

2022-2023

# Student Handbook

Middle/High School



5061 Fearon Road  
Morrisville, NY 13408  
(315) 684-9121

Mr. Nicholas Rauch  
Middle/High School Principal  
[nrauch@m-ecs.org](mailto:nrauch@m-ecs.org)

# NYS DIGNITY FOR ALL STUDENTS

The Dignity Act (Education Law §11[7]) defines harassment as the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety. Such conduct, verbal threats, intimidation or abuse, includes, but is not limited to conduct, verbal threats, intimidation. Please refer to the District Code of Conduct for more information.



If you or someone you know is being bullied, harassed and/or discriminated against, contact the *Building*

**Dignity Act Coordinator**

The Dignity Act Coordinator for the Middle/High School is Mr. Nicholas Rauch

## District Leadership



### *Superintendent of Schools*

Mr. Gregory Molloy

### *Board of Education*

Mr. Brian Koehl, President

Mrs. Megan Dooley, Vice President

Mr. Murry Ames

Mr. Steven Broedel

Mr. Craig Brown

**ADMINISTRATION – FACULTY – STAFF**

***PRINCIPAL***

Nicholas Rauch

***ATHLETIC  
DIRECTOR/  
TRANSPORT.  
SUPER.***

Christopher  
Doroshenko

***ART***

Karin Howlett

***BUSINESS***

Susan Yancey

***CSE***

Bryan Fairbrother

***CAFETERIA STAFF***

Charlotte Horton  
Valerie Kampf  
Deb Smith

***COMPUTER ENGINEER***

Joe Willis

***COUNSELING CENTER***

Kady Conklin  
Michele Cesta

***ENGLISH***

Garrick Brown  
Kristan DeGeorgio  
Hannah English  
Michelle Morgillo  
Steven Emlaw

***FOREIGN LANGUAGE***

Elizabeth Boghosian  
Susan McRae

***HEALTH***

Laura Ossont

***HOME & CAREERS***

Susan Yancey

***LIBRARY***

Jessica Jacobs-Broedel  
Julie Jones

***MAINTENANCE STAFF***

MariBett Montanye  
Dan Green  
Matt Jacobs  
Wade Phillips  
Tom Solan

***MATH***

Amanda Burdick  
Daniel Macaluso  
Jamie Kent  
Sara Murphy  
Kathleen Orth

***MUSIC***

Jamie McCarthy  
George Jweid

***PHYSICAL EDUCATION***

Ashleigh Staudt  
Eric Kent

***RESOURCE***

Ashley Avery  
Lauren Haswell  
Heather McDonald  
Dana Rogers  
Molly Wheaton

***SCHOOL NURSE***

Shawn Chase

***SCIENCE***

Dana Rogers  
Becky Healy  
Lisa Lopez  
Neil Seabury  
Steven Emlaw

***SECRETARIAL STAFF***

Sheree Dorrance  
Cheryl Freeborn  
Erin Tucker

***SOCIAL STUDIES***

Cadi New  
Meaghan Palmer  
Veronica Oliver  
Kathleen Orth

***SOCIAL WORKER***

Shelly Kempton

***TECHNOLOGY***

John Hayes

***TEACHER AIDES***

Linda Bataille  
Megan Soden  
Teresa Straight

***TEACHER ASSISTANT***

Roger Moyer

***TRANSPORTATION***

Yvonne Blanchard  
Scott Clark  
Joe Dean  
Chris Doroshenko  
Doris Excell  
David Haflett  
Riley Hatch  
Terry Hawk  
Doug Kimball  
Fred Marshall  
Howard Montanye  
Roger Moyer  
Chet Reeves  
Ann Riggall  
Danielle Schlotzhauer  
Lynn Taylor

## **BELL SCHEDULE**

<b>Period</b>	<b>High School</b>	<b>High School</b>	<b>Middle/School</b>
<b>Forum/Announcements</b>	7:40 – 7:55	7:40 – 7:55	7:40 – 7:55
<b>1</b>	7:55 – 8:35	7:55 – 8:35	7:55 – 8:35
<b>2</b>	8:39 – 9:19	8:39 – 9:19	8:39 – 9:19
<b>3</b>	9:23 – 10:03	9:23 – 10:03	9:23 – 10:03
<b>4</b>	10:07 – 10:47	10:07 – 10:47	10:07 – 10:47
<b>5</b>	<b>H.S. Lunch #1</b> 10:47 – 11:17	10:51 – 11:31	10:51 – 11:31
<b>6</b>	11:21 – 12:01	<b>H.S. Lunch # 2</b> 11:31 – 12:01	11:35 – 12:15
<b>7</b>	12:05 – 12:45	12:05 – 12:45	<b>M.S. Lunch</b> 12:15 – 12:45
<b>8</b>	12:49 – 1:29	12:49 – 1:29	12:49 – 1:29
<b>9</b>	1:33 – 2:13	1:33 – 2:13	1:33 – 2:13

## **STUDENT BILL OF RIGHTS**

### **Students' Rights:**

1. *You have a right to attend school and expect a safe and healthy atmosphere conducive to learning.*
2. *You have the right to equal and appropriate academic resources and to participate in decisions that affect your education.*
3. *You have the right to a socially, emotionally, and physically safe school climate.*
4. *You have the right to be treated with respect and dignity by the entire school community.*
5. *You have the right to participate in all school functions without fear of discrimination based on race, color, weight, ethnicity, religion, sexual orientation, etc.*
6. *You have the right to have open access to relevant and objective information concerning addiction, substance abuse, and other serious and personal situations.*
7. *You have the right to determine your own appearance in accordance with a positive educational atmosphere.*
8. *You have the right to store backpacks in a school locker provided to you for your exclusive use during the academic year.*
9. *You have the right to utilize technology to enhance your education and prepare you for 21<sup>st</sup> century employment and/or higher education.*
10. *You have a right to safe and efficient transportation to and from school.*

### **Students' Responsibilities:**

1. You have the responsibility to attend school daily and on time (7:40 AM), and to attend all classes regularly.
2. You have the responsibility to be aware of and pursue available educational opportunities while completing all respective assignments.
3. You have the responsibility to report observed instances of bullying, harassment, threats to school staff.
4. You have the responsibility to follow the guidelines set forth in the Code of Conduct to maintain such an atmosphere.
5. You have the responsibility to treat your education as your first priority, and to treat others with respect, fairness, and in accordance in the Code of Conduct.
6. You have the responsibility to report any such behavior that endangers the school climate, and to be aware of services available to you via the Guidance Office.
7. You have the responsibility to follow the Dress Code and to maintain good habits of personal hygiene.
8. You have the responsibility to keep the locker devoid of exterior posters, stickers, and to keep your backpack in it at all times.
9. You have the responsibility to read, acknowledge, and follow the guidelines for using technology for educational purposes only.
10. You have the responsibility to maintain the Code of Conduct on all school busses.

## **PROHIBITED STUDENT CONDUCT AND CONSEQUENCES**

All students are expected to conduct themselves in an appropriate and civil manner, considering the rights and welfare for all students, staff, and for the care of school facilities and equipment. The rules listed in this Code of Conduct are intended to focus on safety and respect for the rights and property of others.

Students who violate or attempt to violate these school rules will be required to accept the consequences for their conduct. Disciplinary action, if needed, will be firm, fair, and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary consequences will consider the following:

- The student's age
- The nature of the offense
- The circumstances which led to the offense
- The student's prior disciplinary record
- The effectiveness of prior disciplinary attempts
- Information from parents, teachers and/or others, as appropriate
- Other extenuating circumstances

### **As a general rule, discipline will be progressive.**

If the conduct of a student is related to a disability, the Committee on Special Education will be notified. All notices and procedures for disabled students will be followed.



## **CONDUCT INFRACTIONS AND DEFINITIONS**

<b>Actions not defined</b>	<b>This policy is not all-inclusive.</b>
Alcohol Violation	Possessing, consuming, selling, distributing, or exchanging alcoholic beverages or being under the influence of alcohol.
Arson/Fire	Attempting to, or assisting in, any plan to set fire to anything in the building, on school grounds or school property.
Attendance	Legal reasons for an absence to school include illness, educational trip, medical appointment, death in the family, court appearance, driver's license exam, or standardized religious holiday. Legal absences require a written excuse within two days of the absence. It is expected that attendance be regular and consistent to maintain academic integrity and success. The school will attempt to contact a parent on every day absent.
Backpacks	All backpacks, bags, and gym bags are to be kept in student lockers at all times.
Bomb Threat/False Alarm	Initiating a report or warning of fire or tragedy without a reasonable and justifiable cause.
Bullying	A variety of negative acts carried out repeatedly over time, which involves an imbalance of power. These acts could include physical, verbal, or psychological incidences.
Bus Misbehavior	All school rules apply when riding a school bus. Misbehavior includes standing while the bus is in motion, bothering other students, using vulgar or profane language, insubordination, or damage to the vehicle.
Cheating / Academic Dishonesty	Copying, plagiarizing, altering records, or assisting another student in such actions, including the use of electronic or communication devices.
Clandestine Act	Misuse of any school devices, cell phones, video, e-mails, and social networks.
Computer / Electronic Communication Misuse	Any unauthorized use of computers, software, internet, email, misuse of a website, or the use of technology to defame, harass, embarrass, or vilify any member of the school community. This includes, but is not limited to, the taking or distribution of videos/pictures without the consent of all parties.
Cutting Class	Unexcused absence from a class, a school activity, or failing to inform the appropriate adult of an excused absence.
Disrespect Toward Others	Inappropriate comments, taunting, or physical gestures to a student, teacher, staff member, or other adult.
Disruption - Classroom	Behavior that is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.
Disruption - School Environment	Behavior that interferes with the safe and orderly environment of the school or school activity, including waiting on school property for a bus and the obstruction or restraining the authorized or lawful movement or participation of another.
Disruptive - Items - Possession	Possession of a sound box, laser pointer, squirt gun, water balloon, snowball, lighter or any other disruptive item.
Dress Code	Students who do not abide by the school's dress code will be asked to change or cover up the message(s) or drawing(s). Students who refuse to do so will be subjected to discipline. See general information

Driving / Parking Violations	Failure to obey all state, district, and campus traffic and parking signs and rules; as listed on the parking application form.
Drug Violation	Possessing, consuming, selling, distributing, or exchanging unauthorized prescription or non-prescription drugs, or drug paraphernalia on MECS property, at an MECS function, on a school bus, or in a school vehicle. This includes solvents/chemical used for intoxicating effects (i.e. - huffing, snorting, inhalation, etc.). Violations include the possessions and /or misuse of over-the-counter medications or look-alikes.
Failure to Serve Assigned Consequences	Failure to serve lunch detention, after-school detention, short-term or long-term in-school suspension, or any other assigned consequence.
Fighting	A hostile confrontation with physical contact on MECS property, at an MECS function, or on a school bus or school vehicle.
Fireworks or Explosives	Possession, use, and/or threat to use fireworks, smoke bomb, flare, or combustible/explosive substances.
Forgery	Signing the name of a staff member, parent, or anyone other than oneself on any document, or the use of a document with an unauthorized signature.
Gambling	Wagering (betting) money or property.
Guns	See <i>Weapons</i>
Hands On / Physical Contact	Minor physical contact such as pushing, striking, kicking, or other unwanted minor physical contact.
Harassment / Hate Speech	An action or pattern of actions or statements directed at an identifiable individual or group which is intended to be, or which a reasonable person would perceive as ridiculing, demeaning, or offensive.
Hazing	Negative or reckless act required for the purpose of initiating into, affiliating with, or maintaining membership in any activity, organization, or team.
Homework	It is the expectation of the student to complete assigned homework as stated by the class syllabus under the homework policy.
In Unauthorized Area	Unauthorized presence in an area of the school building or property.
Indecent Exposure	Exposing the body in a lewd or indecent manner, per the discretion of school officials.
Insubordination	Refusing to follow school rules or reasonable requests of teachers, staff, or administration, including failure to identify self or knowingly providing false information (lying).
Intimidation	Engaging in actions or statements that put an individual in fear of bodily harm.
Leaving School Grounds Without Permission	Leaving school grounds during regular school hrs. without written or verbal permission from parent, administrator, or someone listed on the emergency procedure card.
Lockers	Lockers are the sole possession of the school and will not have anything posted on the outside.
Loitering	Idle presence in an area without authorization.
Lookout	Facilitating the violation of school rules.
Lying	Not being truthful with parents, guardians, staff or other students.



