is available as a link of the Marlboro Middle School homepage; it provided access to a variety of catalogs, databases, e-books, local resources, and research process guidelines.

Teachers may borrow any library resources for periods of time ranging from one day to the entire school year.

As a point of information, our policy for individual student use of the Media Center is as follows:

1. From Academic Prep: Students report to their Academic Prep, sign out and obtain a pass to report directly to the Media Center if there is not a class at that time. Please do not send more than five students from Academic Prep unless permission has been granted by Media Center personnel.

2. During Class: Teachers may not send students to the library from their class.
3. Lunch Time: Students may get a pass from the lunchroom to the Media Center if it is open that period.

LIBRARY/MEDIA CENTER POLICY - MARLBORO HIGH SCHOOL

Students are encouraged to visit the library either individually or with their classes during the regular school day. Students should have a pass to enter the media center. Students using the library media center after hours must arrive by 2:30 and have a pass from a teacher or staff member.

LIBRARY/MEDIA CENTER POLICY - MARLBORO ELEMENTARY SCHOOL

The Marlboro Elementary School Media Center is a resource for the entire school. It is many things to many people: a quiet place for reading, studying, and research as well as a vibrant, stimulating setting for instruction and academic inquiry. Teachers are always welcome and encouraged to collaborate with the Media Specialist to enhance practice and facilitate learning. It is recommended you conduct a library research lesson for your classes each term. Our collection of books, magazines, newspapers, online databases and audiovisual software reflects Common Core and State Learning Standards. Our goal is to develop informed, literate, lifelong global citizens.

The library website is available as a link of the Marlboro Elementary School homepage; it provided access to a variety of catalogs, databases, e-books, local resources, and research process guidelines.

Teachers may borrow any library resources for periods of time ranging from one day to the entire school year.

LOCKDOWN PROCEDURES

1. The announcement of a lockdown will be in clear voice over the PA system or by word of mouth from an administrator or designated representative.
2. The alert message will be, "This is a Lockdown. Lockdown. Lockdown. Lockdown."
3. Students are not allowed to leave the lockdown area.
4. Any student found in the hallway will be taken to the nearest classroom by school personnel.
5. The following should be adhered to:
 - a. Lock classroom doors, close windows, cover classroom door windows, shut blinds.

- b. Turn classroom lights off.
 - c. Move students away from any direct line of sight.
 - d. Maintain silence.
 - e. Silence all cell phones.
 - f. Take attendance and ensure that you have an accurate class roster for student accountability.
 - g. Be prepared with a hard copy of attendance to give to the responding officer (have a hard copy with just your name on it, even if you are alone).
 - h. Wait for first responders to open the classroom door.
- 6. MMS Teachers on Academic Prep/Study Hall duty in the cafeteria should escort students towards downstairs to the basement.
 - 7. MHS Teachers on Academic Prep/Study Hall duty in the cafeteria should escort students away from the threat. If the threat is in the building, students leave the building and head toward the O & M facility. If the threat is outside, students leave the cafeteria and shelter in the kitchen area.
 - 8. Teachers and staff are to escort students who are outside during physical education class or recess to a safe outdoor location. Do not return to the building unless instructed by an administrator or law enforcement official.
 - 9. Do not, under any circumstances, unlock your door regardless of who knocks on the door. Police officers or school officials will unlock your door when appropriate.

LUNCH

Teachers are not to enter the kitchen area during school hours. Teachers are provided with a lunch period as per contract. If you leave the building, please sign out in the Main Office.

NEW YORK STATE CODE OF ETHICS FOR EDUCATORS

<http://www.highered.nysed.gov/tcert/pdf/codeofethics.pdf>

Statement of Purpose The Code of Ethics is a public statement by educators that sets clear expectations and principles to guide practice and inspire professional excellence. Educators believe a commonly held set of principles can assist in the individual exercises of professional judgment. This code speaks to the core values of the profession. “Educator” as used throughout means all educators serving New York schools in positions requiring a certificate, including classroom teachers, school leaders and pupil personnel service providers.

Principle 1 Educators nurture the intellectual, physical, emotional, social, and civic potential of each student. Educators promote growth in all students through the integration of intellectual,

physical, emotional, social, and civic learning. They respect the inherent dignity and worth of each individual. Educators help students to value their own identity, learn more about their cultural heritage, and practice social and civic responsibilities. They help students to reflect on their own learning and connect it to their life experience. They engage students in activities that encourage diverse approaches and solutions to issues, while providing a range of ways for students to demonstrate their abilities and learning. They foster the development of students who can analyze, synthesize, evaluate, and communicate information effectively.

