Mount Markham
High School
2017-2018

STUDENT HANDBOOK

HOME OF THE MUSTANGS

This agenda belongs to:

Name: ________________________________
Address: _______________________________
City/Town: ___________________ Zip Code _______
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WELCOME

The Faculty and Staff would like to welcome you back to the start of a new year. An extremely important part of learning is the environment in which education takes place. Each one of us must be constantly aware that the conditions conducive to learning are upheld. Mutual respect for each other’s rights, safety, welfare, and simple human dignity are at the core of establishing and maintaining a positive educational environment.

This booklet gives students information regarding expectations and services that the school can provide for them to enhance a positive learning climate.

Parents and/or guardians are encouraged to review the handbook and sign a statement on the last page indicating that they have read and are familiar with its contents as they relate to their student and themselves as parents and/or guardians. If you have any questions, please call 822-2900.

We look forward to providing a very successful school experience to all of our students.

DISTRICT OFFICE: 822-2800
Dr. Paul Berry – Superintendent

SENIOR HIGH SCHOOL: 822-2900
Mr. Victor Zampetti – Principal

GUIDANCE OFFICE: 822-2927
Mr. Jeff Parow

SCHOOL DISTRICT WEBSITE: www.mmcsd.org

The policies, procedures, and regulations contained in this handbook are not to be considered inclusive. Mt. Markham retains the right to modify any of the above when it is determined necessary without prior notification.
DISTRICT MISSION STATEMENT
The School with a Proud Rural Heritage, Challenging and Inspiring children to be Life-Long Learners.

ABOUT THIS AGENDA BOOK
Purpose: The school provides an agenda to each student at the beginning of the year. The purpose of this valuable tool is twofold. Students are expected to keep track of assignments and due dates, and it is their passport for moving about the building.

Each student is required to have their agenda with them at all times. Lost agendas must be replaced at the student’s expense. Parents will also find this agenda handy for monitoring their student’s assignments and due dates as well as determining how often they request to leave classes. We believe that teaching students the value of keeping a calendar and being responsible for a pass book (much like a driver’s license) will help them tremendously in their post graduation lives. We ask for every parent’s support in this.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT
The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.
Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service. Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520
Title IX and Section 504 Coordinator:
Superintendent of Schools
Mount Markham Central School District
500 Fairground Road
West Winfield, NY 13491
(315) 822-2824

PARTNERSHIP FOR LEARNING
Mount Markham Central School Agreement between Parents, Students, and Staff: The district will safeguard the rights and responsibilities given to all students under state and federal law.

It shall be the right of each student to:

- Have a safe, healthy, and courteous school environment.
- Take part in all district activities on an equal basis regardless of race, sex, religion, national origin, and disability.
In all disciplinary matters, present their version of the relevant events to school personnel authorized to impose a disciplinary penalty.

Access school rules, and when necessary, receive an explanation of those rules from school personnel.

**It shall be the responsibility of each student to:**
- Contribute to an orderly, learning-centered environment, and to show respect for other persons and property.
- Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
- Arrive at school/class on time each day.
- Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level possible of achievement.
- React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
- Work to develop mechanisms to control anger.
- Ask questions when they do not understand.
- Seek help in solving problems that might lead to an unsafe environment.
- Dress appropriately for school and school functions.
- Accept responsibility for their actions.
- Conduct themselves as representatives of the district at all school functions and hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

**It shall be the responsibility of each parent to:**
- Recognize that the education of their children is a joint responsibility of the parents and the school community.
- Send their children to school ready to participate and learn.
- Insist upon regular attendance and punctuality.
- Ensure that all absences are qualified by a written excuse.
- Insist their children be dressed and groomed in a manner consistent with the student dress code.
- Know the school rules and the District Code of Conduct; help their students understand them and support them.
- Convey to their children a supportive attitude toward education and the district.
- Build good relationships with teachers, other parents, and their children’s friends.
• Help their children deal effectively with peer pressure.
• Inform school officials of changes in the home situation that may affect student conduct or performance.
• Provide an appropriate place and routine time for their children to study.
• Insist upon their child completing all assigned homework.
• Participate in school activities.
• Return required paperwork to school.
• Accept responsibility for their children’s actions.

As a staff, we agree to:
• Maintain a climate of mutual respect and dignity.
• Be prepared to teach.
• Demonstrate interest in teaching and concern for student achievement.
• Know school policies and rules and enforce them in a fair and consistent manner.
• Communicate regularly with students and parents.

CODE OF CONDUCT SUMMARY: HIGH SCHOOL

Introduction

The Board of Education (“Board”) endeavors to provide a safe and orderly school environment and quality educational services. Students, teachers, other district personnel, parents and other visitors on school property are expected to conduct themselves with civility, mutual respect, citizenship, tolerance, honesty, and integrity.

The Code of Conduct defines these expectations for acceptable conduct, identifies the possible consequences of unacceptable conduct, and ensures that discipline when necessary is administered promptly and fairly.

The Code of Conduct applies to all students, school personnel, parents and other visitors when on school property or attending a school function.

Student Rights and Responsibilities

All District students have the right to: take part in all District activities on an equal basis regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual
orientation, gender, sex, or other legally protected category; access school rules and, when necessary, receive an explanation of those rules from school personnel; be free from bullying, cyberbullying, discrimination, harassment, and retaliation.