Physical Attack	Assault, or aggressive physical action, directed at students, staff, or others, including a situation where a staff member is intervening in a fight or other disruptive activity.
Profanity	Using vulgar or abusive language, cursing or swearing in words, clothing or written form. The selling, use, or possession of obscene materials.
Public Display of Affection (PDA)	Any display of affection between two consenting students, which extends beyond holding hands, a single brief kiss, or brief embrace.
Reckless Endangerment	The commission of any act that has the potential to cause bodily harm to another individual or oneself.
Repeatedly Disruptive Conduct	Misconduct that results in the student being removed from the classroom by teacher(s) on four or more occasions during a semester.
Searches	Searches of student lockers, desk, and other school storage places by school officials are permissible, as students should have no reasonable expectations of privacy with respect to these places. Students' book bags or other belongings may be searched whenever school officials are concerned about an immediate threat to student safety.
Sexual Harassment	Unwanted sexual gestures or inappropriate verbal, written, or physical conduct of a sexual nature.
Sexual Misconduct	Unwanted or inappropriate sexual activity.
Skateboards / Scooter/ Roller Blades - Unauthorized Use	Unauthorized use of a skateboard, scooter, snowboards, or rollerblades on school property.
Tardiness	Arriving late to school or class. Students are expected to be in the building by 7:40 am. Excessive tardiness could include loss of privileges.
Theft	Taking or obtaining property of another without permission of the owner, possession of stolen property.
Threat	Expression, conveyed by words or action, on intent to abuse, intimidate, coerce, or injure a staff member, student, or other person.
Tobacco Violation	Possession, use, sale, or distribution of any tobacco product or delivery system; this includes any e-cigarette, vaporizer, and chemicals used with these items.
Transportation	Transportation to contests, events, school functions are by parent/guardian only. There are to be no student passengers in other student vehicles unless approved by administration under special circumstances.
Trespassing	Unauthorized presence on school property, including while on suspension. Presence in parts of the school which are normally off-limits to students.
Truancy	Unexcused absence for a day or a portion of a day.
Vandalism	Damage, destruction or defacement (graffiti) of property belonging to another or to the school.
Weapons	A "Weapon" means a firearm as defined in 18 USC § 921 for purposes of the Gun Free Schools Act. It also means any other gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, pocket knife, penknife, or other knife, box cutters, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, look alike fake weapons or other device, instrument,

material or substance (“Other Item”) that can cause physical injury or death when used to cause physical injury or death, or when such Other Item is brandished as a weapon.

### **THE RANGE OF CONSEQUENCES**

Includes, but not limited to:

- Written warning / verbal reprimand
- Time out (in office)
- Loss of privileges
- Conference with student
- Communication with parent
- Counseling
- Restorative practice, if agreed upon
- Lunch detention
- Detention after school
- Suspension from bus transportation / cafeteria
- Suspension from athletic / extracurricular participation
- In school suspension (ISS)
- Out of school suspension (OSS)
- Suspension of other privileges
- Change of schedule to reduce disturbance
- Confiscation of the prohibited substance
- Superintendent’s hearing
- Permanent suspension
- Notification of law enforcement

## **ATHLETIC AND EXTRA-CURRICULAR CODE**

See Mr. Doroshenko for any questions regarding Athletics. Athletic e-mail: [cdoroshenko@m-ecs.org](mailto:cdoroshenko@m-ecs.org)

Schedules can be viewed on the school web site under "MECS Athletics" or go to <https://www.schedulegalaxy.com/schools/68>

The establishment of an athletic code reflects the school district's concern for the safety and wellbeing of its students in conjunction with the academic program. The Middle/High School, its administration, teachers, staff, and coaches set rules for team membership, attendance, and eligibility for the interscholastic sports program at MECS. This code abides by the Board of Education Policy.

There is no perfect policy. Situations occurring that do not meet the specifics of this policy will be dealt with in the spirit of the policy.

### **Team Membership**

As a participant in interscholastic athletics, the student has a responsibility to the team and to the school to maintain high standards of physical and mental fitness and citizenship. The athlete must also recognize a responsibility to adhere to the rules and regulations applicable to the student body.

As a participant in extracurricular activities, the student has a responsibility to the activity they are participating in and to the school to maintain high standards of mental fitness and citizenship. The student must recognize also a responsibility to adhere to the rules and regulations applicable to the student body.

All candidates for participation in extracurricular activities must complete and return to the coach/advisor the emergency medical and parental permission forms.

Additionally, prior to participation in any practice, all athletes must have completed a physical examination. This physical must be done yearly. A copy of that examination's results must be on file with the school nurse.

No student may join a team or try out for another team or club after one half (1/2) of a season has expired. Prior to the halfway point of any season, a student wishing to switch from one team to another may do so with prior approval of both coaches/advisor and the director of athletics/principal.

A player may withdraw from an interscholastic team under the following circumstances:

1. On those teams in which cuts are required, the athlete may withdraw or leave the team prior to the final cut date without consequence.
2. On those teams where no cuts are required, an athlete may withdraw from the team prior to the team's first contest without consequence.

A student participating in extracurricular activities may withdraw from their activity under the following circumstances:

1. On those activities in which student participation is limited, the student may withdraw prior to cuts are made without consequence.
2. On those activities in which there is no participation is limited, the student may withdraw prior to date set by advisor.

After these dates any student resigning or quitting the team/activity must communicate their wishes in writing or verbally to the coach/advisor, who will then forward the information to the athletic director/principal. The student may meet with the athletic director/principal to discuss reasons for leaving. Based on the circumstances of the student's reason for leaving, suspension could result.

If the student decides to appeal the suspension, a committee will be formed to hear the appeal.

**Failing one or more subjects, the student is on extra-curricular probation, but could face suspension if the following are not followed.**

- Must stay with teacher(s) during week
- Must get teacher to fill out form

- Must return form to main office on last day of school each week.
- Office will give eligibility slip to participate.

### **Parent/Coach Relationship**

When a child becomes involved in the program, parents/guardians have a right to understand what expectations are placed on the child. This begins with clear communication from the coach of the program. Before the start of each sports season, coaches review the athletic code with team members. If concerns arise, please feel free to contact the coach. If necessary, a contact can also be made with the athletic director, should any concerns continue to be unresolved.

### **Transportation**

The district will follow established practice regarding transportation of student/athletes to contests/activities. For health, safety, and school district liability purposes, all student/athletes MUST ride to and from away contests/activities in MECS school buses. An exception may be made when the parent or legal guardian has provided the coach/advisor with a written statement in the form of a note or sign out sheet indicating that the parent/guardian and only that parent/guardian will provide transportation of his /her child. Any parent/guardian wishing their son/daughter ride home with another responsible adult must provide a written note to the athletic office the morning of the contest. Notes can be written for the season. Weekend or vacation events must be submitted on the last regular school day for approval by the athletic director. These sign outs are on the back of the medical permission form. See page 12

### **Sportsmanship: Student, Parents, Coaches, Advisors, Spectators**

The Board of Education, administration, staff, and students all agree to adhere to and abide by the Codes of Behavior and Ethics for spectators, student athletes and coaches of Section III Code of the New York State Public High School Athletic Association. The section III Code of Behavior for Student Athletes is adopted as the Code of Behavior for Student Athletes at MECS.

The student/athletes at MECS are expected to:

- Demonstrate self-control and respect for others at all times whether it's officials, spectators or other athletes.
- Remember that participation in athletics/extracurricular activities is a privilege that is not to be abused by students through unsportsmanlike conduct.
- Treat opponents/others with respect. Shake hands after the contest and congratulate them on their performance.
- Respect the integrity and judgment of the officials/coaches/advisors/opponents.
- Remember that, while in uniform, your behavior is a reflection on your team, the school, and the community.
- Accept and abide by the rules and regulations of the game.

### **Additional conditions related to athletes' sportsmanship**

- An athlete ejected from a contest for unsportsmanlike conduct will be suspended from the next athletic contest.
- An athlete who has been ejected for a second time in the same season will be dismissed from the team.
- An athlete who strikes or otherwise physically assaults an official, a coach, a player, or any other person in attendance at any athletic contest or practice will be subject to an extended suspension from athletic competition. The athletic director, principal, and the coach will determine the length of the suspension from participation in conjunction with the superintendent.

The principal may impose further disqualification.

### **Citizenship**

Student/athletes have the responsibility to treat others with respect. They choose words and actions, which will not hurt others. They use positive language when communicating with each other. They consider the feelings of all. They resolve disagreements without physical contact. All who attend and work in our school system take pride in themselves and in their work by being respectful, responsible and reliable.

## Attendance

Good attendance allows a student to compete at a higher level in the classroom and in extracurricular activities. Students must recognize that absence from a practice or contest is prohibited, unless legally absent from school or excused from practice in advance by the coach. Any student who is illegally absent from school on the day of a contest/activity or on the Friday before a Saturday contest/activity is prohibited from participating in that contest/activity. Any student who participates in an extracurricular activity and is arriving late to school must report to the main office by 10 am with a documented excuse signed by a parent in order to participate in the next scheduled practice or contest. Frequent tardiness could result in a loss of participation in the sport/activity.

