# Student Handbook

## 2026-2027




Monroe-Woodbury High School
155 Dunderberg Road
Central Valley, NY 10917
(845) 460-7000

*Let's Move with Purpose by:*

*Setting goals*

*Caring about others*

*Working diligently*

*Showing Crusader pride*

*Being an example*

*Embracing the challenge*

**MONROE-WOODBURY CENTRAL SCHOOL DISTRICT**

***BOARD OF EDUCATION***

***BOARD OF EDUCATION***

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Mrs. Suzanne Donahue, Vice President
Mr. Bryan Bellino
Dr. Candice Novack
Ms. Monique Officer
Mr. Jeffery Reynolds
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Mrs. Berny Vega
Valery Canales, Student Representative

## CENTRAL OFFICE ADMINISTRATION

| | |
|---|---|
| Superintendent of Schools | Dr. Tracy Norman |
| Asst. Supt. for Business and Management Services | Mr. Patrick Cahill |
| Asst. Supt. for Compliance and Information Systems | Dr. Bhargav Vyas |
| Asst. Supt. for Curriculum & Instruction, UPK-Grade 5 | Dr. Karin Morales |
| Asst. Supt. for Curriculum & Instruction, Grades 6-12 | Dr. Eric Hassler |
| Asst. Supt. for Human Resources | Mr. Christopher Berger |

## HIGH SCHOOL ADMINISTRATION

### PRINCIPAL

Mr. Jason McElroy

### VICE PRINCIPAL

Dr. Kelli Sciarra

### ASSISTANT PRINCIPALS

Mrs. Gina Matise - House A
Mr. Dylan Ferrier - House B
Mrs. Leiny Valet - House C
Ms. Madrid Boyd - House D

### DEAN

Mr. George Coates

# Welcome Letter to Students

Dear Monroe-Woodbury High School Student:

On behalf of the faculty and staff of the Monroe-Woodbury High School, we welcome you to the 2026-2027 school year. Many opportunities await you. In addition to the academic challenges, the High School provides valuable co-curricular and social activities that are designed to enhance your experiences.

*The Monroe-Woodbury High School Student Handbook* was developed to provide you with the necessary guidelines for success. It includes important information about the rules and regulations that pertain to the expectations for student behavior. A few things in the Student Handbook have changed. Please take the time to review it in detail, and share this information with your parents.

Also included in this Handbook is a summary of the State mandated *Code of Conduct*. The full document is on our district website and can be requested in each House Office.

If either you or your parents have any suggestions for this *Student Handbook* or the *Code of Conduct*, please call your Assistant Principal.

We look forward to working with you throughout the year.

Have a great year!