All District students have the responsibility to contribute to maintaining a safe and orderly school environment that is conducive to learning through respecting and abiding by the Code and all relevant District policies.

**Dress Code**

Students must dress appropriately for school and school functions. Students will be violating the dress code if their attire or personal items are unsafe, too revealing, promote an inappropriate subject matter, or are otherwise disruptive in the school environment.

**Prohibited Student Conduct**

Students may be subject to disciplinary action if they violate the school’s dress code, violate the school’s cell phone and electronic device policy, engage in misconduct on the school bus, engage in academic misconduct, or engage in conduct that is disorderly, insubordinate, disruptive, violent, or endangers the safety, morals, health or welfare of others. Students may be subject to disciplinary action when they engage in misconduct off school district property if the misconduct threatens the health, safety or welfare of a student, teacher or staff member or adversely effects or is likely to disrupt the school environment.

Bullying, harassment and discrimination of any kind are strictly prohibited by the district and may result in disciplinary action. Bullying, harassment, and discrimination include, but are not limited to, hostile conduct based on an individual’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, sex, or any other legally protected category.

**Reporting Violations**

Students should report violations of the code of conduct to a teacher, guidance counselor, or the building principal, or other school employee. Any student observing a student possessing a weapon, alcohol or illegal
substance on school property or at a school function must report it immediately to any school employee. Discipline will be administered promptly and fairly.

**Reporting Discrimination, Harassment and Bullying:** The school principal is charged with receiving all reports of harassment, bullying and discrimination; however, students and parents may make an oral or written complaint of harassment, bullying or discrimination to any teacher, administrator or school employee. The District will act to promptly investigate all complaints, verbal or written, formal or informal, of allegations of discrimination, harassment and bullying; and will promptly take appropriate action to protect individuals from further discrimination, harassment and bullying. The reporting form is available in the main office or on the website.

**Dignity for All Students Act:** Prevention is the cornerstone of the District’s effort to address bullying and harassment. In order to implement its anti-bullying prevention program, the Board will designate individuals at each school to act as the Dignity for All Students Act Coordinator (DASA Coordinator). These individuals shall be trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, sex, or any other legally protected status.

The DASA Coordinators will be responsible for assisting in coordinating and enforcing the requirements of the Dignity for All Students Act and its related policies and regulations at each school building. Such action includes, but is not limited to: professional development for staff members, overseeing the complaint process; and managing the Dignity Act’s civility curriculum components.

The High School Dignity Act (DASA) Coordinator is:

- **Name:** Victor Zampetti
- **Program:** High School Principal

**Disciplinary Penalties**

**Penalties:** Students who are found to have violated the District’s code of conduct may be subject to the following penalties: verbal warning, written
warning, written notification to parent, detention, suspension from the bus, suspension from athletics, suspension from social or extracurricular activities, suspension of other privileges, in-school suspension, removal from classroom, suspension from school. The District will provide alternative education arrangements for students when appropriate.

District employees are forbidden from using corporal punishment, or physical force as discipline. They can use reasonable physical force, when necessary, to: protect themselves or another person from physical injury, protect the school’s or other’s property, or to restrain a student who refuses to stop a physical misbehavior.

**Procedures:** The school personnel must inform the student of the alleged misconduct and must investigate the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts. For out of school suspensions, students are entitled to additional rights before penalties are imposed.

In determining the appropriate disciplinary action, school personnel will consider: the student’s age, the nature and circumstances of the offense, the student’s prior disciplinary record, the effectiveness of other forms of discipline, information from parents, teachers and/or others, and other extenuating circumstances.

If the conduct of a student is related to a disability or suspected disability, and there is a disciplinary change in place, the District will administer in accordance with state and federal laws applicable to the discipline of students with disabilities.

**Referrals:** Disciplinary procedures may include referring students to: counseling, supervision or treatment through a Person In Need of Supervision (PINS) petition in Family Court, the County Attorney for a juvenile delinquency proceeding, other law enforcement agencies, or to remedial action.

**Public Conduct on School Property**

All visitors to the school must report to the main office upon arrival at the school to sign the visitor’s register and get a visitor’s identification badge.
All persons on school property or attending a school function shall conduct themselves in a respectful, orderly, and legal manner, or they may be subject to a penalty or disciplinary action.

HIGH SCHOOL HANDBOOK

ATTENDANCE

Required attendance: (NYS Education Law) Daily attendance will be taken by every homeroom teacher or elementary classroom teacher, since the New York State Law Education requires students to be in attendance. The classroom teacher is required to take attendance each class period. Phone calls to parents will be made daily to inform them of child’s absence.

Student Attendance/Excuses: It is compulsory for all students to attend school regularly, except in cases of illness, illness or death in the family, impassable roads, religious observance, health treatment, approved work programs, approved college visits, military obligations, quarantine or other such reasons as may be approved by the Board of Education. Absence for any other reason is illegal and is recorded on the student’s permanent record.

Vacation: It is expected that families plan their vacations in conjunction with the school calendar. Absences for vacations are considered illegal.

Excessive Illegal Absences constitute educational neglect and could result in legal actions, such as Persons in Need of Supervision Petitions and Family Court proceedings.

Tardiness: Chronic tardiness is also unacceptable and constitutes educational neglect. A written statement of the reason for tardiness (or absences) is required upon a student’s return to school. This note is required even if the home was contacted during the student’s absence.