Principle 2 Educators create, support, and maintain challenging learning environments for all. Educators apply their professional knowledge to promote student learning. They know the curriculum and utilize a range of strategies and assessments to address differences. Educators develop and implement programs based upon a strong understanding of human development and learning theory. They support a challenging learning environment. They advocate for necessary resources to teach higher levels of learning. They establish and maintain clear standards of behavior and civility. Educators are role models, displaying the habits of mind and work necessary to develop and apply knowledge while simultaneously displaying a curiosity and enthusiasm for learning. They invite students to become active, inquisitive, and discerning individuals who reflect upon and monitor their own learning.

Principle 3 Educators committed to their own learning in order to develop their practice. Educators recognize that professional knowledge and development are the foundations of their practice. They know their subject matter, and they understand how students learn. Educators respect the reciprocal nature of learning between educators and students. They engage in a variety of individual and collaborative learning experiences essential to develop professionally and to promote student learning. They draw on and contribute to various forms of educational research to improve their own practice.

Principle 4 Educators collaborate with colleagues and other professionals in the interest of student learning. Educators encourage and support their colleagues to build and maintain high standards. They participate in decisions regarding curriculum, instruction, and assessment designs, and they share responsibility for the governance of schools. They cooperate with community agencies in using resources and building comprehensive services in support of students. Educators respect fellow professionals and believe that all have the right to teach and learn in a professional and supportive environment. They participate in the preparation and induction of new educators and in professional development for all staff.

Principle 5 Educators collaborate with parents and community, building trust and respecting confidentiality. Educators partner with parents and other members of the community to enhance

school programs and to promote student learning. They also recognize how cultural and linguistic heritage, gender, family, and community shape experience and learning. Educators respect the private nature of the special knowledge they have about students and their families and use that knowledge only in the student's best interests. They advocate for fair opportunity for all children.

Principle 6 Educators Advance the intellectual and ethical foundation of the learning community. Educators recognize the obligations of the trust placed in them. They share the responsibility for understanding what is known, pursuing further knowledge, contributing to the generation of knowledge, and translating knowledge into comprehensible forms. They help students understand that knowledge is often complex and sometimes paradoxical. Educators are confidants, mentors and advocates for their students' growth and development. As models for youth and the public, they embody intellectual honesty, diplomacy, tact, and fairness.

This Code shall not be used as a basis for discipline by any employer and shall not be used by the State Education Department as a basis for a proceeding under part 83 of the Commissioner's Regulations, nor shall it serve as a basis for decisions pertaining to certification or employment in New York State. Conversely, this Code shall not be interpreted or used to diminish the authority of any public school employer to evaluate or discipline any employee under provisions of law, regulation, or collective bargaining agreement. 95-01957 95-128 pm

PARENT/GUARDIAN INVOLVEMENT

Parent/Guardian involvement is imperative. Usually when parents/guardians are informed by the school of any inappropriate behavior on the part of their child, they become the ally of the teacher, in order to benefit the child. Please involve them by contacting them. Keep copies of all letters and correspondence. Inform administration of all non-routine contacts. Counselors will also maintain liaison with individual parents/guardians as well as on administrator, as needed.

Conferences will be conducted whenever requested by parents/guardians and hopefully whenever requested by a teacher or School Counselor. Telephone conferences can and should be initiated by either the parent/guardian or professional staff. From time to time, if deemed necessary, administrators will schedule parent-staff conferences. Maintaining a parent-communication log is a recommended practice.

PROFESSIONALISM

Teachers are expected to:

1. Maintain a climate of mutual respect and dignity, which will strengthen students' self-concept and promote confidence to learn and adhere to DASA guidelines.

2. Be prepared to teach.
3. Demonstrate an interest in teaching and concern for student achievement.
4. Know school policies and rules, and enforce them in a fair and consistent manner.
5. Establish positive classroom procedures and practices to support effective teaching and maximizing student learning.
6. Communicate to students and parents/guardians:
 - a. Course objectives, requirements and state standards on annual syllabi, through a teacher website, parent portal, etc.
 - b. Local/State/Regents/Common Core assessments and marking/grading procedures.
 - c. Homework/lesson assignment deadlines.
 - d. Expectations for students.
 - e. Classroom rules and discipline.
 - f. Use the internet/websites/apps.
7. Maintain teacher website including: syllabus, assignments, grading policy, mastery activities, links to websites, test dates, flipped classroom resources, Castle Learning, Google platform, etc.