The building principal or Athletic Director must approve the reason for tardiness. Legal excuses, which may extend or nullify the 10:00 AM deadline, include:

- Medical Appointment
- College Visit
- Obtaining a Driver's License
- School Activity
- Court Appointment
- Religious Function
- Counseling Appointment
- Family Illness or Death in the Family

Students must realize that they are responsible for all missed classroom work. Arrangements should be made with the classroom teacher and the coach to make up all missed work. Students who fail to make these arrangements may be subject to penalties such as loss of practice time or playing time. A student who leaves school due to illness may not return to participate in any event that same day. Furthermore, students must realize that attendance at school is important and student must be in attendance in school prior to and/or following any appointment.

**\* All equipment issued to a student must be returned to the coach/advisor at the conclusion of participation. The student must pay for school property, equipment, or uniforms not returned to the school.**

## Use of Alcohol or Tobacco

The use of any alcoholic product and/or smoking device, is a violation of the Athletic Code. All student athletes will be subject to the following procedures:

- First offense in the school year
  - The athletic code established a probationary situation for an athlete found to have used alcohol or tobacco.
  - The athlete will be suspended from competition for either one or two contests, depending upon the length of season:
    - Sports seasons of more than 12 contests: 2 game suspension
    - Sports seasons of 12 or less contests: 1 game suspension
    - Also, the athlete will be asked to participate in a locally developed counseling program.
    - This probation allows the opportunity to participate in practices, unless:
      - A conflict occurs in conjunction with the counseling program.
      - The suspending event involves a suspension from school for alcohol and/or tobacco at school events or on school property.
- Second offense in the school year:
  - An athlete who has served probation according to the "first offense" procedures (above) and who is found to have used alcohol and/or tobacco again will be disqualified from participation in any sport for one calendar year. In addition, the athlete must engage in additional counseling and must finish that counseling program before contest participation in the next sport. The counseling program undertaking must be satisfactory to a review committee made up of the athletic director, principal and the coach.

## Use of Illegal Drugs or Dangerous Substances

**IMMEDIATE SUSPENSION:** A meeting will be held between the student, parent/guardian, athletic director, and principal to determine length of suspension.

## **School Suspension Implications**

Suspension from school in the form of in-school suspension will disqualify the student athlete from participation in practice and/or contests throughout the suspension period. Although students are not allowed to participate, they are expected to attend all practices and contests unless otherwise approved by coach/advisor. For the purpose of athletics/extracurricular activities, suspensions will end at midnight of the last day of the suspension. Students suspended out of school will miss a minimum of one contest, whether that contest is scheduled during the suspension period or not. Students, while serving an out of school suspension, should not participate in any practices, and are prohibited from attending any contests during this period.

## **Medical Information**

A student must have an updated physical every school year. After an injury or an illness requiring a doctor's care, an athlete must have a written note from the doctor allowing participation in athletics again. If an athlete is injured in a contest or a practice, he or she should report the injury immediately to the coach. On the next school day, the student should report to the nurse's office to inform the nurse of the injury.

## **Appeal Process**

Any student and his or her parents have the right to appeal any decision regarding participation in athletics to the Superintendent, Board of Education, and the Commissioner of Education

## **Health and Safety**

- The health and safety of our student athletes are very important to us. If you have any concerns, please feel free to contact us at any time.
- Enclosed you will find an informational sheet about concussions and what to look for. Parents see their children on a regular basis if you suspect or are concerned of a possible concussion again please feel free to contact us. By signing the athletic code, you acknowledged that you have read the informational sheet.

# **GENERAL INFORMATION**

## **ACADEMIC INTERVENTION SERVICES (AIS)**

The Academic Intervention Service Teacher will oversee the implementation and monitoring of this program. The district shall provide Academic Intervention Services in English/Language Arts, Mathematics, Social Studies, and/or Science. Such services may include additional instruction services, counseling, and study skills.

A student's eligibility for academic intervention services will be determined based on his or her performance on state assessment examinations in accordance with district assessment procedures, as well as on teacher, parent, or student request.

When it has been determined that a student needs Academic Intervention Services, the parents will be notified in writing by the Principal. The notice will outline the reason the student needs such services, and the type of services to be provided. In addition, the district will provide the parents with opportunities to consult with teachers and professional staff concerning their student's performance.

## **ACCIDENTS**

Every accident in the school building (on school grounds, at practice sessions, or at any event sponsored by the school) must be reported immediately to the person in charge and to the school health office.

## **ACHEIVEMENT CENTER SIGNOUT TO THE LIBRARY**

Students will be allowed to sign out from Achievement Center to the library, providing they have library-related work to do. Homework should be done in Achievement Center. The library must maintain an academic environment, and appropriate behavior is expected. Any student who is on the failing list from the previous 5 week marking period must obtain a pre-signed pass from a teacher who has assigned that student work to do in the library. Students who are on the failing list may also come to the library during the activity period at the end of the day as long as they have work to



do and the library is open. If a student is removed from the failing list during the marking period, he must provide the library staff with a note from the teacher stating that the student is no longer failing that course.

### **ALCOHOL AND NON-MEDICINAL DRUGS**

- The use of, possession or sale of alcohol or non-medical drugs is prohibited on school property or school buses
- Students may not attend school or be on school property while under the influence of these substances
- Violations will lead to an immediate suspension, parent conference and possibly a Superintendent's hearing, or referral to the Madison County Sheriff's Office

### **ANNOUNCEMENTS**

Announcements will be posted outside the office each day. Announcements must be submitted to the office and approved by a Faculty Advisor or the building Principal. They will also be read during forum at 7:40 am. Announcements also appear on the school website.

### **ARTICLES PROHIBITED ON SCHOOL PROPERTY**

Drugs, alcohol, drug paraphernalia, firearms, knives of any kind, anything that is intended or can be used as a weapon, lighters, matches, fireworks, cigarettes, e-cigs, tobacco products, water pistols, laser pointers, chains, obscene material, etc. are inappropriate and will be confiscated.

"Weapon" means a firearm as defined in 18 USC §921 for purposes of the Gun-Free Schools Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutters, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death when used to cause physical injury or death.

In accordance with the Gun Free Schools Law, the punishment for said violation shall be a suspension from attendance of instruction for a period of not less than one calendar year, unless the superintendent shall determine to modify such punishment.

### **ATTENDANCE IN SCHOOL/TARDINESS**

Students are to be in the school building by 7:40am.

Students are expected to be present and punctual for all classes throughout the school year.

Parents should call the main office (315-684-9121), to report any school absence. The only legal reasons for an absence or lateness to school are illness, educational trip, college visit, medical/counseling appointment, family illness or death, court appearance, driver's license exam or observance of standardized religious holidays.

Any student who participates in an extracurricular activity and is arriving late to school must report to the main office by 10 am with a documented excuse signed by a parent.

#### *Procedure to follow for an absence:*

1. A written note from a parent or guardian must be presented indicating student's name, date of absence or tardiness from school, reason for absence and parent/guardian signature.
2. Present the note to the receptionist.
  - Failure to provide an excuse within (2 days) is considered an illegal absence from school time and may result in disciplinary action.
3. All work missed must be made up as soon as possible, but no later than 5 days upon return to school.

#### *Procedure to follow for late arrival/ tardiness*

1. Report immediately upon arrival to the main office.
2. A pass will be issued for admittance to class. Students claiming tardiness as a reason for not attending a class must provide proof of tardiness in the form of a signed pass from the main office.
3. A written excuse must be presented within two (2) days explaining the reason for the tardiness and signed by the parent/guardian. Without a legal excuse from a parent or guardian explaining the reason for the tardiness, arriving too late to attend a particular class will be treated the same way as leaving school early to cut a class.
4. More than three times tardy per marking period results in a lunch detention.

5. Students claiming tardiness as a reason for not attending a class must provide proof of tardiness in the form of a signed pass from the main office. Without a legal excuse from a parent or guardian explaining the reason for the tardiness, arriving too late to attend a particular class will be treated the same way as leaving school early to cut a class.

### **ATTENDANCE IN CLASS/LATE TO CLASS**

1. Students are expected to be in class on time to avoid being marked late to class. Students should request a pass from the previous class instructor for late admission to class.
2. Being absent from class or classes without permission is an unexcused absence. There is no legitimate reason for cutting or skipping class. Cutting a class will be treated as insubordination. Students are expected to be on time to all classes.
3. More than three times tardy per marking period results in a lunch detention.

### **ATTENDANCE CONSEQUENCE FOR UNEXCUSED TARDINESS**

If a student arrives to school tardy, after 7:40 am and without an excuse, consequences are as follows:

- Two (2) warnings per marking period
- After three (3) tardies per marking period, a lunch detention will be assigned
- After six (6) tardies per marking period, an after-school detention will be assigned, and a parent meeting will be requested
- After twelve (12) tardies per marking period, student will be placed on restriction through the end of the marking period and appropriate disciplinary action will follow

### **BACKPACKS**

For the safety of all, backpacks, large personal bags and sports bags are always to remain in the student assigned lockers. They are not to be harbored in classrooms or travel with the student at any time during school hours apart from predetermined individual situations.

### **BUS RIDERS**

Students must be on time at the designated bus stop and should wait until the bus comes to a complete stop before attempting to board. While on the bus, students should keep hands and heads inside the bus at all times. Remember, loud talking and laughing diverts the driver's attention and makes safe driving difficult. Horseplay is not permitted around or on the bus. Also, food and beverages are not allowed to be consumed on the school bus. A school bus is considered school property and all school rules are in effect.

### **CAFETERIA**

The school cafeteria provides breakfast and lunch every day when school is in session. The cost of a breakfast is \$1.60, and the cost of lunch is \$2.55. Free and reduced lunch application forms are available in the cafeteria and main office.

Cafeteria lines will move faster if students maintain order and are ready to make a decision when they reach the serving counter. Once a student has finished eating, the tray, dishes, utensils and any garbage must be returned to the collection point in each cafeteria. NO food may be taken to classrooms, gymnasium or other parts of the building unless authorized.

### **CLOSED CAMPUS**

MECS has a closed campus policy. Students must stay on school property from the time they arrive at school until dismissal.

#### *Procedure for leaving campus early*

1. If a student has a legal reason for leaving school during the day, he/she must bring a written note signed by his/her parent/guardian to the high school office at the beginning of the day.
2. The request for permission to leave MUST state a legally acceptable reason to leave early.
3. Prior to leaving, students must sign out in the main office.
4. Leaving school property without school authorization from either the Principal or Nurse is truancy.

### **COMMUNITY SERVICE**

Students at Morrisville-Eaton take pride in offering a variety of services to the community. When a student has accumulated one hundred (100) hours or more of approved community service he/she will have qualified to graduate with a "Diploma with Distinction." Community service is not a graduation requirement.

*Procedure for community service approval:*

1. Pick up a community service participation form in the main office
2. Complete the community service activity
3. Fill out the form and secure the supervisor's signature
4. Turn the completed form into the main office

## **CONDUCT**

Appropriate student conduct is expected at Morrisville-Eaton Central School District. All students have the right to attend school without being bothered by other students and to attend classes without other students creating disturbances that affect the learning environment. Students may not intimidate or harass other students in any form, both verbally or physically. Any form of sexual harassment will not be tolerated. A student found to be creating a problem for others will be dealt with immediately.