Signing Out of or Into School: Students arriving late to school or leaving early from school MUST submit A PARENT PERMISSION SLIP to the attendance officer. Students who arrive late to school will receive a lunch detention. We cannot accept student written permission slips.
Parents/Guardians must physically sign students in and out of school in the main office.

*Attendance Procedure for Course Credit:*
- An absence means that a student did not attend class regardless of the reason for not being there.
- Students must attend each class at least 85% of the total number of periods it is in session in order to attain credit.
- Full-year courses that meet 5 periods per week will award no credit on the 28th absence.
- Half-year courses that meet 5 periods per week will award no credit on the 14th absence.
- When a student exceeds the 15% limitation for a particular course and is therefore ineligible to receive credit for that course, the student will be given two (2) options:
  - The student may remain in the course for the rest of the year. For the student who decides to remain in class, it is his/her responsibility to behave appropriately and participate.
  - The student may choose to drop the course at the time he/she is notified that the absence limitation has been met.
- Based on teacher recommendation, the student will be eligible to repeat the course in summer school, if it is offered, or repeat the course in its entirety.

*Appeals:* A student who has been denied credit due to excessive absence has the right of due process to appeal this decision. All appeals must be in writing and submitted to the building principal within ten (10) calendar days from the receipt of notification at each stage of the appeal process.

A committee made up of two members of the teaching staff who are not teachers of the student, the guidance counselor, the school nurse, and the building principal will act on the appeal. The committee will defer to the principal to deny credit or grant waiver. The Superintendent will conduct a hearing according to law 3214(3) and render a decision. The Board of Education has the final authority.

*School Activities in Relation to School Attendance: (Dances, Athletics, etc.)* In order to participate in any co-curricular activity/interscholastic sport, a student must be in attendance the entire day, except for the following approved absences:
• Doctor’s appointment, Dentist or Orthodontist appointment, religious observance, funeral, court appearance, or school approved absences (i.e., college visitation, testing, school of excellence, field trips).
• Unapproved absences will prohibit a student from participating that day.
• Students will be required to bring a signed, professionally issued form for an absence to be approved. If the form is unavailable from a doctor/dentist, etc., the attendance or health officer (prior to the appointment) will provide one.
• A student may not exceed two (2) emergency situations resulting in tardiness per marking period. Failure to comply with the above will result in suspension from the next comparable activity (i.e., practice-practice, game-game, dance-dance, etc.). Repeated violations will result in progressive discipline.

**BOCES Attendance:** Most students who attend an occupational program at BOCES also earn high school credit in math, science, and English. These credits are needed to meet graduation requirements. A student who is absent, for any reason, from an occupational program at BOCES more than 10 times in a school year will not receive these three (3) credits. It is imperative that students take BOCES attendance seriously because poor attendance will adversely affect their graduation.

**BOCES**

Students who choose to attend an occupational program at BOCES must adhere to the following rules:

**Eligibility:** In order to be eligible to attend the occupational programs, a student must have completed two credits of math, science, social studies and English as well as pass at least one State exam in math, science, and global history per subject. The only exception will be for students in Special Education who are working towards an IEP diploma.

**Driving to BOCES:** Students are not permitted to drive to BOCES unless the BOCES instructor provides a signed permission form stating the specific need to do so. This form must be signed by the student’s parent/guardian prior to submitting to the high school office for principal approval.
**BUSES**

*Notice to Students Riding Buses:* **Obey the driver.** The driver is responsible for safety and order on the bus

- In cases where it is necessary to cross a highway when entering or leaving a bus, do so at least 10 feet in front of the bus, upon appropriate signal from the driver.
- Be at least 15 feet away from the bus as it arrives for pick up and at least 15 feet away from the bus (either off the road or sidewalk) before it can leave.
- Take your seat upon entering the bus and remain seated.
- Be ready when the bus arrives.
- Do not extend any part of your body out of the window at any time.
- Do not smoke, use foul language, fight, eat or fool around while on the bus.

A violation of these rules will result in disciplinary action. When a student is suspended from transportation, it is the responsibility of the parent or guardian to provide transportation for that student to and from school during the suspension.

Students under the supervision of the Committee on Special Education (CSE) who have violated the rules and regulations while being transported by District transportation will be subject to the same procedure as other students and may have transportation privileges suspended. The CSE Chairperson will receive a copy of all referrals on all Special Education students. The Building Administrator or the Head Bus Driver will contact the CSE Chairperson prior to suspending a special education student.

*Activity/Spectator Buses:* All team players and spectators who ride a school bus to an event will return on the bus unless picked up by the parent/guardian at the event. The parent/guardian must inform the coach/supervisor in writing that the student will not be riding the bus.
High School dances are for Mount Markham High School (grades 9-12) students only. Personal situations that do not adhere to this rule will be dealt with on an individual basis.