Teaching is a profession; it requires us to keep abreast of new technologies and instructional techniques. Our educational organizations do much to advance working conditions, salary, and social status of teachers. Teachers are urged to support professional organizations.

It is recommended that teachers become involved in professional organizations such as the NCSS, NSTA, NCTM, NCTE, Phi Delta Kappa, IRA, ASCD, etc.

PUBLICITY FOR RELEASE TO NEWSPAPERS & OTHER MEDIA

All materials distributed to the community, the press, radio or social media must be approved by the Superintendent, or designee, before it leaves the school. All members engaged in any newsworthy activities are encouraged to write up these activities. Items may not be posted on the Teacher, School, District webpage or apps etc. until the Media Release list is checked. Teachers may not post student work on internet or social networking sites. Speak to an administrator regarding the use of internet or social networking sites and apps if you have a concern.

REMOVAL OF EQUIPMENT FROM SCHOOL

A resolution has been passed by the Board of Education that no portable equipment shall be taken from the Marlboro District schools without the permission of the Building Principal, and/or Central Administration.

The Board of Education has added to its policy that school district equipment, which is to be loaned to the Summer Recreation Program or any other programs, shall be requisitioned in writing and presented to the principal of the school who in turn will file a copy and discuss the requisition with the Superintendent of Schools. No equipment, whatsoever, is to be loaned without formally placing a requisition. This requisition in its final process will be recorded with the Board of Education.

RESPONSE TO INTERVENTION- monitoring (RTIM) PROCESS

The following procedures will be implemented for student referrals for the RTIm process. Please refer to documents presented at the RTIm session. All documents will be available through Google docs.

1. All students are Tier 1. After all strategies have been exhausted, the teacher initiating the referral will follow the procedures outlined in the RTIm packet. The teacher will obtain the referral packet from Google docs or a School Counselor. All referrals are teacher initiated and students go through a Tiered intervention process, where students either show improvement or are referred to the next Tier.
2. When the referral packet is completed, it is returned to the School Counselor.
3. The referral is presented to the Response to Intervention Committee for further evaluation; parent or guardian is involved throughout the process (see RTIm Tiers 1-3).
4. Students not meeting Tier 2 expectations are referred to Tier 3 interventions.
5. If necessary, the psychologist will schedule testing sessions.
6. Following psychological testing and evaluation, the school psychologist will confer with classroom teachers, principals, and School Counselor. Arrangements for parent/guardian conferences, including staff to discuss findings and recommendations, will occur.
7. The CSE will inform the parent or guardian and arrange a conference.
8. A written summary of test results and recommendations will be given to guidance and CSE for the permanent record file.
9. Where referrals are initiated at the request of a parent or guardian, guidance will ask the parent to sign a permission form.

SERIOUS PROBLEMS

Those issues beyond the scope of the classroom teacher should be referred to an administrator. Such serious problems would include, for example, suicidal ideations, suspected use of or dealing of drugs, use or distribution of alcohol, tobacco, and vaping materials, possession of a weapon or incendiary device, extortion, physical fights or threats, theft, deliberate disobedience, etc. If you suspect a student is experiencing social-emotional difficulties (appears distressed or depressed), refer the student immediately to an Administrator/School Nurse/School Counselor/Social Worker. If you discover a student is possibly suicidal, you must report immediately to an administrator. Call the Main Office and request one to come to your room. Speak privately in the hallway to alert the administrator. Don't hesitate if you suspect a student has been physically abused; we are all mandated reporters.

SNOW DAYS

The district uses Blackboard Connect, an automated message system to alert parents and staff of any delays, closings, or emergencies. Radio stations in the area cooperate in announcing delayed openings and school closings. Announcements are usually made over the radio from 6:30 to 8:30 a.m. Information regarding closings and delays will also be available on the MCSD website at www.marlborschools.org.

STUDENT ATTENDANCE

1. Teachers are expected to record student attendance on a period by period basis in School Tool at the beginning of each period. This enables school administration to closely monitor student lateness and absences, as well as to identify other pertinent information.
2. Teachers should notify the Main Office if a child is not in class.
3. Inform Administration, Guidance and alert the School Nurse if a child is absent three or more days. The Nurse will call the parent/guardian. A letter will be sent home after ten or more absences.
4. You must have updated class lists to utilize during emergency drills. They must be kept with the green and red attendance cards used for drills.
5. Teachers are to notify the Main Office if they are using a classroom other than their assigned room, or taking their class outside during the school day.