Sincerely,
Monroe-Woodbury High School Administration

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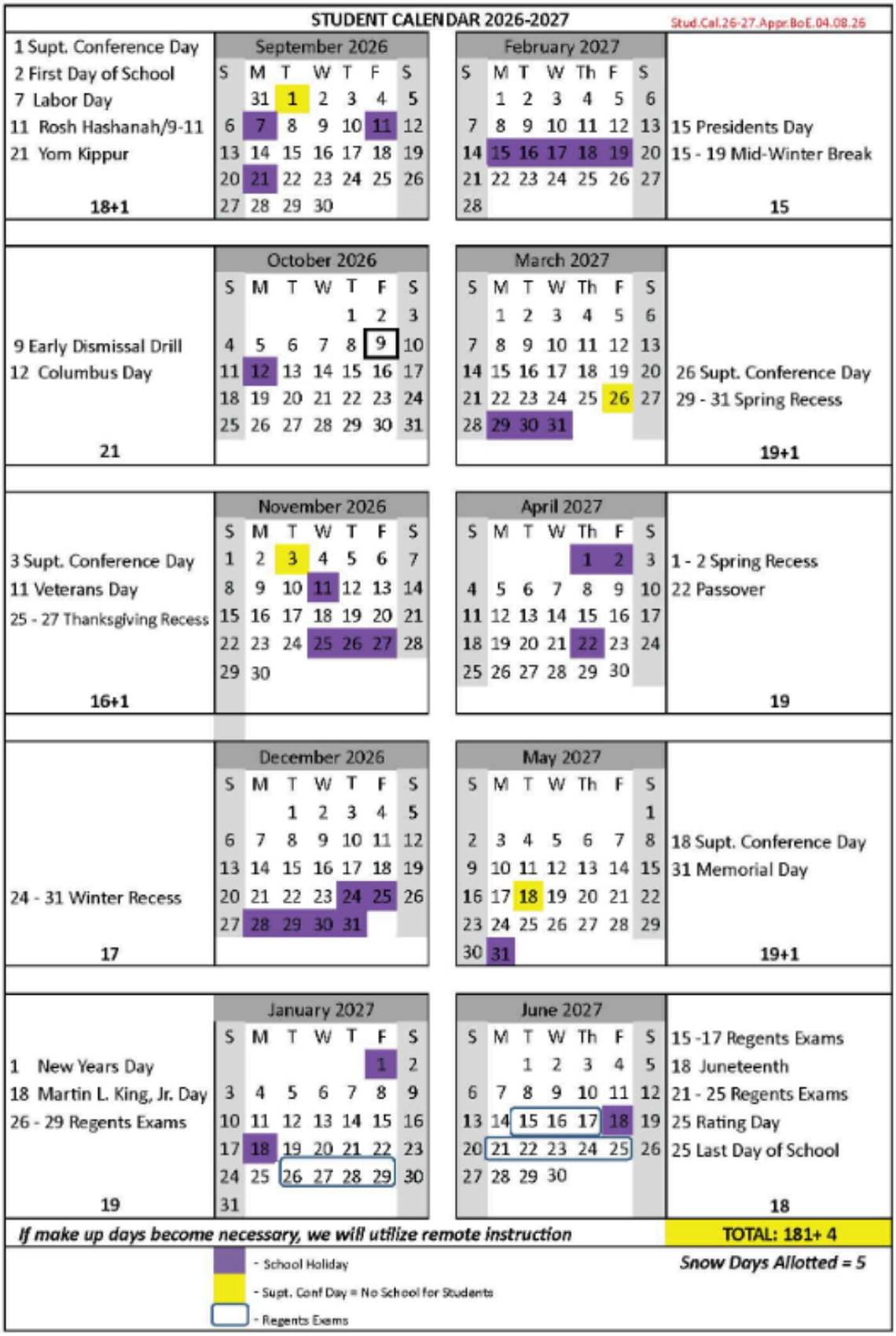
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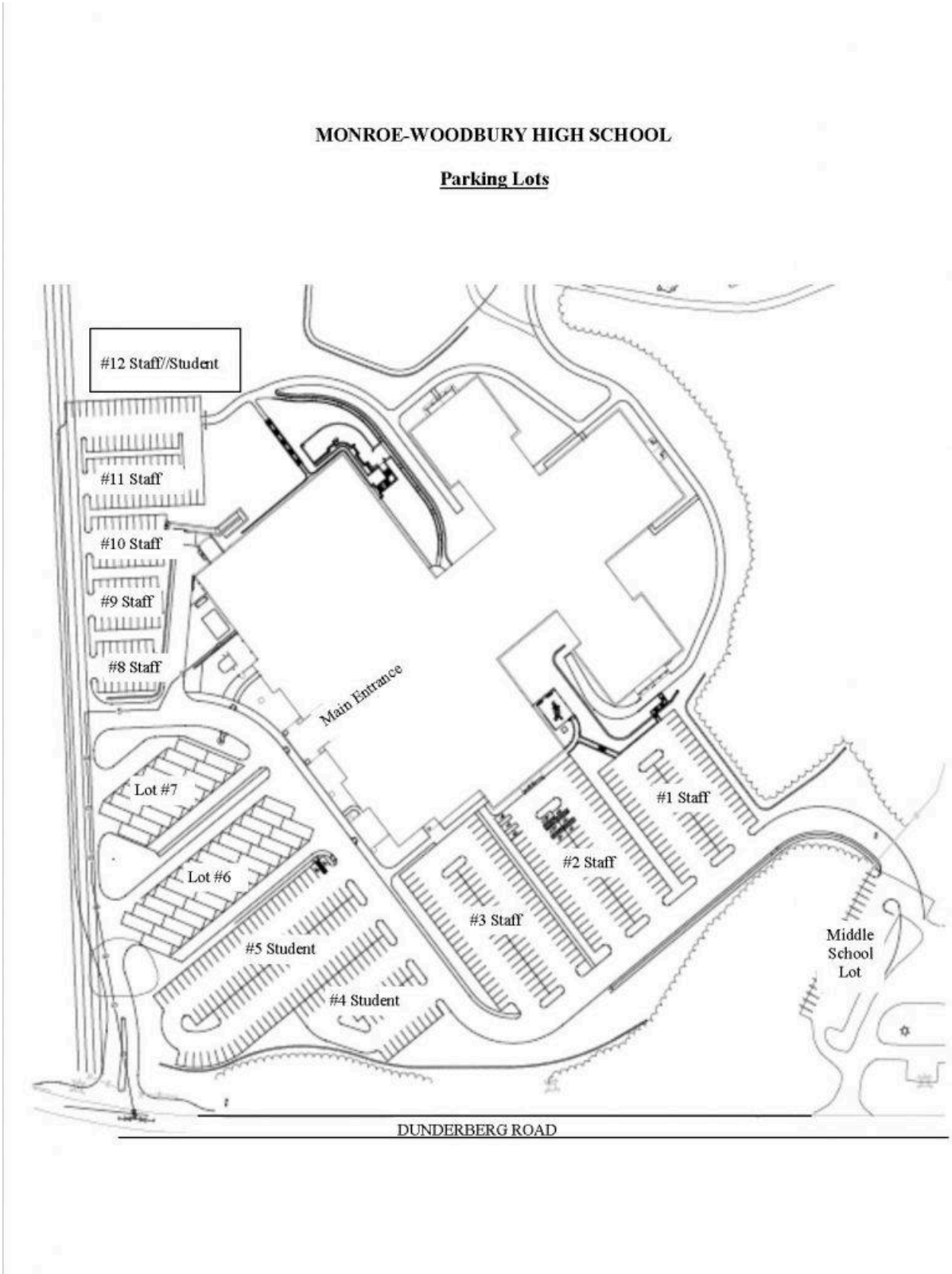