If a person not enrolled at MMHS is signed in, their background will be checked for appropriate behavior and conduct. Prior to admittance, the Principal must interview them. The following information must to be provided at the time of ticket sale:

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### Daily Time Schedule

**Period**

<table>
<thead>
<tr>
<th>Staff Report by 8:00 a.m.</th>
<th>8:00 – 8:20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team Planning</td>
<td></td>
</tr>
<tr>
<td>Warning Bell</td>
<td>8:20</td>
</tr>
<tr>
<td>Forum</td>
<td>8:25 – 8:30</td>
</tr>
<tr>
<td>1st Period</td>
<td>8:33 – 9:14</td>
</tr>
<tr>
<td>2nd Period</td>
<td>9:17 – 9:58</td>
</tr>
<tr>
<td>3rd Period</td>
<td>10:01 – 10:42</td>
</tr>
<tr>
<td>4th Period</td>
<td>10:45 – 11:26</td>
</tr>
<tr>
<td>5th Period A Class</td>
<td>11:29 – 12:10</td>
</tr>
<tr>
<td>Lunch A</td>
<td>11:29 – 11:59</td>
</tr>
<tr>
<td>5th Period B Class</td>
<td>12:02 – 12:43</td>
</tr>
<tr>
<td>Lunch B</td>
<td>12:13 – 12:43</td>
</tr>
<tr>
<td>6th Period</td>
<td>12:46 – 1:27</td>
</tr>
<tr>
<td>7th Period</td>
<td>1:30 – 2:11</td>
</tr>
<tr>
<td>8th Period</td>
<td>2:14 – 2:55</td>
</tr>
</tbody>
</table>

**Dismissal**

2:55 p.m.

**NOTES: PM BOCES –**

Lunch 10:45 – 11:10

**AM BOCES – Return: 11:55**
• Full name, phone number and address, name of home school
• The Mount Markham Code of Conduct is to be adhered to by all attendees. In the event that the Code of Conduct is violated, the offender will be removed.
• If a student owes fundraising money to any class treasury, he/she will NOT be allowed to buy a ticket or attend the dance until the debt is paid to the appropriate advisor.
• No backpacks and/or large bags will be allowed into the dance.
• Once a student leaves the facility holding the dance, he/she will not be allowed back in for any reason.
• Because formal dances are school events, all school rules will be followed.
• When the code of conduct has been violated, parents/guardians will be contacted and are expected to remove of the student/guest.
• Students must be academically eligible to attend dances.
• No student or guest will be allowed to enter the dance after ticket sales have ended (1 hour after the start time of the dance) without prior permission of the chaperone.
• Students or guests should not loiter on school property.
• If the student appears to be under the influence of drugs/alcohol or is disorderly, legal authorities will be contacted.

_Semi-formal/Prom Attendance Policy:_

_Academic Accountability:_ Students who are purchasing tickets or who are having a ticket purchased for them to either event must not be on the academic ineligibility list at the time of the sale. Students who are on the academic ineligibility list on the day of the event will not be admitted to the event.

_Behavior:_ Any student who has been assigned either In School Suspension (ISS) or Out of School Suspension (OSS) during the first semester of the school year will not be permitted to attend the Semi-Formal (Winter Ball). Any student who has been assigned either ISS or OSS during the second semester will not be permitted to attend the Prom.

All students will be given a policy form that is to be filled out prior to the purchase of a ticket. This form is to be signed by both the student and the parent/guardian.

All other above noted dance rules apply
DISCIPLINE

Removal by a Teacher: Section 3214 of Education Law allows a teacher to remove a substantially disruptive/violent student from a classroom who interferes with the education process or the teacher’s authority. A substantial disruption of the educational process occurs when a student demonstrates a persistent unwillingness to comply with the teacher’s instructions or repeatedly violates the teacher’s classroom behavior rules.

Upon removing a student, the teacher must explain to the student the reason(s) for their removal and give the student an opportunity to explain their version of the event. The teacher must contact the principal immediately. If the student poses a danger or ongoing threat to the educational process, they can be removed immediately without explanation.

The principal must notify the parents by telephone and with a written explanation of the removal within 24 hours. The parents will have an opportunity for an informal conference to meet with the principal and the teacher who removed the student. The informal meeting must be held within 48 hours of the student’s removal, or it may be extended by mutual agreement of a parent and principal. After the informal meeting, the principal can sustain or overturn the removal based on the evidence of the events.

No student removed from the classroom by a teacher will be permitted to return to the classroom until the principal makes a final determination or the period of removal expires, whichever is first. Any disruptive student removed from class shall be offered continued educational programming and activities until permitted to return to class. No student with a disability may be removed from class until the teacher verifies with the principal or CSE (Chairman of Special Education) that the removal will not violate the student’s right under state or federal laws.

Corporal Punishment: Consistent with the regulations of the Commissioner of Education, which prohibit corporal punishment, the Mt. Markham Board of Education affirms that corporal punishment is not a desirable method of enforcing decorum, order or discipline. The Board, therefore, prohibits the use of corporal punishment by district employees.

However, physical restraint or force may be utilized for protection from physical injury to the student and/or others, to protect the property of the
school, if that student has refused to refrain from disruptive acts of their own will.

**Smoking/Smokeless Tobacco:** Smoking in public school buildings, on school grounds, and on school buses is illegal by both Federal and State law. This law will be strictly enforced.

A student will be considered as violating the smoking policy if seen participating in one or more of the following:
- Holding a cigarette or other tobacco product (lit or unlit) in his/her hand
- Dropping, throwing or flipping away a cigarette or tobacco product (lit or unlit)
- Exhaling smoke.

Students are responsible for any set of circumstances that would indicate to an adult observer that the student was smoking, or had the intent to do so.