STUDENTS REMOVED FROM CLASS

A student may not be removed from class unless he/she has created or poses a clear and present danger or a substantive disruption to the educational environment. Any student removed from class because of disruptive behavior should be sent to the Main Office. A discipline referral in School Tool should be completed as soon as possible. The teacher who removes the student from class must notify the student's parent/guardian, School Counselor, and administration concerning reasons for removal. Teachers must adhere to the policies outlined in SAVE Legislation.

TEACHER ABSENCE

1. If you are going to be absent, log on or call AESOP at 1-800-942-3767 as early as possible, but no later than 6:15 a.m. so that we will have a better chance of getting substitutes and having them arrive on time. Enter your ID and PIN and follow the instructions. Staff members may also report an absence through AESOP's online portal, <https://www.aesoponline.com/login2.asp>. Teachers who do not require a substitute must still call. While the name of a preferred substitute can be offered, teachers may not book their own substitutes ahead of time. Substitutes not assigned by AESOP or the Main Office administrative staff will not be paid for the day.
2. Reasons for absence include: sickness, sickness in the immediate family, personal business, conference (prior approval by Principal and Superintendent required), field trip, bereavement. See teacher's contract for further details.
3. Teachers are requested, but not required, to give 72 hours' notice of taking a personal day. It is, however, the responsibility of the teacher to notify the Principal or Assistant Principal prior to this absence. This prior notice to the administration must be written. Forms for this purpose are available in the Main Office.
4. Should your absences exceed three consecutive days, a doctor's note must be submitted to central administration.
5. Personal business days should not be requested the day before or the day after a school holiday.
6. In cases of absences for death in the family, provide relationship of deceased, date of death and burial.
7. Please follow contractual guidelines for requests of Personal Leave days. **"In other than emergency situations, the principal must be notified at least or no later than three days prior to the day of leave."**

Teacher tardiness: Teachers are asked to call the Main Office for coverage.

TEACHER ATTIRE

Teachers are expected to conduct themselves as professionals at all times, including wearing appropriate professional attire to school.

TEACHER EVALUATION AND INSTRUCTIONAL IMPROVEMENT

Classroom Visits: Teachers may expect visits from the Superintendent, Assistant Superintendent, Directors, Department Coordinators, Chairpersons, Team Leader, Principal and Assistant Principal at any time. Refer to APPR guidelines for additional information.

TEACHER PLANNING – LESSON/UNIT PLAN

Lesson planning should be daily, ongoing, flexible, covering short and long range goals. Lesson plans should reflect CCLS, SLO, local and state assessments. Lesson plans should be available for review by your administrator at any time. Use of MCSD, APPR or EngageNY template is suggested.

TEACHER RESPONSIBILITIES

1. Classes must be supervised at all times. If an emergency arises, notify an administrator immediately.
2. Classes may not be dismissed before the end of the period. There should be bell to bell instruction taking place.
3. Pupils placed on detention remain under strict supervision until detention obligations are satisfied. This will usually mean pupils will be excused in time to board the bus.
Teachers will be responsible for supervising their own detention after school.
Departments may want to work cooperatively on organizing after school coverage for their departments.
4. Teachers are expected to supervise corridors adjacent to their room, stand outside doors during changing periods and monitor students passing between periods.
5. Teachers are encouraged to check their mailboxes, email, Google docs and voicemail on a daily basis. Parents/guardians should receive responses to phone calls and emails within 24 hours. Under no circumstances should a teacher send pupils to clear his or her mailbox as information of a confidential nature may be placed in mailboxes.
6. Loud talking, running, horseplay, loitering, abuse of school property, as well as infractions of any school rules, should be addressed immediately by teachers and reported to administration. Please refer to the Dukes Pledge hallway expectations (Middle School).

7. If you are not sure how to respond to a parent inquiry, seek advice from an administrator or School Counselor prior to making contact.
8. Teachers are responsible for the maintenance of order and discipline in their classrooms. You are encouraged to give and hold detention, contact parents/guardians and initiate disciplinary interventions. Teachers requesting the assignment of lunch or after school detention supervised by others must complete appropriate forms and contact administration. Disciplinary referrals are for those more serious disciplinary incidents which require administrative intervention. Some examples are: consistent class disruption and insubordination.