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# 2026-2027 Student Calendar



# High School Parking Map



# Monroe-Woodbury High School
# BELL SCHEDULE with Warning Bell

| Regular School Day | Warning Bell Time | Class periods are 41 minutes |
|---|---|---|
| **Period 1** | **7:04 & 7:07** | **7:08 - 7:49** |
| **Period 2** | **7:52** | **7:53 - 8:34** |
| **Period 3** | **8:37** | **8:38 - 9:26 HR Bell: 9:19** |
| **Period 4** | **9:29** | **9:30 - 10:11** |
| **Period 5** | **10:14** | **10:15 - 10:56** |
| **Period 6** | **10:59** | **11:00 - 11:41** |
| **Period 7** | **11:44** | **11:45 - 12:26** |
| **Period 8** | **12:29** | **12:30 - 1:11** |
| **Period 9** | **1:14** | **1:15 - 1:58** |

**Periods 4, 5, 6, & 7 will serve as lunch periods**

| ONE HOUR DELAY | Warning Bell Time | Class periods are **35** minutes | | TWO HOUR DELAY | Warning Bell Time | Class periods are **28** minutes |
|---|---|---|---|---|---|---|
| **Period 1** | **8:07** | **8:08 - 8:43** | | **Period 1** | **9:07** | **9:08 - 9:36** |
| **Period 2** | **8:46** | **8:47 - 9:22** | | **Period 2** | **9:39** | **9:40 - 10:08** |
| **Period 3** | **9:25** | **9:26 - 10:08** | | **Period 3** | **10:11** | **10:12 - 10:47** |
| **Period 4** | **10:11** | **10:12 - 10:47** | | **Period 4** | **10:50** | **10:51 - 11:19** |
| **Period 5** | **10:50** | **10:51 - 11:26** | | **Period 5** | **11:22** | **11:23 - 11:51** |
| **Period 6** | **11:29** | **11:30 - 12:05** | | **Period 6** | **11:54** | **11:55 - 12:23** |
| **Period 7** | **12:08** | **12:09 - 12:44** | | **Period 7** | **12:26** | **12:27 - 12:55** |
| **Period 8** | **12:47** | **12:48 - 1:23** | | **Period 8** | **12:58** | **12:59 - 1:27** |
| **Period 9** | **1:26** | **1:27 - 1:58** | | **Period 9** | **1:30** | **1:31 - 1:58** |

| THREE HOUR DELAY | Warning Bell Time | Class periods are **21** minutes long | | Activity Bell Schedule | Warning Bell Time | Class periods are **35** minutes long |
|---|---|---|---|---|---|---|
| **Period 1** | **10:07** | **10:08 - 10:29** | | **Period 1** | **7:07** | **7:08 - 7:43** |
| **Period 2** | **10:32** | **10:33 - 10:54** | | **Period 2** | **7:46** | **7:47 - 8:22** |
| **Period 3** | **10:57** | **10:58 - 11:26** | | **Period 3** | **8:25** | **8:26 - 9:01** |
| **Period 4** | **11:29** | **11:30 - 11:51** | | **Period 4** | **9:04** | **9:05 - 9:40** |
| **Period 5** | **11:54** | **11:55 - 12:16** | | **Period 5** | **9:43** | **9:44 - 10:19** |
| **Period 6** | **12:19** | **12:20 - 12:41** | | **Period 6** | **10:22** | **10:23 - 10:58** |
| **Period 7** | **12:44** | **12:45 - 1:06** | | **Period 7** | **11:01** | **11:02 - 11:37** |
| **Period 8** | **1:09** | **1:10 - 1:31** | | **Period 8** | **11:40** | **11:41- 12:16** |
| **Period 9** | **1:34** | **1:35 - 1:58** | | **Period 9** | **12:19** | **12:20- 12:55** |

| Summer School | Warning Bell Time | Class periods are **110** minutes |
|---|---|---|
| **Period 1** | **7:29** | **7:30-9:20** |
| **Period 2** | **9:22** | **9:23-11:13** |
| **Period 3** | **11:15** | **11:16-1:06** |

# ACADEMIC ELIGIBILITY/CO-CURRICULAR ACTIVITIES POLICY

The Monroe-Woodbury Central School District and community firmly believe that academics are the primary focus of our instructional efforts and in this regard, participation in co-curricular activities is considered a privilege. The student must maintain satisfactory academic performance in order to commit the extra hours and energies needed to participate in co-curricular activities.