The penalty for smoking and the use of smokeless tobacco will be 2 days of out of school suspension. The next violation will be a 5 day out of school suspension with a possible Superintendent’s hearing.

**LEVELS OF MISCONDUCT**

The following represents a summary of the MMCS school code of conduct.

<table>
<thead>
<tr>
<th>LEVEL I</th>
<th>EXAMPLES</th>
<th>CONSEQUENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-3 demerits</td>
<td>Minor Classroom Disturbances (talking) Rare Classroom/School tardiness, book covers</td>
<td>Verbal Reprimand Withdrawal of privileges</td>
</tr>
<tr>
<td>Minor misbehavior on the part of the student which does not impede orderly classroom procedures or interfere with the operation of school</td>
<td>Minor inappropriate actions that do not interfere with the instructional process Cafeteria Disturbances</td>
<td>Counseling</td>
</tr>
<tr>
<td>These misbehaviors can usually be handled by individual staff members.</td>
<td>Public Display of Affection</td>
<td>Parental contact by Teacher</td>
</tr>
<tr>
<td>Intervention of other school support personnel is not necessary.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### LEVEL II

<table>
<thead>
<tr>
<th>EXAMPLES</th>
<th>CONSEQUENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuation of unmodified</td>
<td>Parental contact/</td>
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<td>level I misbehavior.</td>
<td>Parental notice</td>
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<td>School/Classroom tardiness</td>
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<td>Truancy</td>
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<td>Disruptive Classroom Behavior</td>
<td>Detention</td>
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<td>Disrespect which interferes</td>
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<td>Possession of inappropriate</td>
<td>Additional Detention</td>
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<td>objects/items</td>
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<tr>
<td>Harassment-Physical/Verbal</td>
<td></td>
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<tr>
<td>Abusive language</td>
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</table>

Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. These infractions which usually result from the continuation of Level I misbehaviors, require the intervention of personnel on the administrative level because Level I actions have failed to correct the situation. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.

### LEVEL III

<table>
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<td>Altercation/Fighting</td>
<td>suspension (1-5 days)</td>
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<td>Alcohol/Drugs</td>
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<td>Forging signatures</td>
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<tr>
<td>Leaving school grounds</td>
<td>Referral to appropriate</td>
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<tr>
<td>without permission</td>
<td>agencies</td>
</tr>
</tbody>
</table>

Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in school. These acts might be considered criminal but most frequently can be handled by the disciplinary mechanism in the school. Corrective measures which the school should undertake, however, depend on the extent of the school’s resources for remediating the situation in the best interest of all students.
LEVEL IV
Acts which result in violence to another person or property or which pose a threat to the safety of others in the school. These acts are so serious that they always require administrative actions which result in removal of the student from school. The intervention of law enforcement authorities and action of the Board of Education may be initiated.

EXAMPLES
Unimproved Level III behavior
Extortion
Bomb Threats
Possession/use weapons
Assault/Battery
Premeditated physical/altercations
Vandalism
Possession/sale of stolen property
Arson
Furnishing/Selling/Possession of unauthorized substances

CONSEQUENCES
Out of school suspension (2-5 days)
Conference with parents and administrators
Superintendent’s hearing
Permanent Placement
Law Enforcement

SECOND OFFENSE: in any level automatically goes to the next level.
OTHER OFFENSE: Behaviors/Actions not listed above will be resolved at the discretion of the school administrator.

Formal written documentation is required on all levels.

Detention: Students will be assigned to After-School Detention (ASD) or Lunch Detention based on any particular offense that warrants detention. Detention will be held on Tuesday and Thursday.

• Beginning promptly at 3:00 p.m.
• Students are to sit in alternate seats and are not to change seats or get up for any reason without permission from the Detention Supervisor.
• Absolutely no talking will be permitted. Constructive school-related work is to take place.
• Students must report to their assigned detention. Cutting detention assignment will result in an additional assigned day, upon the first offense. Additional cuts will result in progressive disciplinary measures to include out of school suspension and possible Superintendent’s hearing.
• If a student’s behavior is improper during the detention time, the detention supervisor may assign additional detention.
• In the event school is closed or dismissed early, detention will be held on the next day of scheduled detention.
• All students taking the 4:00 p.m. bus must sign up with the detention supervisor immediately after detention begins.

Copies of all disciplinary referrals will be sent home to parents.

**ELECTRONIC DEVICES:**

*Cell Phones:* Cell Phones are to be used during the following times: before the 8:20 A.M. bell, after the 2:55 P.M. dismissal bell, and during a student’s lunch period while in the cafeteria area. Cell phones are to be turned off at all other times during the school day. If cell phones are seen or heard at any other time during the instructional day, they will be confiscated by faculty and staff. The level of offenses are as follows:
  • 1\textsuperscript{st} Offense: A cell phone is taken from a student, the phone will be given to the student at the end of the school day.
  • 2\textsuperscript{nd} Offense: The phone will be kept overnight and given to the student the next day.
  • 3\textsuperscript{rd} Offense: A parent conference will be necessary and student will no longer be allowed to have cell phone in school.

*MP3 Players, IPods, Radios, etc:* The same time and space constraints apply as above. These are allowed within classrooms only upon the teacher’s approval. If at any time a faculty member requests that a student turn off any device, the student must do so immediately.