## **COUNSELING CENTER**

The Guidance Counselors are here to help students realize their full potential as unique individuals.

The counselor can help students:

- assess strengths that are appropriate
- choose courses that are appropriate
- discover talents and abilities
- develop positive attitudes
- make suitable decisions about a student's future
- solve personal problems with family, friends, or teachers
- find a job
- help plan a student's education
- decide on a career

## **COURSE DROPS/ADDS**

Students will be allowed to drop or add an elective course during **the first three weeks** of the school year, provided that dropping the course will not result in the student having more than 1.5 achievements centers in their schedule. Dropping certain courses requires the approval of the Principal.

## **COURTESY**

Courtesy to teachers, school employees, other students, and visitors is a tradition at MECS. Each of us should strive to be considerate of all others regardless of racial, religious, sexual orientation, or economic background. It is expected that students will follow directions of ALL district employees and student teachers/volunteers.

## **DESTRUCTION OF SCHOOL PROPERTY**

Students who intentionally destroy school property shall receive punishment. Restitution will be required at the replacement value of the property. Further disciplinary measures may be imposed at the discretion of the building administrator. In serious cases, legal authorities will be requested to take action for prosecution.

## **DETENTION**

Detention is a time when the student is assigned to stay after school for infractions of school rules.

- A teacher may assign 2:20pm-2:55pm detention for misbehavior in class or for lateness to class. Such detention will be assigned with the teacher on the day the problem occurs or for the next day when the student has had an opportunity to notify his/her parents.
- Failure to serve an assigned detention from a teacher will result in a referral to the Principal or Dean of Students and may receive an assigned detention is from 2:20-2:55 p.m. or from 2:20-5:00 p.m.

## **DISCIPLINE OF STUDENTS WITH DISABILITIES**

This Code of Conduct affords students with disabilities subject to disciplinary action no greater or lesser rights than those expressly afforded by applicable federal and state law and regulations.

## **DRESS CODE**

We take pride in the appearance of our students. Student dress reflects the quality of the school and students' attitude towards school, friends, and teachers. In addition, student's dress, grooming, and appearance shall not disrupt or interfere with the educational process.

The following standards should be observed:

- Hats and head coverings are to be removed when a student enters the building except for medical or religious purposes.
- Undergarments are to be completely covered by outer clothing.
- Students must have shoulders and midribs covered by appropriate clothing.
- Students must wear safe and appropriate footwear.
- Shorts and skirts of appropriate length – one inch below the fingertips with arms straight down at sides.
- Clothing that depicts violence, carries suggestive messages or advertisements for illegal drugs, alcohol, or tobacco is prohibited.
- Clothing that carries suggestive or vulgar messages related to race, color, ethnicity, weight, religion, or disabilities is prohibited.
- During instruction in physical education, home economics, technology and science, students may be required to wear protective gear.

## **DRIVING TO SCHOOL**

Driving to school is a privilege for MECS students.

### *Procedures for driving to school*

1. Students, who drive motor vehicles to school must know and obey all rules.
2. Each student must register the vehicle each school year with the Dean of Students. Registration forms may be obtained in the main office.
3. Students, who drive unregistered vehicles, may risk having their vehicle being towed at the owner's expense.
4. Student drivers who are late to school 3 times in a marking period may lose their privilege to operate and park their vehicle on school property.
5. Upon arrival at school, the vehicle must be locked.
6. Parking will be in the designated area for student vehicles.
7. Once at school, no one may return to the vehicle without permission.
8. Allowing the use of a student vehicle to aid in illegally leaving school may result in the loss of parking privileges.

School officials may search all vehicles parked on school property if there is reasonable suspicion that there are inappropriate substances or materials in the vehicles.

Suspension of driving privileges includes both driver and registered vehicles.

## **DRUGS/ALCOHOL/TOBACCO**

Tobacco, alcohol, drugs, and drug paraphernalia are prohibited on school property. This includes athletic and extracurricular events.

The following shall be considered a serious offense warranting up to an immediate five (5) days out-of-school suspension and referral to the Superintendent for possible permanent suspension.

Under the influence of, use of, sale/gift of or possession of the following:

- Illegal drugs, alcohol, or drug paraphernalia
- In possession of any instruments for the use of such drugs, controlled substance or marijuana such as pipe, syringe or other paraphernalia, synthetic marijuana, or cannabinoids, including but not limited to items labeled as incense, herbal mixtures, or potpourri.
- Prescription drugs and/or over-the-counter medicine
- Prohibited substances such as vaping pens, electronic cigarettes, juice, and juul pens
- Smoking a cigarette, cigar, or pipe, or using chewing or smokeless tobacco on school property.

## **EMPLOYMENT CERTIFICATES (WORKING PAPERS)**

The Main Office will issue employment certificates for students eligible to work in places of employment that conform to state and federal rules. Information may be obtained from the Main Office.

## **EXTRA HELP**

Learning is a cooperative process that can become increasingly more mutually satisfying when teachers and students work together toward a positive outcome.

Students must seek extra help from their teachers if they do not understand an assignment, if the work is difficult, or if they have been absent and have missed assignments and class discussion. Conferences can be arranged with teachers after school, or during designated extra help periods or the Guidance Counselor can be seen for extra assistance.

## **FIELD TRIPS**

Written parental/guardian permission as well as emergency medical treatment authorization will be required for any student to participate in a field trip. All school rules remain in effect while students are on any school sanctioned trip.

## **FIRE DRILL INSTRUCTIONS**

When the first signal is given, everyone must exit the building by the prescribed route as quickly as possible. The teacher in each classroom will give students instructions and lock the door to the classroom upon exiting. Fire Drills need to be rehearsed in a serious manner with no talking and maintaining a proper and safe distance from the building. Any misbehavior will be considered a violation of safety rules.

## **GAMBLING**

Gambling as described by the student handbook definition is not permitted at school.

## **HEALTH OFFICE**

If a student becomes ill at school, he/she must report to the nurse, who will decide what shall be done. Students may not leave the building for an illness without authorization of the principal or nurse.

Educational Law and regulations of the Commissioner of Education require physical examinations of students when they:

- are in grades 7 & 10
- participate in Interscholastic Sports
- in need of Working Papers

School physical exams are offered in August, October, November, February, and May. Students must sign up for a physical in the health office. The exam also includes the following screening procedures mandated by the State: vision, hearing, scoliosis (administered at least annually to all students, age 8-16 years), blood pressure, height & weight.

State law mandates that for medication (including non-prescription over-the-counter medication) to be taken during school hours, it must be accompanied by a written request signed by both the physician and parent.

The written request must state:

- What the medication is
- What the dosage of the medication is
- When the medication is to be given

All medicine is kept in the health office and administered to the student at all appropriate time. Students may not have medication of any kind in their possession on school grounds. Violation of this rule will result in disciplinary action ranging from suspension to a Superintendent's Hearing.

## **HOMEWORK**

In addition to a teacher's syllabus, the homework general guidelines should include relevance to the course work and, when possible, started in class. As a general rule, you can expect time spent on homework should equal the student's grade level times 10 minutes. An example would be a 6<sup>th</sup> grader should have 6 x 10 would be 60 minutes of homework a night.

## **HONOR/HIGH ROLL**

An Honor Roll is published at the end of each marking period. Students with an average of 91.5 or higher are listed on the High Honor Roll. Those with an average of 84.5 to 91.4 are listed on the Honor Roll. A failing mark or incomplete in any subject eliminates a student from consideration for the Honor Roll. Students will be recognized at a ceremony each marking period.

## **INCOMPLETES**

Students will be given an incomplete on their report card if there has been a prolonged absence or extenuating circumstances and much work has been missed.

Procedure for incompletes:

1. The principal must approve the incomplete.
2. The incomplete will be changed on the next report card if the make-up work is completed.
3. If the work is not turned in within the approved time period, it will become a zero (0) and be averaged in with the next report card. Failure to obtain make up work is no excuse for not doing the work that is missed.
4. Teachers are available after school to give work that has been missed and to aid students if they need any help.

## **INTERSCHOLASTIC SPORTS**

Students in grade 7-12 may elect to participate in the interscholastic sports program. Grades 7-8 compete on the modified level against schools within our region. Grades 9-12 are part of the Center State Conference. Students who have been disciplined for inappropriate behavior may lose the privilege to compete.

The following sports are available for student participation: Fall - Football, Field Hockey, Soccer, (boys & girls). Winter - Wrestling, Basketball (boys & girls), Volleyball. Spring - Baseball, Softball, Track (boys & girls), Tennis (boys & girls).

## **LIBRARY**

The M-E Library Media Center (LMC) acts as the gateway for all student and faculty information needs. The LMC supports both the middle school and the high school curricula in all areas, in addition to providing reading guidance and materials for students. A full-time library media specialist and a full-time aide staff the library. Bibliographic instruction is provided through classes, with the classroom teacher and teaching librarian acting as a team, and individually as needed, to ensure that every Morrisville-Eaton student graduates as a responsible, information-seeking citizen.

The middle/high media center has over 12,000 books, accessible through an on-line computerized catalog called the OPALS. The regional catalogs (Mid-York Library System, the CNY colleges, and the three regional School Library System databases), are also available online to facilitate location and access of materials through interlibrary loan.

Magazines are also searchable on full-text online databases (Newsbank and the Gale databases), which provide a wide variety of full-text periodical and newspaper articles. These online databases are also available to students and faculty through remote access from any internet-capable computer. In addition, the media center has two online encyclopedias.

The library is a part of the regional School Library System. Any materials not readily available in our library can be obtained through interlibrary loan, on a regional, state, national, or even international basis. The library opens at the beginning of the school day, and closes at 3 P.M. Arrangements can be made to keep it open later on an emergency basis by consulting with the library staff. Books from the circulating collection are signed out to students for a two-week period.

## **LOCKERS**

All students are provided with hall and gym lockers. Combinations are assigned by the office and should not be given to others. Locker problems should be reported to the Main Office.

Nothing is to be put on the outside of the locker, as it is school property, which includes tape, magnets, bumper stickers, etc. Personalization may occur on the inside of the locker only.

The Principal and/or the Dean of Students possesses the authority to examine the contents of the locker at any time.

## **PLAGIARISM**

Held with the charge of preparing students to be college, career, and citizen ready, the educational staff at Morrisville-Eaton Middle/High School is committed to developing students' understanding of issues related to academic integrity. Specifically, students in grades 6-12 will be educated regarding issues of academic dishonesty and plagiarism.

According to Colgate University, academic dishonesty is "any attempt to misrepresent one's performance on any academic exercise submitted for evaluation." Furthermore, academic dishonesty includes "Cheating, Fabrication (of data or sources), Facilitating Academic Plagiarism, and Dishonesty"



According to Merriam-Webster Dictionary, plagiarism is defined as "the act of using another person's words or ideas without giving credit to that person."