TESTS AND EXAMS

Final Exams: Final examinations are prepared by the teacher and must be reviewed by the Department Chairperson no later than the first Friday in May. Examinations are to be filed with the Main Office by the second Friday in May. Department Chairpersons are to notify the Principal of any teacher who has not handed in their final examinations. Finals should not be less than 40 minutes in length. Teachers are to copy their own final examinations. Exams should not consist solely of true or false, or multiple choice questions. Teachers may use Castle Learning or Google platform. All final exams will be counted as 1/5 of the final grade. Departments should develop grading policies. These policies must be on annual syllabus and teacher's websites.

Proctoring: Refer to the MCSD Proctoring Manual.

Quarterly Assessments: Quarterly examinations/Common Tasks may be developed by departments across grade/course levels. Consistency throughout the department will be required. Teachers should give examinations and tests as necessary to obtain an accurate assessment of students. Teachers are to create new exams each year. Exams from previous years cannot be used. Under no circumstances will students be allowed to correct any tests.

Regents/Common Core: The Regents schedule is determined by NYSED. Refer to the annual Regents administration manual. The MCSD test administration manual is reviewed annually. All pupils enrolled in courses for which there is a CC/Regents examination, must take these examinations. Students may not opt out of CC/Regents exams or field tests.

TEXTBOOKS

Standard and supplemental textbooks are ordered by requisition through the Main Office, and paid for by the Board of Education. Review and drill books should be purchased by students. Teachers are encouraged to periodically inspect textbooks issued to their students. A fixed date, preferably at the end of each semester, should be set aside as inspection days. All textbooks should be covered and all markings erased.

Teachers are to check their textbook list prior to signing out for the year. Students should be informed of their unmet obligations and consequences thereof. Students should be referred to the Main Office for lost textbook reconciliation. If the originally issued textbook is found, the student's money will be refunded.

All new textbooks will be numbered using the following code as an example:

Year textbook was purchased: 2018 – number as follows: 18-01, 18-02, 18-03...

2019 – numbers as follows: 19-01, 19-02, 19-03...

TRANSFERS WITHIN DISTRICT

Transfers are requested in writing to the Superintendent of Schools. The Superintendent may grant or deny transfer requests; all transfers may be directed by the Superintendent in compliance with employee contracts. As per the Board Policy Manual: "All assignments and transfers shall be made in accordance with the provisions of law, Board of Education policies, and the employee's negotiated agreement."

VISITORS

All visitors to the school must sign in at the kiosk (Lobby Guard) in the lobby and obtain a visitor's pass. Teachers must come to the Main Office to meet a parent/guardian or other visitors. Parents and guardians are not allowed to speak to teachers while class is in session. Parents/guardians are not allowed to observe classes. Former students may not visit staff members during the school day. Visitors should not be anywhere but the Main Office or Guidance Office unless they are escorted.

Under no circumstances are teachers/staff to release, into the direct custody of a visitor, any pupil in their charge. Students must be signed out in the Main Office before they are allowed to leave school by an adult on their School Tool home screen.

The Board of Education has formally passed the following policy statement: *“No unauthorized person may enter the school premises to communicate with school employees on matters during working hours without the express permission of the Superintendent of Schools or his designee.”*

Teachers are requested to cooperate with this policy and assist administration in enforcing this policy by reporting any visitor wandering on school property to school administration.

RICOH COPIERS/PRINTERS

- Copiers:
1. Wave ID technology is on copiers.
 2. Teachers may send documents from their computer in the classroom to a copier. Teacher arrives at a copier, swipes their ID card and the job will print.
 3. If there are any glitches, contact the Technology Department at ext. 3700
- Printers:
1. There is an ID placard on each printer.
 2. If ink has run out, please contact Dawn Schreiber in the main office.
 3. Contact the Sue Weisst to ascertain if printer can be fixed in house

Copy machines are located in the Faculty Rooms. **Please do not use the copier in the Main Office or Guidance Office.** Planning ahead will help to decrease “lines” at the copier. Please be prudent when copying, we have a limited supply of paper. If you jam a machine, please notify the Main Office immediately. If a machine is in need of repair, toner, or staples, contact the Main Office. Refer to copyright memorandum distributed by the Director of Curriculum and Development during the Spring of 2015.