**EXTRA CURRICULAR ACTIVITIES**

Extra curricular activities are a privilege and with this privilege comes certain expectations. Failure to meet these expectations may result in a student’s removal from a club, activity or team. Extra curricular activities include but are not limited to:
  • All athletic teams
  • Drama productions
  • All dances
  • Non-curriculum related field trips e.g.
• Senior trip, foreign language trips to France, Canada, New York City, etc.

**ELIGIBILITY**

*Procedure to determine eligibility:*

- Every other Thursday, the ineligibility list will be generated from School Tools. A schedule will be prepared at the beginning of the school year and will begin two weeks after the start of school.
- Students failing 2 or more subjects (including audited classes) will be ineligible to participate in any sport and/or extracurricular event. The ineligibility list is in force for a 2 week period including weekends and vacations. It begins on the Monday following the Thursday the list was generated.
- If a student is on the ineligibility list on any given 2 week period, and is able to turn their failing grading into passing, the student can get a Reinstatement of Eligibility form from the office. They will then complete the form and request the teacher of the subject they were failing to sign it (indicating that the student is now passing the class). Once the teacher has signed off, the student will ask for signatures from the principal and athletic director indicating their approval.
- This procedure will be followed each time the student is on the ineligibility list.

**GUIDANCE INFORMATION**

*Parent Portal.* Parents are encouraged to sign up for and use Parent Portal as a way to stay up to date on their student’s progress. For more information on parent portal, please contact the high school guidance office.

Students enrolled in an AIS English or math class due to a low score on the 8th grade assessment can request to be taken out of the class and switched to “monitor” status as long as they have earned at least an 85% for two marking periods in the subject in which they are in AIS. Final approval for dropping AIS is required from the principal.

*Honor Roll:* Four times each year, after report cards are issued, an Honor Roll will be released based upon grades during the quarter. Students must have passed all courses and be enrolled on a full-time basis.
• High Honors: 95 or above
• Honors: 90 up to 94.99
• Commended: 85-89.99

Student Honor Rolls will be provided to local newspapers for publication.

_Senior Graduation Honors:_ Recognition of high academic achievement for graduating seniors will be done as follows:
- Highest Honors: 96+
- High Honors: 94 to 95.999
- Honors: 90 to 93.999

**HEALTH SERVICES**

*Ill Students:* Students becoming ill during the school day must report to the nurse (before contacting the parent). If there is a necessity to go home, the nurse will inform the parent, and the student will be released from school. Parent/Designee MUST come in the building to sign the student out. **Any student who goes home ill without the nurse’s consent will be marked as unexcused and considered an illegal absence.**

*Accidents:* Every accident in school or connected with school activities, no matter how minor, must be reported immediately to the person in charge, the school nurse or an administrator.

*Medicines:* **At no time** should a student be carrying any medication on their person or in their bag. (Asthma puffers in some cases may be carried). Per NYS law, all medications are to be dispensed by the school nurse. In order for this to happen, an order (prescription) must be signed by the doctor and co-signed by a parent. This is for all medications. “OTC” or prescription. This order may be faxed or mailed or hand delivered but the medication must be brought in by a parent. The medication order must contain the following information:

- Student’s name and date of birth
- Name, dosage and route of medicine
- Frequency and specific time of medication
- Reason for medication and application ICD-9 code
- Prescriber signature

Each child must provide his/her own container of medication with an intact complete label. All medication should be given directly to the nurse by the
student’s parent. No medication may travel back and forth from home to school. Any medication (even aspirin) could be very dangerous if it gets into another student’s hands. Students have been known to give their friends medication for a headache or cramps, etc. It is important that this practice does not occur. It can result in side effects, severe adverse reactions (including death), or may aggravate an existing medical problem. When your child must take medication in school, an adult should transport the medication.

LIBRARY/MEDIA CENTER

Library Use: The school library’s mission is to support academic achievement. Students in need of library resources or assistance from library staff can use the library with an approved pass during their study hall. All students are welcome to use the library as a quiet study area during lunch periods, before homeroom, and on certain days after school. Other reasons for using the library space are subject to the library staff’s approval and the student’s record of behavior.

Library Attendance: All students using the library at any time must sign in appropriately on the attendance sheet, unless they have come down as a class with their teacher. Pre-signed passes are expected when students are not accompanied by a teacher.

Library Computers: Computer use will be limited to schoolwork. Students who wish to use library computers for other learning activities may do so only with prior approval from library staff. Computer activities will be in accordance with the school’s Technology Use policy. Inappropriate use of library computers will result in increased restrictions pertaining to that student’s usage. No drinks are allowed near computers in any lab.

Loan Periods, Overdue Books and Fines: The loan period for books is two weeks and magazines three days. Lost items are subject to monetary fines equal to the lost material’s replacement cost.

Copy Machine/Printer: Use of the copy machine and printer is limited to schoolwork. Misuse or excessive use may result in a student’s loss of this privilege.
LOCKERS
Lockers are the property of the school district and may be searched at any time.

LOST AND FOUND
Lost books or other articles should be turned into the Nurse’s Office. Students are advised NOT to bring large amounts of money to school and to keep lockers closed and locked at all times. Nothing of value should be brought to school. The school will not be responsible for items that are lost, stolen, damaged, etc.