Given this education, students are to be held accountable for maintaining a high level of academic integrity with regard to all school-related work. This includes, but is not limited to: homework assignments, essays, reports, research papers, presentations, computer work, assessments, or any other assignment that is graded or used to assess student understanding.

Given this education, all assignments are expected to be the original work of the student. With that being said, when a student:

- uses the words of another, it is expected that quotations are used and a source is cited either in the text or via footnotes,
- paraphrases and/or summarizes the words of another, it is expected that the student identify the source of the idea(s),
- uses the work of another student, that student is in violation of the expectations for academic integrity,
- provides assistance to another student in violating expectations for academic integrity, the student will also be considered in violation of the expectations for academic integrity.

Teachers play a vital role in upholding Morrisville-Eaton Central School District's principles related to academic integrity. Educational staff and administrators will utilize various methods and resources to assist in the detection of acts related to plagiarism and cheating. It is expected that all teachers will report issues of academic dishonesty and plagiarism to building level administration. After being reported, an instance of academic dishonesty or plagiarism Will be handled as a disciplinary issue. If after investigation a student is found to have violated the expectations for academic dishonesty, a score of zero may be assigned for that assignment. Additional disciplinary measures may also be taken.

### **PROGRESS TOWARD GRADUATION**

All students must take enough subjects each year to maintain progress toward the 22-credit requirement. **No student will be allowed to have more than 1.5 achievement centers in their schedule.**

### **PROPAGANDA**

Students are encouraged to publicize extracurricular events; however, all material to be posted, distributed, or announced must have the prior approval of the Middle/High School Principal.

### **PUBLIC DISPLAY OF AFFECTION**

Students are expected to exhibit standards of social conduct, which are appropriate for school with students aged 11-21 years. Any showing of affection, which makes others uncomfortable, is inappropriate and may be referred to the Dean of Students or Principal. Should the problem not be resolved, disciplinary action may be implemented.

### **SCHOOL CLOSING**

In the event of severely inclement weather or mechanical breakdown, school may be closed or the starting time delayed. Notice of such changes shall be carried over radio and television as well as our emergency notification system. The following are notified to broadcast such messages:

- WSTM–Channel 3 TELEVISION
- WTVH Channel 5 TELEVISION
- WIXT Channel 9 TELEVISION
- YNN-News 10 TELEVISION
- Big Frog 104.3 (WFRG) FM RADIO
- 93Q (WNTQ) FM RADIO

### **SCHOOL CLUBS & ORGANIZATIONS**

The Morrisville-Eaton Middle/High School offers a variety of opportunities for students to become involved in extracurricular activities. The following clubs and organizations are available to students for the 2022-23 school year: Girls Athletic Association, National Honor Society, NYSSMA, Science Club, Student Council, and Yearbook. Students are encouraged to participate in one or more activities.

*National Honor Society:*

MECS proudly carries on its long tradition of active membership since 1941. The National Honor Society ranks as one of the oldest and most prestigious national organizations for high school students. Chapters exist in three- fourths of the nation's high schools. Membership is an honor respected throughout life. Selection is for juniors and seniors who have a

record of meeting high standards of scholarship, service, leadership, and character. The Faculty Council selects members. This Council is selected annually by the principal to adjudicate membership issues.

Each candidate is judged on three sources of information. Each candidate must have: (1) a cumulative GPA of at least 90.00%. The Faculty Council also considers information from (2) the "Student Activity Information Form" filled out by the candidate and (3) a "Faculty Evaluation Form" completed by faculty who work directly with these students. In a meeting supervised by the chapter adviser (a non-voting, ex-officio member) and based on the three sources of information, the new members are chosen by a simple majority of the Faculty Council.

Chapter members recognize that failure to maintain at least a GPA of 90% and equally high standards in leadership, service and character may result in loss of NHS privileges and possible dismissal. (All MECS procedures follow the requirements of the national sponsor, the National Association of Secondary School Principals).

## **SCHOOL DANCES**

Students in the MECS Middle/High School, except those students on restriction, are welcomed at school dances.

The Principal has the power to restrict a student or students' attendance at any given dance providing there is sufficient evidence to support such a decision. This can include both academic and behavioral issues.

*Procedure for inviting guests to school dances:*

1. MECS students may invite one guest to the dance.
2. Invited students must be in good standing in his/her home Jr./Sr. High School.
3. A form to be signed by the host student's parent and the student must be submitted to the Main Office at least three (3) days prior to the dance requesting permission for the guest to attend.
4. At all times during the dance, the host will be responsible for the behavior of his/her guest.

Entry into the dance must be prior to and 1.5 hours of the designated start time. No one will be re-admitted to the dance following his/her leaving the building. Students are not to loiter outside the building either upon their arrival or exit from the campus. Parents are reminded to please be prompt in picking students up after a dance. It is reasonable to expect students leaving the dance to exit from school property within ten (10) minutes.

## **SEARCHES**

Searches of lockers, desks, and other school storage places by school officials are permissible, as students should have no reasonable expectations of privacy with respect to these places. In addition, the Board of Education authorizes Morrisville-Eaton Central School administrators to conduct a search of a student's book bag and belongings and request that a student empty his or her pockets if the school officials has reasonable suspicion to believe that the search will result in evidence that the student violated school rules or State/Federal Law. Students' book bags or other belongings may be searched whenever school officials are concerned about an immediate threat to student safety.

## **STUDENT VALUABLES**

Students are cautioned not to bring large amounts of money or other valuables to school. Students are responsible for their personal property. If it is absolutely necessary to bring large amounts of money or other valuables to school, please leave them at the office for safe keeping.

**DO NOT LEAVE VALUABLES IN GYM OR IN HALL LOCKERS. THE SCHOOL IS NOT BE RESPONSIBLE FOR THE THEFT OF ANY ITEMS.**

## **SUSPENSION FROM SCHOOL**

Any student who receives an in-school or out-of-school suspension is prohibited from partaking in extracurricular or sporting practice and games during the suspension period which ends at midnight of the last day of the ISS or OSS.

## **VISITORS TO THE SCHOOL**

Parents and other citizens are encouraged to visit the school periodically during the course of the school year. Student visitors from other schools, unless they have a specific reason and prior approval of the Building Principal, are NOT PERMITTED to enter the school building during normal school hours.

# **COMPUTER & TECHNOLOGY**

## *Morrisville-Eaton Central School District Student Responsible Use Guidelines for Technology*

Morrisville-Eaton Central School District makes a variety of communications and information technologies available to students through computer/network/Internet access. These technologies, when properly used, promote educational excellence in the MECS District by facilitating resource sharing, innovation, and communication.

The District firmly believes that digital resources, information and interaction available on the computer/network/Internet far outweigh any disadvantages.

### **Mandatory Review.**

To educate students on proper computer/network/Internet use and conduct, students are required to review these guidelines at the beginning of each school year. All District students shall be required to acknowledge receipt and understanding of all guidelines governing use of the system and shall agree in writing to allow monitoring of their use and to comply with such guidelines. The parent or legal guardian of a student user is required to acknowledge receipt and understanding of the District's Student Responsible Use Guidelines for Technology (hereinafter referred to as the Responsible Use Guidelines) as part of their review of the Student Behavior handbook. Employees supervising students who use the District's system must provide training emphasizing its appropriate use.

### **Definition of District Technology System.**

The District's computer systems and networks (system) are any configuration of hardware and software. The system includes but is not limited to the following:

- Telephones, cellular telephones, and voicemail technologies;
- Email accounts;
- Servers;
- Computer hardware and peripherals;
- Software including operating system software and application software;
- Digitized information including stored text, data files, email, digital images, and video and audio files;
- Internally or externally accessed databases, applications, or tools (Internet- or District-server based);
- District-provided Internet access;
- District-filtered public Wi-Fi; and
- New technologies as they become available.

## **Availability of Access**

### **Acceptable Use.**

Devices/Networks/Internet Access will be used to enhance learning consistent with the District's educational goals. The District requires legal, ethical and appropriate computer/network/Internet use.

### **Privilege.**

Access to the District's computer/network/Internet is a privilege, not a right.

### **Access to Computer/Network/Internet.**

Access to the District's electronic communications system, including the Internet, shall be made available to students for instructional purposes. Each District computer and public Wi-Fi (available for students who bring their own personal telecommunication devices) has filtering software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act (CIPA). Filtered Internet access is provided to students as defined by CIPA.

### **Student Access.**

Computer/Network/Internet access is provided to all students unless parents or guardians request in writing to the campus principal that access be denied. Student Internet access will be under the direction and guidance of a District staff member. Students may also be allowed to use the local network and public Wi-Fi with campus permission.

### **Students 13 or younger.**

For students under the age of 13, the Children's Online Privacy Protection Act (COPPA) requires additional parental permission for educational software tools. Parents wishing to deny access to these educational tools must do so in writing to the campus principal indicating their child should be denied access to these tools. Examples of these tools

are Discovery Education, wikis, blogs, and Edmodo. These tools can be accessed through the District's student Webpage.

### **Use of Personal Telecommunication Devices.**

The District believes technology is a powerful tool that enhances learning and enables students to access a vast amount of academic resources. The District's goal is to increase student access to digital tools and facilitate immediate access to technology-based information, much the way that students utilize pen and paper. To this end, the District will open a filtered, wireless network through which students in specific age groups will be able to connect privately owned (personal) telecommunication devices. Students using personal telecommunication devices must follow the guidelines stated in this document while on school property, attending any school-sponsored function, or using the MECSD network.

### **Middle / High School**

Students are allowed to bring personal telecommunication devices that can access the Internet for educational purposes as explicitly determined by the classroom teacher. Students may only utilize such devices in class with the permission of their classroom teacher.

### **Security.**

A student who gains access to any inappropriate or harmful material is expected to discontinue the access and to report the incident to the supervising staff member. Any student identified as a security risk or as having violated the Responsible Use Guidelines may be denied access to the District's system. Other consequences may also be assigned. A student who knowingly brings prohibited materials into the school's electronic environment will be subject to suspension of access and/or revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Board-Approved Discipline Management Plan and Student Code of Conduct.

### **Content/Third-Party Supplied Information.**

Students and parents of students with access to the District's system should be aware that use of the system might provide access to other electronic communication systems in the global electronic network that may contain inaccurate and/or objectionable material.

### **Subject to Monitoring.**

All District computer/network/Internet usage shall not be considered confidential and is subject to monitoring by designated staff at any time to ensure appropriate use. Students should not use the computer system to send, receive or store any information, including email messages, that they consider personal or confidential and wish to keep private. All electronic files, including email messages, transmitted through or stored in the computer system will be treated no differently than any other electronic file. The District reserves the right to access, review, copy, modify, delete or disclose such files for any purpose. Students should treat the computer system like a shared or common file system with the expectation that electronic files, sent, received or stored anywhere in the computer system, will be available for review by any authorized representative of the District for any purpose. Personal telecommunication devices are subject to examination in accordance with disciplinary guidelines if there is reason to believe that the Responsible Use Guidelines have been violated.