STUDENT PROCEDURES

DANCES

1. Restrictions of Students: the following students will not be allowed to attend dances:
 - a. Suspended students (ISS or OSS).
 - b. Students were absent the day of the dance.
 - c. Students on the ineligible list.
2. Admittance to Dances:
 - a. All bags are subject to search by administration.
 - b. Students are not allowed to leave during the dance.
 - c. Non-MMS students are prohibited from attending middle school dances.
 - d. At high school dances including the prom, all students will participate in a breathalyzer screening as they arrive and again as they leave the dance.
 - e. It is expected that students will be picked up when the dance is over.
3. Bands and D.J.s:
 - a. Before a band or D.J. is hired for any dance, the advisor must obtain two references from places where the band or D.J. has previously performed. The reference forms are sent by the advisor to the places of previous employment or school districts.
 - b. The advisor is to inform bands and D.J.s that they are not allowed to dance with students/guests.

LOCKERS

1. Hall Lockers:

Each student is issued a hall locker. Students are prohibited from sharing lockers. Students are assigned their lockers during the first week of school. Students are to keep their lockers secure and combinations private. Valuables should not be brought to school (money, phones, laptops, etc.). MMS and MHS are not responsible for lost or stolen items, and items left unsecured or unattended. If the hall locker is damaged so that it will not open, close, or lock, the student should immediately report the problem to the Main Office.
2. Physical Education Lockers:
 - A. Physical Education lockers are assigned by a Physical Education teacher.
 - B. Students are prohibited from sharing lockers.
 - C. Any problems with lockers are to be reported to the Physical Education teacher immediately.

- D. Students must use locks provided by the Physical Education teacher. Students are required to pay five dollars to replace any lost locks before being issued a new one.
- E. MMS and MHS are not responsible for lost or stolen items, and items left unattended.
- F. All personal items should be locked up when participating in Physical Education class and after school athletic activities.

LUNCHROOM PROCEDURES AND SUPERVISION

1. Students are prohibited from pushing or cutting lines, loitering around entrances or exits of the cafeteria.
2. Students are to eat lunch during their designated lunch periods.
3. Students are to return to their seats immediately after getting lunch or dessert. Seats will be assigned when students violate rules and regulations.
4. Students should not roam from table to table.
5. The serving counter will be closed five minutes prior to dismissal; so purchases should be made in a timely manner.
6. Food or drink does not leave the cafeteria.
7. Running is not permitted inside or outside of the cafeteria.
8. Students are to arrive on time; no one should arrive late to his/her next class.
9. All students are to discard trash and bring trays to the tray pick up area. Failure to clean up will result in disciplinary action.
10. The following offenses will require disciplinary actions: fighting, leaving the lunchroom without permission, throwing food, stealing, extorting other students for money, running in the halls, failure to follow directions from staff members, loud or boisterous behavior, or any behavior that creates a clear and present danger and/or disrupts the smooth operation of the cafeteria.
11. No one is allowed to leave the cafeteria for any reason without the permission of the staff members in charge.

PASSPORT - Middle School Students

Students are not allowed in the halls during classes without their passport/agenda or a hall pass. Please consider having a set of laminated passes for easy disbursement to students as they often request bathroom passes during arrival. Students should not be given a pass during the first ten or last ten minutes of each period. Also, please do not give passes after 2:00 PM.

STUDENT EXPECTATIONS

1. Students are expected to change classes in an orderly manner.
2. Students are expected to behave in a proper and orderly manner. All individuals who work in the Marlboro Schools should be treated respectfully by all students. In the event a student is found to be verbally abusive, the following consequences are possible:
 - A. A student disciplinary referral will be completed and parent/guardian will be called and asked to come in.
 - B. Detention or Suspension (in or out of school).
3. If a student is found to be fighting (physically abusive), and both students make contact, they both will receive a suspension regardless of the alleged status as initiating perpetrator. The length of the suspension will be determined by the degree and severity of the altercation.
4. NYS Law prohibits smoking or vaping in public buildings and surrounding areas. If a student is found smoking in the building during school hours, said student will be suspended. **Smoking and vaping are prohibited on all school grounds by both students and staff.**
5. NYS Law requires all public buildings to maintain fire alarm boxes in the event of fire emergencies. In the event of a false alarm, the person involved may face the following consequences:
 - A. Out of school suspension (minimum five days).
 - B. Superintendent's Hearing.
 - C. Police intervention.
 - D. Fine.
 - E. All of the above.