LUNCH/CAFETERIA
The school cafeteria is maintained as a vital part of the health program for the school. A well-balanced lunch is offered at a reasonable price, and the students are encouraged to participate in the varied lunch program.

In the cafeteria, you are to comply with the following health practices:
- Deposit all litter in waste baskets
- Return all trays and utensils to the dish washing area
- Leave the table and floor around your place in a clean condition
- Follow requests of cafeteria workers or teachers in charge of the cafeteria.

The student council juice machine located in the cafeteria will be available for use throughout the day. The sale of consumable items in the school is prohibited before the end of the lunch period. Any items purchased must be consumed only in the cafeteria. Glass beverage containers are not allowed in the school building.

Lunch Hour: Students will have the opportunity to use the gym or visit the gym/cafeteria hallway only during lunchtime. Students are not to be in the parking lot at anytime and may not leave school grounds during lunchtime except: Seniors and National Honor Society members may request to leave school grounds during lunch through the Principal’s office. A form must be completed by the student making the request and signed by their parent/guardian. Forms are available online or in the office.

PLAGIARISM
To plagiarize, as defined in Webster’s New World Dictionary, is “to take (ideas, writings, etc.) from (another) and pass them off as one’s own.” With
the advent of the Internet, students have a wealth of information at their fingertips. Downloading this information and presenting it as one’s own is plagiarism, so is copying from a book, whether it is word for word or paraphrased, if appropriate credit for the author’s words or ideas is not given. Plagiarism is a serious offense and will be dealt with severely. Students found to be plagiarizing the work of others (including fellow students) will, minimally, receive no credit for their work and may be subject to other disciplinary actions. If there is any question regarding whether an act is plagiarism, please consult with a teacher.

RESIDENCY

Legal Residence: A student’s legal school district is where his/her parents or legal guardians reside. Only legal residents of Mt. Markham School District may attend this school unless the principal and Board of Education make an exception. Students are to advise the main office of all parental residencies, especially if parents are divorced or separated.

Change of Address: Students are responsible to notify the Main Office of any change of address, telephone number, or adult supervision. It is imperative that changes be made so that you remain on the automated system for emergency school information.

SAFETY

Mt. Markham considers the safety and well being of all our students, employees, and the general public in all school activities to be one of our most important responsibilities. Please adhere to the following regulations for everyone’s safety.

Doorways: For purposes of building security ALL doors in the high school will be either locked or monitored at all times.

Threats: Students and staff have a right to feel safe. All threats should be reported to the principal.

Weapons: A weapon is defined as any instrument that is used or may be used to cause grave, bodily harm. No student is permitted to possess any type of weapon while on school grounds or at any school-related function. Anyone violating this regulation will be subject to suspension or dismissal.
**Reporting Violations:** Any student observing a person who is posing a threat to someone’s health or safety is required to report it immediately to school personnel or law enforcement.

**Sexual Harassment:** The district is committed to safeguarding the rights of everyone within the school district to exist in an environment that is free from all forms of sexual harassment. Sexual harassment can be but is not limited to: verbal comments, sexual name calling, spreading sexual rumors, gestures, jokes, pictures, blocking a person’s movement, rape or attempted rape.

Sexual harassment is a form of sex discrimination. Any person who believes that he or she has been subjected to sexual harassment, whether by a teacher, other student, or any individual on school grounds or at school activities should report the alleged misconduct immediately to the principal.

**SEARCH BY SCHOOL PERSONNEL**

When school officials have a reasonable suspicion that a school rule is being violated, they may act upon that suspicion without the student’s consent. The resulting evidence, if any, may be used in connection with a disciplinary proceeding and/or notification to appropriate law enforcement authorities.

**SCHOOL CLOSING INFORMATION**

In the event of severe inclement weather or mechanical breakdown, school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. The school district uses Global Connect to inform parents, students and staff of any of these. This is an automated message that when activated goes to the phone number(s) parents have provided to the school. School closing, delayed starting time or early dismissal are also communicated through all local television and radio stations and on the school website.

Reports in the morning will be between 6:00 am and 8:00 am. If no report is heard, it can be assumed that school will be in session. Please do not call the school. Telephone lines must be kept open for emergencies.
SPORTS
See extra-curricular activities section.

STUDENT DRESS CODE
Students are required to remove hats when entering the building. Hats are NOT to be worn at any time anywhere in the building. Failure to comply may result in hats being confiscated and returned only to the parent or guardian.

More specifically, a student’s dress, grooming and appearance, including hairstyles and color, jewelry, make-up, nails, backpack, purses, and other personal items shall:

• be safe, appropriate and not disrupt or interfere with the educational process
• recognize that extremely brief garments or see through are not appropriate at any grade level

In the middle and high school, the following are not appropriate:

• Tube tops, net tops, halter tops, spaghetti straps, plunging necklines, tank tops or any clothing that exposes bare shoulders or midriff (an exception is made for the formal wear worn during proms).
• Shorts and skirts that are higher than mid-thigh are not appropriate (an exception is made for school activities, which necessitate the wearing of athletic attire such as physical education classes, cheerleading, and field hockey)
• Jewelry of any kind during physical education classes or athletic team practices or competitions. Any jewelry (i.e. piercing) that cannot be removed must be securely taped down to ensure student safety. Sunglasses, unless for medical reasons on file with the nurse, cannot be worn during school day.
• Items that are vulgar, obscene, libelous, or degrade others on account of race, color, religion, creed, national origin, gender, sexual orientation, or disability
• Promotion/endorsement of alcohol, tobacco, or illegal drugs, and any other illegal or violent activities
• Footwear is to be worn at all times (footwear that is a safety hazard will not be allowed). Ensure that underwear and/or jim-jams are completely covered with outer clothing and overcoats are not to be worn during the school day.