## **Student Computer/Network/Internet Responsibilities**

District students are bound by all portions of the Responsible Use Guidelines. A student who knowingly violates any portion of the Responsible Use Guidelines will be subject to suspension of access and/or revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Board- approved Student Code of Conduct.

### **Use of Social Networking/Digital Tools.**

Students may participate in District-approved social media learning environments related to curricular projects or school activities and use digital tools, such as, but not limited to, mobile devices, blogs, discussion forums, RSS feeds, podcasts, wikis, and on-line meeting sessions. The use of blogs, wikis, podcasts, and other digital tools are considered an extension of the classroom. Verbal or written language that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, wikis, podcasts, and other District-approved digital tools.

**Use of System Resources.**

Students are asked to purge email or outdated files on a regular basis.

**Password Confidentiality.**

Students are required to maintain password confidentiality by not sharing their password with others. Students may not use another person's system account.

**Reporting Security Problem.**

If knowledge of inappropriate material or a security problem on the computer/network/Internet is identified, the student should immediately notify the supervising staff member. The security problem should not be shared with others.

**Students using a personally owned telecommunication device at school must adhere to the following guidelines:**

- The District filters personal telecommunication devices in the same manner as District-owned equipment. If network access is needed, connection to the filtered, wireless network provided by the District is required.
- These devices are the sole responsibility of the student owner. The campus or District assumes no responsibility for personal telecommunication devices if they are lost, loaned, damaged or stolen and only limited time or resources will be spent trying to locate stolen or lost items.
- These devices have educational and monetary value. Students are prohibited from trading or selling these items to other students on District property, including school buses.
- Each student is responsible for his/her own device: set-up, maintenance, charging, and security. Staff members will not store student devices at any time, nor will any District staff diagnose, repair, or work on a student's personal telecommunication device.
- Telecommunication devices will not be used as a factor in grading or assessing student work. Students who do not have access to personal telecommunication devices will be provided with comparable District-owned equipment or given similar assignments that do not require access to electronic devices.
- Telecommunication devices are only to be used for educational purposes at the direction of a classroom teacher or as stated for specific age groups.
- Campus administrators and staff members have the right to prohibit use of devices at certain times or during designated activities (i.e. campus presentations, theatrical performances, or guest speakers) that occur during the school day.
- An appropriately trained administrator may examine a student's personal telecommunication device and search its contents, in accordance with disciplinary guidelines.

**Inappropriate Use**

Inappropriate use includes, but is not limited to, those uses that violate the law, that are specifically named as violations in this document, that violate the rules of network etiquette, or that hamper the integrity or security of this computer/network/Internet system or any components that are connected to it. The following actions are considered inappropriate uses, are prohibited, and will result in revocation of the student's access to the computer/network/Internet.

**Violations of Law.**

Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to:

- threatening, harassing, defamatory or obscene material;
- copyrighted material;
- plagiarized material;
- material protected by trade secret; or
- blog posts, Web posts, or discussion forum/replies posted to the Internet, which violate federal or state law.

Tampering with or theft of components from District systems may be regarded as criminal activity under applicable state and federal laws. Any attempt to break the law through the use of a District computer/network/Internet account may result in prosecution against the offender by the proper authorities. If such an event should occur, the District will fully comply with the authorities to provide any information necessary for legal action.

**Modification of Computer.**

Modifying or changing computer settings and/or internal or external configurations without appropriate permission is prohibited.

**Transmitting Confidential Information.**

Students may not redistribute or forward confidential information without proper authorization. Confidential information should never be transmitted, redistributed or forwarded to outside individuals who are not expressly authorized to receive the information. Revealing personal information about oneself or others such as, but not limited to, home addresses, phone numbers, email addresses, birthdates or others are prohibited.

**Commercial Use.**

Use of the system for any type of income-generating activity is prohibited. Advertising the sale of products, whether commercial or personal is prohibited.

**Marketing by Non-MECSD Organizations.**

Use of the system for promoting activities or events for individuals or organizations not directly affiliated with or sanctioned by the District is prohibited.

**Vandalism/Mischief.**

Any malicious attempt to harm or destroy District equipment, materials or data; or the malicious attempt to harm or destroy data of another user of the District's system, or any of the agencies or other networks to which the District has access is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of District policy and administrative regulations and may constitute criminal activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, the uploading or creating of computer viruses.

Vandalism as defined above, is prohibited and will result in the cancellation of system use privileges. Students committing vandalism will be required to provide restitution for costs associated with system restoration and may be subject to other appropriate consequences. [See the Board-approved Student Code of Conduct.]

**Intellectual Property.**

Students must always respect copyrights and trademarks of third parties and their ownership claims in images, text, video and audio material, software, information and inventions. The copy, use, or transfer of others' materials without appropriate authorization is prohibited.

**Copyright Violations.**

Downloading or using copyrighted information without following approved District procedures is prohibited.

**Plagiarism.**

Fraudulently altering or copying documents or files authorized by another individual is prohibited.

**Impersonation.**

Attempts to log on to the computer/network/Internet impersonating a system administrator or District employee, student, or individual other than oneself, will result in revocation of the student's access to computer/network/Internet.

**Illegally Accessing or Hacking Violations.**

Intentional or unauthorized access or attempted access of any portion of the District's computer systems, networks, or private databases to view, obtain, manipulate, or transmit information, programs, or codes is prohibited.

**File/Data Violations.**

Deleting, examining, copying, or modifying files and/or data belonging to other users, without their permission is prohibited.

**System Interference/Alteration.**

Deliberate attempts to exceed, evade or change resource quotas are prohibited. The deliberate causing of network congestion through mass consumption of system resources is prohibited.



## **Email and Communication Tools**

Email and other digital tools such as, but not limited to blogs and wikis, are tools used to communicate within the District. The use of these communication tools should be limited to instructional, school-related activities, or administrative needs.

All students in grades 6-12 will be issued email accounts. Students should check email frequently, delete unwanted messages promptly, and stay within the email server space allocations. Email attachments are limited to 2MB or smaller. Internet access to personal email accounts is not allowed.

Students should keep the following points in mind:

### **Perceived Representation.**

Using school-related email addresses, blogs, wikis, and other communication tools might cause some recipients or other readers of the email to assume that the student's comments represent the District or school, whether or not that was the student's intention.

### **Privacy.**

Email, blogs, wikis, and other communication within these tools should not be considered a private, personal form of communication. Private information, such as home addresses, phone numbers, last names, pictures, or email addresses, should not be divulged. To avoid disclosing email addresses that are protected, all email communications to multiple recipients should be sent using the blind carbon copy (bcc) feature.

### **Inappropriate Language.**

Cyberbullying, or using obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language in emails blogs, wikis, or other electronic communication tools is prohibited. Sending messages that could cause danger or disruption, personal attacks, including prejudicial or discriminatory attacks, are prohibited.

### **Political Lobbying.**

Consistent with State ethics laws, District resources and equipment, including, but not limited to, emails, blogs, wikis, or other communication tools must not be used to conduct any political activities, including political advertising or lobbying. This includes using District email, blogs, wikis, or other communication tools to create, distribute, forward, or reply to messages, from either internal or external sources, which expressly or implicitly support or oppose a candidate for nomination or election to either a public office or an office of a political party or support or oppose an officeholder, a political party, or a measure (a ballot proposition). These guidelines prohibit direct communications as well as the transmission or forwarding of emails, hyperlinks, or other external references within emails, blogs, or wikis regarding any political advertising.

### **Forgery.**

Forgery or attempted forgery of email messages is prohibited. Attempts to read, delete, copy or modify the email of other system users, deliberate interference with the ability of other system users to send/receive email, or the use of another person's user ID and/or password is prohibited.

### **Junk Mail/Chain Letters.**

Students should refrain from forwarding emails, which do not relate to the educational purposes of the District. Chain letters or other emails intended for forwarding or distributing to others is prohibited. Creating, distributing or forwarding any annoying or unnecessary message to a large number of people (spamming) is also prohibited

## **Student Email Accounts and Electronic Communication Tools**

Electronic communication is an important skill for 21st Century students. By providing this tool, the District is equipping students with the skills necessary for success in the business. Students in grades 6-12 are given access to a District student email account. This account is set up with the student's user ID. Students must abide by the guidelines established at Email and Communication Tools. Student email accounts will be available for use by students in grades 6-12 while they are currently enrolled in the District. Parents wishing to deny access to District email must do so in writing to the campus principal. As appropriate, project email accounts may be granted for educational activities for students in grades K-5 at the request of the classroom teacher. Student email accounts may be provided directly by the District, through the content management system of an approved online course, or through a District-approved provider.

### **Consequences of Agreement Violation**

Any attempt to violate the provisions of this agreement may result in revocation of the student's access to the computer/network/Internet, regardless of the success or failure of the attempt. In addition, school disciplinary and/or appropriate legal action may be taken.

**Denial, Revocation, or Suspension of Access Privileges.** With just cause, the System Administrator and/or building principal, may deny, revoke, or suspend computer/network/Internet access as required, pending an investigation.

### **Warning**

Sites accessible via the computer/network/Internet may contain material that is illegal, defamatory, inaccurate or controversial. Each District computer with Internet access has filtering software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act. The District makes every effort to limit access to objectionable material; however, controlling all such materials on the computer/network/Internet is impossible, even with filtering in place. With global access to computers and people, a risk exists that students may access material that may not be of educational value in the school setting.

### **Disclaimer**

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether expressed or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not guarantee that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error free, or that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not the District.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.

# Regulation

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COMMUNITY RELATIONS

1008.1

## PLAIN LANGUAGE SUMMARY OF THE CODE OF CONDUCT

### I. Introduction

The Morrisville-Eaton Central School District (the District) establishes this Code of Conduct for the Maintenance of Public Order on School Property and at School Functions to govern the conduct of students, teachers and other school personnel, and visitors. This Code of Conduct has been developed consistent with the Safe Schools Against Violence in Education Act (Chapter 181 of the Laws of 2000) and Section 100.2 of the implementing Commissioners Regulations and in collaboration with the student, teacher, administrators, and parent organizations, school safety personnel and other school personnel.

### II. Harassment, Discrimination, and Bullying is Prohibited at School

You should never feel that it is not safe to come to school and participate in all school activities. You should never be prevented from concentrating on your schoolwork because another student or a school staff member is teasing you, making fun of you, pushing you around, or threatening you in some way, because of your race (including but not limited to hair texture and protective hairstyles), color, weight, national origin (where your family comes from), ethnic group, religion, religious practices, disability, sexual orientation, gender (including gender identity or expression), or sex, or for any other reason.

A student may not act toward another student in a way that reasonably might make that other student feel threatened or unsafe, or that might reasonably make that other student unable to concentrate on their schoolwork, because of the other student's actual or perceived race (including but not limited to hair texture and protective hairstyles), color, weight, national origin (where their family comes from), ethnic group, religion, religious practices, disability, sexual orientation, gender (including gender identity or expression), or sex, or for any other reason. It is against school rules for any student or school staff member to do this by physical actions or by verbal statements, including electronic messages. This kind of conduct is prohibited on school property, on school buses, and at all school-sponsored events.

### III. The Role of Teachers, Administrators, Other school personnel, the Board and Parents

Students, parents/guardians, instructional staff, administrators, the Superintendent and the Board of Education are all parties in maintaining safe, orderly and effective schools. The roles of and expectations for each of these individuals are specified in the code of conduct.

The District has designated the Dignity Act Coordinators for each school as follows:

Mr. Bryan Fairbrother, Elementary School Principal  
55 Eaton Street, PO Box 990  
Morrisville, New York 13408  
315-684-9288

Mr. Nicholas Rauch, Middle/High School Principal

5061 Fearon Rd., PO Box 990  
Morrisville, New York 13408  
315-684-9121

The Dignity Act Coordinators are trained in methods to respond to human relations in the areas of race (including but not limited to hair texture and protective hairstyles), color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender (including gender identity or expression), and sex. They are available to speak with any person who has witnessed possible discrimination, harassment, or bullying, or if that person has experienced treatment that may be prohibited discrimination, harassment, or bullying.

#### IV. Prohibited Conduct and Consequences

##### A. No person, either singly or in concert with others, shall:

1. Willfully cause physical injury to any other person, or threaten to do so for the purpose of compelling or inducing such other person to refrain from any act which he has a lawful right to do, or to do any act which he has a lawful right not to do.
2. Willfully damage or destroy property of the District, or remove or use such property without authorization.
3. Without permission, express or implied, enter into any private office of an administrative officer, faculty member or staff member. This prohibition does not apply to law enforcement officers or individuals designated by the Superintendent to conduct lawful investigations of alleged misconduct.
4. Other than student or employee, enter a classroom or the building beyond the administrative office without the written permission of the superintendent or his designee. Parents of students (who are not prohibited by being in their child's classroom by court order) need not obtain written permission from the Superintendent or designee. However, such individuals must be invited by the classroom teacher and must check in with the building principal's office upon arrival and departure.
5. Enter upon and remain in any building or facility for any purpose other than for authorized uses, or in such manner as to obstruct its authorized use by others.
6. Without authorization, remain in any building or facility after it is normally closed.
7. Refuse to leave any building or facility after being requested to do so by an authorized administrator.
8. Obstruct the free movement of persons and vehicles in any place to which these rules apply.
9. Deliberately disrupt or prevent the peaceful and orderly conduct of classes, lectures and meetings, or deliberately interfere with any person who desires to express his views, including invited speakers.
10. Have in his possession upon any premises to which these rules apply, any knife, shotgun, pistol, revolver, or other firearm or weapon without the written authorization of the superintendent, whether or not a license to possess the same has been issued to such person.
11. Possess, consume, sell or exchange alcoholic beverages, drugs or narcotics on school properties.

12. Distribute or post any written material, pamphlet or poster without the prior written approval of the superintendent. This should not be construed as conflicting with any rights conferred on staff members by contract or law.
13. Using in either words, clothing or signs profane, lewd, vulgar or abusive language or words which may incite or offend another person; or constitute a health or safety hazard (including clothing that promotes the sale or use of alcohol, tobacco and/or controlled substances) or a substantial disruption or material interference with the mission, work or discipline of the school community.
14. Urge or incite, guard, protect, aid or abet others in the commission of any of the acts herein prohibited.
15. Violate any law, school rule, or Board Policy.

#### B. Consequences of Engaging in Prohibited Conduct

1. Any visitor authorized to be on school premises or at a school function (other than students or staff) who is substantially disruptive or violates the rules of this code will be directed to leave the premises or function. In the event of their failure or refusal to do so, the Superintendent or designee shall cause their ejection from such property.
2. In the case of any unauthorized individual (other than students or staff) who is on school property or at a school function, the Superintendent or designee shall inform the individual that they are not authorized to remain and direct them to leave such premises. In the event of their failure to do so, the Superintendent or designee shall cause their ejection from such property. Nothing in this section should be construed as authorizing the presence of any such person at any time, nor affect their liability for prosecution for trespassing, loitering, etc., as prescribed in the Penal Law.
3. In the case of a student, charges for violation of any of these rules shall be presented and shall be heard and determined in the manner provided in the applicable sections of the Code of Conduct or Section 3214(3) of the Education Law.
4. In the case of any employee who is charged with misconduct and/or violation of these rules such discipline shall be administered in accordance with applicable law, contract, or Board of Education policy.

#### C. Procedures to Inform Law Enforcement Officials of a Crime and Filing Criminal/Juvenile Delinquency Complaints

In the case of a violation of this section or any other provision of this Code of Conduct which constitutes a crime, the Superintendent has established procedures to report such an incident to the appropriate law enforcement agency and to follow through with filing a criminal/juvenile delinquency complaint.

### V. Student Conduct and Discipline

#### A. Rights of Students

1. You have a right to attend school and expect a safe and healthy atmosphere conducive to learning.

2. You have the right to equal and appropriate academic resources and to participate in decisions that affect your education.
3. You have the right to a socially, emotionally, and physically safe school climate.
4. You have the right to be treated with respect and dignity by the entire school community.
5. You have the right to participate in all school functions without fear of discrimination based on race (including but not limited to hair texture and protective hairstyles), color, weight ethnicity, religion, sexual orientation, etc.
6. You have the right to have open access to relevant and objective information concerning addiction, substance abuse, and other serious and personal situations.
7. You have the right to determine your own appearance in accordance with a positive educational atmosphere.
8. You have the right to store backpacks in a school locker provided to you for your exclusive use during the academic year.
9. You have the right to utilize technology to enhance your education and prepare you for 21<sup>st</sup> century employment and/or higher education.
10. You have a right to safe and efficient transportation to and from school.

B. Responsibility of the students:

1. You have the responsibility to attend school daily and on time, and to attend all classes regularly.
2. You have the responsibility to be aware of and of and pursue available educational opportunities while completing all respective assignments.
3. You have the responsibility to report observed instances bullying, harassment, threats to school staff.
4. You have the responsibility to follow the guidelines set forth in the Code of Conduct to maintain such an atmosphere.
5. You have the responsibility to treat your education as your first priority, and to treat others with respect, fairness, and in accordance with the Code of Conduct.
6. You have the responsibility to report any such behavior that endangers the school climate and to be aware of services available to you via the Guidance Office.
7. You have the responsibility to follow the Dress Code and to maintain good habits of personal hygiene.
8. You have the responsibility to keep the locker devoid of exterior posters, stickers, and to keep your backpack in it at all times.
9. You have the responsibility to read, acknowledge, and follow the guidelines for using technology for educational purposes only.



10. You have the responsibility to maintain the Code of Conduct on all school buses.

C. Student Conduct

1. Acceptable and appropriate conduct by students shall be consistent with the student responsibilities outlined in the code of conduct.
2. Unacceptable and Inappropriate behavior
  - a. Any violation of law
  - b. Being under the influence of alcohol on school premises or at school functions; selling, consuming or being in possession of alcohol on school premises (including buildings or grounds) or on a bus going to or from a school function or at a school function.
  - c. Being under the influence of, the use, possession, sale or gift of any drug or controlled substance, synthetic marijuana, vape or vape products, or cannabinoids, including, but not limited to, items labeled as incense, herbal mixtures, or potpourri, including marijuana or any instruments for the use of such drugs, controlled substance or marijuana such as pipe, syringe or other paraphernalia, while on school premises (including buildings or grounds) or on a bus going to or from a school function or at a school function as defined by Section I (B). Excepted is any drug taken in accordance with a current prescription signed by a physician that is to be taken by that particular student at the time in question.
  - d. Stealing, lying, cheating, plagiarism or other acts of dishonesty.
  - e. Verbal or physical intimidation.
  - f. Fighting or causing physical harm to another.
  - g. Disrespect toward an administrator, faculty or other staff member.
  - h. Possession or use of a weapon, which constitutes a firearm or destructive device, on school premises. School premises include school grounds, school buildings, or a school bus.
  - i. Possession or use of knives or other weapons not included in subsection (i) on school premises. School premises include school grounds, school buildings, or a school bus.
  - j. Failure to comply with the directions of a teacher, administrator or other school employee.
  - k. Engaging in acts of harassment or sexual harassment as defined in the District's policies.
  - l. Using in either words, clothing, or signs, profane, lewd, vulgar, abusive language or words which may incite or offend another person; or constitute a health and safety hazard (including clothing that promotes the sale or use of alcohol, tobacco and/or controlled substances) or a substantial disruption or material interference with the mission, work or discipline of the school community.

- m. Selling, using or possessing obscene material.
- n. Lateness for, missing or leaving school or class without permission or an excuse given by a faculty member.
- o. Smoking a cigarette, cigar or pipe, vaping or using chewing or smokeless tobacco on school premises (including buildings or grounds) or on a bus going to or from a school function or a school-sponsored function.
- p. Any willful act which disrupts the normal operation of the school community.
- q. Unacceptable classroom behavior including being disrespectful to a teacher or staff member or inappropriate talking in class.
- r. Unacceptable bus behavior including not staying seated, throwing objects, excessive loudness or other activities that distract the driver of the bus.
- s. Public displays of affection
- t. Gambling.
- u. Vandalism of school District property or the personal property of a teacher, administrator, other District employee or any person lawfully on District property.

#### D. Student Dress

As a general principle, students have the right to determine their own dress as it relates to taste and appearance. Students may be required to wear appropriate protective gear in applicable classes (e.g. home economics, physical education). Students shall not be permitted to wear apparel which

- a. is profane, lewd or offensive and does not comply with the Code of Conduct;
- b. constitutes a substantial disruption or material interference with the mission, work or discipline of the school community;
- c. constitutes a health or safety hazard (including clothing that promotes the sale or use of alcohol, tobacco and/or controlled substances) is associated with gang or other unlawful behavior; or
- d. otherwise infringes upon the rights of others.

#### E. Gun-Free Schools

In accordance with the Gun-Free Schools Law (20 U.S.C.A. Section 3351), the Gun-Free Schools Act of 1994 (20 U.S.C.A. Section 8921), New York State Education Law Section 3214(3), and this Board policy, the punishment for violation of Section IV subsection (B) (2) (h) shall be a suspension from attendance upon instruction for a period of not less than one calendar year, unless the superintendent shall determine to modify such punishment. The superintendent's determination shall be on a case-by-case basis.

## F. Disciplinary Responses to Student Misconduct

The purpose of all, discipline is to teach students appropriate and constructive behaviors. Disciplinary measures shall be appropriate to the seriousness of the offense and, where applicable, to the previous discipline record of the student.

All students are expected to conduct themselves in an appropriate and civil manner, considering the rights and welfare of all students, staff, and for the care of school facilities and equipment. The rules listed in the Code of Conduct are intended to focus on safety and respect for the rights and property of others.