**STUDY HALLS**

*Expectations:* The purpose of study halls is to provide an opportunity for students to work on school assignments in a structured environment. A schedule is created for each period of the day listing the teachers who are available and their subject area. To ensure that students have opportunity to use this time effectively, there are certain activities that are not allowed and standards of behavior that must be followed.

**Following are the general rules for Regular Study Hall:**

- No student will be allowed to leave study hall to report to another teacher without a pre-signed pass from that teacher
- Students who have assignments requiring library resources must have a pre-signed pass from the teacher who has assigned the work.
- Students will be allowed to go to the boys’ or girls’ bathrooms on an emergency basis only. Only one student at a time will be permitted to go
- No talking is permitted
- Student should be engaged in school related activities only
- Students may read an approved book (no magazines or newspapers) silently
- Student must not mark on table surfaces, etc., not tilt back in seats, not put feet on chairs, tables or desks, and maintain general respect for school property

*Honor Hall:* Students who are on any of the three honor rolls the previous marking period are permitted to attend honor hall instead of study hall. In honor hall, talking quietly is permitted.

**TECHNOLOGY USE**

In accordance with state and federal regulations/guidelines, our school district must have an Internet safety policy and install a filtering program that blocks the viewing and downloading of inappropriate words and materials. Therefore, any student seeking access to the Internet or using school computers must sign and comply with the Mt. Markham Central
School District’s *Acceptable Use of Policy (AUP)* and related details, as follows:

- The following Internet activities require **permission** from the supervising instructor: work that is not specific to a course assignment, appropriate use of: blogs, email (or similar web sites), music or video web sites, downloading appropriate software or programs.

- Activities which are **not** permitted include, but are not limited to: using the computer for any reason without a signed AUP form on record, logging on as another user without the direct consent of the other user and permission of the instructor/supervisor, instant messaging, gaming, or unauthorized email or blogging, music or video websites, altering computer settings or tampering with the computer in any way, endangering equipment with irresponsible behavior.

**These guidelines will be posted in the Library**

**VEHICLE REGULATIONS**

Driving vehicles to school is a privilege. Each student is required to register his or her vehicle in the main office. Non-registered vehicles are subject to removal at the owner’s expense. Students will be assigned a numbered parking space. They are required to park in that space.

Students are not permitted to leave the campus during the school day without permission from the Principal. Driving off campus will result in driving privileges being revoked.

Students are not permitted to leave the building during the school day to go to their vehicle without permission from the Principal. This action will result in driving privileges being revoked.

**Snowmobiles, ATVs, etc:** Three-wheelers, four-wheelers, snowmobiles, and unlicensed vehicles are restricted from ALL school property.

**Non-motorized Wheeled Products:**

Bicycles, skateboards, in-line skates and any other such items are not to be used on the high school campus during the school day. They may be used as means of transportation to and from school only. They should not be used in
close proximity to the school building. A bicycle rack is located in the courtyard for convenience.

**VISITORS TO THE SCHOOL**

The Board encourages parents and other district citizens to visit the district’s schools and classrooms to observe the work of students, teachers, and other staff. Schools are a place of work and learning, however, certain limits must apply to visitors to the schools.

*Who:* Anyone who is not a regular staff member or student of the school will be considered a visitor.

*Signing In:* All visitors MUST report to the office of the Principal upon arrival at the school. They will be assigned a visitor’s identification badge which must be worn at all times while on school grounds. The visitor must return the identification badge to the principal's office before leaving school grounds.

*Exceptions:* Visitors attending school functions open to the public, such as Parent-Teacher Organization meetings or public gatherings are not required to register.

*Classroom Visits:* Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher(s), so that class disruption is kept to a minimum.

*Expected Conduct:* All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct.
HERKIMER COUNTY
Important Phone Numbers

Domestic Violence Program of Herkimer County
(24-hour hotline): 866-0458

Sheriff’s Dept: 867-1167

State Police: 866-7111

YWCA Rape Crisis Services (24-hour hotline): 866-4120

Crisis Services (Adults 18+) 734-3456

Children’s Mobile Assessment Team (CMAT-Age 17-under): 732-0473

Runaway & Homeless Youth (24-hour hotline): 866-1112

Legal Aid Society of Mid-New York: 732-2131 or 895-7789

Catholic Charities of Herkimer County: 894-9917

Family Services of Mohawk Valley: 735-2236

Herkimer County Mental Health and Chemical Dependence Services:
867-1465

Neighborhood Center: 732-2225

Samaritan Counseling Center: 724-5173

Alcohol Crisis Services (24-hour hotline): 735-1116

Crime Victims Compensation: 800-247-8035

Herkimer County Social Services:
Domestic Violence Liaison: 867-1239
Child Abuse and Neglect: 867-1249
Planned Parenthood: 866-3085

Herkimer County Teen Talkline: 877-323-8255 (T/TH 5-9 p.m.)