Students who violate or attempt to violate these school rules will be required to accept the consequences for their conduct. Disciplinary action, if needed, will be firm, fair, and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary consequences will consider the following:

- The student's age
- The nature of the offense
- The circumstances which led to the offense
- The student's prior disciplinary record
- The effectiveness of prior disciplinary attempts
- Information from parents, teachers and/or others, as appropriate
- Other extenuating circumstances

There is a description of procedures which school officials should follow in administering discipline, and a menu of disciplinary choices. Because each child and each misbehavior is different, school officials should tailor the discipline for each infraction to best encourage the child to make better choices in the future.

Responses to acts of harassment, bullying, and/or discrimination against students by students shall use measured, balanced, and age-appropriate remedies and procedures, with the goals of prevention and education, as well as intervention and discipline. We will consider the nature and severity of the conduct, the developmental age of the student engaging in the conduct, the actor's prior disciplinary record, and the impact of the conduct on the student at whom it was directed.

## G. Removal of disruptive students from the classroom and school property.

1. Teacher Removal of a Disruptive Student from the Classroom
2. Teachers have a limited authority to remove disruptive pupils from the classroom. Such removal shall be consistent with this Code of Conduct.

## H. Student Suspension from School

1. The suspension of pupils shall be conducted in accordance with the regulations of Section 3214 of the Education Law.
2. Minimum Suspension for Pupils who Repeatedly are Substantially Disruptive

Pupils who repeatedly are substantially disruptive to the educational process or who substantially interfere with the teacher's authority in the classroom shall be subject to an in or out-of-school suspension.

### 3. Minimum Suspension for Violent Pupils

Students who are deemed to be “violent pupils” as defined by Education Law Section 3214 (2-a) (a) shall be subject to a minimum out-of-school suspension of at least five (5) days.

#### I. PINS Petition/Referral to Human Services Agencies

Students may be referred to outside agencies, as appropriate for assistance in addressing behavioral or other problems.

### VI. Procedure in the Early Identification and Resolution of Discipline Problems

Students, Parents and others shall report students who are having problems or appear to be having problems regarding matters covered in the Code of Conduct to the building administrator.

Teachers and Pupil Service Personnel shall report orally to their principal, the Superintendent, or designee any incident of harassment, bullying, and/or discrimination that they witness or that is reported to them, not more than one (1) day later; and file a written report not later than two (2) school days after the initial oral report.

Principals shall report to the Superintendent or designee any incident of harassment, bullying, and/or discrimination that they witness or that is reported to them, not more than one (1) day later.

The Superintendent shall process in a timely manner all reports of harassment, bullying, and/or discrimination, including ensuring that an appropriate investigation is conducted and appropriate reports are made to law enforcement.

### VII. Discipline of Students with Disabilities

The Board of Education recognizes that the need to address disruptive or problem behavior within its schools may result in the suspension, removal or other discipline of students with disabilities eligible for services under the Individuals with Disabilities Education Act (IDEA) and Article 89 of the Education Law (Article 89) and their implementing regulations. It also recognizes that these students with disabilities enjoy certain procedural protections whenever school authorities intend to impose discipline upon them.

### VIII. Conduct by School Employees

Acceptable conduct by school employees shall be consistent with the role of teachers and staff outlined in the code of conduct.

### IX. Prohibition of Corporal Punishment

1. No teacher, administrator, officer, employee or agent of the District shall use corporal punishment against a pupil. Corporal punishment means any act of physical force upon a pupil for the purpose of punishing that pupil.
2. However, reasonable physical force may be used: to protect oneself, another pupil, teacher or any other person from physical injury; to protect the property of the school or others; or to restrain or remove a pupil whose behavior is interfering with the orderly exercise and performance of District

functions, powers and duties, if that pupil has refused to comply with a request to refrain from further disruptive acts.

X. Standards and Procedures to Assure the Security and Safety of Students and School Personnel.

The District has an established emergency management/school safety plan, which has been developed in accordance with applicable law and regulation to assure the security and safety of students and school personnel.

XI. Copies of the District's Code of Conduct

This document is a plain language summary of the District's Code of Conduct. Copies of the District's Code of Conduct may be obtained through your student's school office or the Office of the Superintendent.

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Morrisville-Eaton Central School District

Adopted: 09/19/05 Rescinded: 08/20/19

Revised: 09/24/12, 08/29/13

Superintendent Approved: 08/21/19, 05/18/22

# Regulation

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INSTRUCTION

8100.1

## STUDENT GRADING AND PROMOTIONS

### I. Grading System

Grading represents the teacher's evaluation of the success of the pupil in attaining the objectives of each course for the indicated marking period.

### II. Methods of Reporting Pupil Progress

#### A. Report Cards or Forms

By means of periodic reports for the teachers and conferences with teachers, parents shall be informed as to the progress, or lack of it, being made by their children. Communication with parents concerning the progress of their children shall be in terms understandable to the parents.

#### B. Current Report Card Schedule

Grades K-3: at the conclusion of 20 and 40 weeks of school.  
Grades 4-5: at the conclusion of 20, 30, and 40 weeks of school.  
Grades 6-12: every 10 weeks.

#### C. Parent Conferences

Parent conferences may be initiated by staff members, parents, or pupils.

### III. Promotions/Retentions

#### A. Elementary Students, K-5

1. Any child who satisfactorily completes the requirements of his/her grade, in the opinion of his/her teachers, shall be promoted. Other children may be promoted after a conference between the teacher, principal and other personnel based upon consideration of the following points:

- a. Age of individual
- b. Years spent in class (2 years maximum)
- c. Test results and achievement
- d. Effort
- e. Individual's chance of gain by retention or promotion
- f. Excessive absence resulting in the lack of exposure to required academic material.



# Regulation

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STUDENTS

7400.4

## STUDENT PRIVACY FERPA NOTICE

Date: \_\_\_\_\_

Dear Parent or Eligible Student:

*The Family Educational Rights and Privacy Act of 1974 (FERPA)* affords parents or “eligible students” (students who are over 18 years of age or enter a postsecondary educational institution) certain rights with respect to the student’s education records. The purpose of this letter is to inform you of some of those rights and to provide you with the following contact information for the District’s Records Access Officer:

Ms. Jodi Shantal  
5061 Fearon Road, PO Box 990  
Morrisville, NY 13408  
315-684-9300

Examples of *FERPA* rights include:

1. The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access. Written requests for such access may be submitted to the Records Access Officer between **8:30 a.m. and 3:00 p.m.** on any school day. Such requests should be submitted on the District’s *Application for Inspection of Student Records* form that is located in the Office of the Records Access Officer.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate, misleading or an invasion of the student’s privacy rights. A request for an amendment may be submitted to the Records Access Officer during regular business hours. Such requests should be submitted on the District’s *Request For Correction of Student Records* form that is located in the Office of the Records Access Officer. If the Records Access Officer denies a properly submitted request for an amendment, the person seeking the amendment will be advised of his/her right to a hearing regarding the requested amendment.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that *FERPA* authorizes disclosure without consent. For example, the District may, without consent, disclose:
  - a. Personally identifiable information to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member, including health or medical staff; a person elected to the School Board; a person or company with whom the School has employed by or under contract to perform a special task,

# BULLYING - HARASSMENT - DISCRIMINATION REPORT FORM

The Morrisville-Eaton Central School District and the Board of Education, take bullying, harassment, and discrimination very seriously. We are committed to providing a positive school environment for all of our students in Pre-K through 12<sup>th</sup> grade. By filling out a report you are asking the Dignity Act Coordinator, Mr. Bryan Fairbrother, in the elementary school or Mr. Nicholas Rauch, in the middle/high school to begin an investigation. You will also be putting Superintendent; Mr. Molloy, on notice of the report. You may report bullying, harassment, or discrimination of any kind that may impact a student's school day or the school environment. It is important to know that the more details you can provide in your report the more effective we can be with our investigation. The report will be submitted anonymously, however, we encourage you to be as complete and specific as possible.

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## REPORTING FORM

*\* required*

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ • mm/dd/yyyy

Full Name (Optional): \_\_\_\_\_

Address (Optional): \_\_\_\_\_

Phone Number (Optional): \_\_\_\_\_ Email Address (Optional): \_\_\_\_\_

\* You are a:  student  parent/guardian  other, friend or relative \*Date of incident: \_\_\_\_\_

\* Student involved in BHDR (Bullying Harassment/Discrimination Report): \_\_\_\_\_

\* Grade of student involved in BHDR (Bullying/Harassment Discrimination Report): \_\_\_\_\_

Age of student involved in BHDR (Bullying Harassment/Discrimination Report): \_\_\_\_\_

\* School that student attends (Choose one of the following answers)

\_\_\_\_\_ Morrisville-Eaton Middle/High School

\_\_\_\_\_ Edward R. Andrews Elementary

\_\_\_\_\_ Other, please explain: \_\_\_\_\_

\* Place of Incident:

Bus

Cafeteria

Hallways

At locker

In locker room

Playground

In class

School function (dance, club, athletic game)

School function off grounds (field trip, etc.)

By phone (a call or text)

Internet

Other, please explain:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\* Check Box that describes the BHDR (*Bullying/Harassment Discrimination Report*) Incident, check any that apply:

- Single bullying incident (happened only one time)
- Multiple bullying incidents (happened more than once)
- Fear of intimidation but not spoken threat or physical contact
- Spoken threat but no physical contact
- Weapon involved, please explain: \_\_\_\_\_
- Other, please explain: \_\_\_\_\_

\* Name of Bully of Bullies

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Please explain the incident in detail: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please provide the name of any witnesses (could include staff and/or students):

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Witness Grade(s) (Optional): \_\_\_\_\_

Witness Ages(s) (Optional): \_\_\_\_\_

\* *I acknowledge that all this information is accurate.  
This submission is a request for the Dignity Act Coordinator to begin an investigation.*

I agree



# **Morrisville-Eaton Middle/High School Student and Parents Acknowledgement of School and District Policies**

My Child and I have read the Student Handbook, which includes the Behavior Handbook, District Code of Conduct and Responsible Use Policy. My child and I understand the policies. I will do my best to encourage my child to cooperate with school officials so that he/she may receive the best possible educational experience.

_____ Student Name (Print)	_____ Student Signature	_____ Grade
_____ Parent Name (Print)	_____ Parent Signature	

From time to time, students and their work are photographed and/or videotaped to be posted on the Morrisville-Eaton School website - [www.m-ecs.org](http://www.m-ecs.org), Twitter, Instagram, Facebook, or placed in the School Glances. Your consent is necessary to allow your child to be photographed, videotaped or be posted on the school website in connection with these activities. You may withdraw your consent at any time.

\_\_\_\_\_ I would like to opt my child out of any publicity.

**Each student must return this acknowledgement to his/her  
1<sup>st</sup> period class teacher or the Middle/High School Office,  
no later than Friday, September 30, 2022**

*Please review the Student Handbook located on the Middle/High School  
website: [www.m-ecs.org](http://www.m-ecs.org). A hard copy is available upon request*