Co-curricular activities (sports, clubs, non-credit programs, dances, etc.) offer experiences beyond those generally experienced in classroom settings. They are designed to provide students with additional direction, support, skills, and guidance that will enhance their academic performance. Additionally, many of these programs value and assist the continual development and nurturing of "a sound mind and a sound body." An extensive list of clubs, organizations, and activities is in Appendix II of this Handbook. The list of interscholastic sports offered at Monroe-Woodbury High School is listed below. Students absent from school and/or on suspension are not permitted to participate in activities on that particular day(s) or weekend. Should the suspension extend over a weekend, students may not attend any school-sanctioned weekend activity. Students may also be denied the privilege of participating in or attending future extracurricular events as a result of the suspension.

## Eligibility Guidelines

These guidelines are established to assist students to maintain and put forth appropriate academic effort. The policy is inclusionary, and it is intended to keep students actively involved in co-curricular and extra curricular activities. Students should use the positive influence of teachers/advisors/coaches to improve a student's academic performance. It intends to allow students to participate in all practices, rehearsals, etc., but not in any contest, event, game, scrimmage, etc., for a period of two school weeks or until the academic deficiencies are improved.

Students will be considered ineligible to participate in a co-curricular/extra curricular activity:

- If they fail more than one subject during any five-week progress or ten-week report card cycle.
- If they do not complete a satisfactory two-week Performance Report indicating satisfactory academic achievement or effort.
- If their academic deficiencies continue after reinstatement to the co-curricular/extra curricular activity.

Classified students will be reviewed to determine if the subject failure is a related manifestation of the student's handicapping condition.

## Interscholastic Sports

**FALL**

- Cheerleading: Varsity & J.V.
- Cross Country: Varsity – Boys/Girls
- Football: Varsity & J.V.
- Soccer: Varsity and J.V.- Boys/Girls
- Swimming & Diving: Varsity – Girls
- Tennis: Varsity & J.V. - Girls
- Volleyball: Varsity & J.V. – Girls

**WINTER**

- Basketball: Varsity & J.V - Boys/Girls
- Cheerleading: Varsity & J.V.
- Ice Hockey: Varsity
- Indoor Track: Varsity – Boys/Girls

- Skiing: Varsity – Boys/Girls
- Swimming & Diving: Varsity – Boys
- Wrestling: Varsity & J.V.

**SPRING**

- Golf: Varsity – Boys/Girls
- Flag Football: Varsity – Girls
- Lacrosse: Varsity & J.V. – Boys/Girls
- Outdoor Track: Varsity – Boys/Girls
- Softball: Varsity & J.V. – Girls
- Tennis: Varsity & J.V. - Boys
- Clay/Skeet Shooting - Varsity - Boys/Girls

**MWHS Clubs and Activities**

# ACADEMIC INTEGRITY

The ability and responsibility of students to use their own ideas, works, creations, and knowledge in completing exams, projects, reports, etc. is a guiding principle of public education in a free and democratic society. Students who cheat and/or plagiarize (use the ideas or words of another without full acknowledgment) will receive a zero on the assignment, not be permitted to re-do it and are subject to possible suspension. The use of Artificial Intelligence (AI) tools to generate or complete work must be disclosed and is only permitted when explicitly authorized by a teacher or administrator. Undisclosed or unauthorized use of AI will be considered a violation of the district's academic integrity policy.

At the discretion of the building administration, students who commit fraud (cheating) on any state exam (Regents, RCT, Proficiency, etc.) may lose their right to take any subsequent state exams.

# ANTI - BULLYING

The Monroe-Woodbury School District strongly supports a school climate that is safe and welcoming to all students. The district recognizes that physical, emotional and social bullying, harassment or intimidation can jeopardize students' academic achievement and undermine their physical and emotional well-being and may provoke retaliatory violence. **DASA -** The Dignity for All Students Act was created to require a school environment free of harassment and discrimination. No student shall be subjected to harassment or bullying by employees or students on school property or at a school function; nor shall any student be subjected to discrimination based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity or expression), or sex by school employees or students on school property or at a school function.

# ATTENDANCE

Satisfactory school attendance is not only a requisite for school success, but it also fosters the positive behaviors and work ethics that increase opportunities for success in all other endeavors. When students are absent from school or absent from class, they miss direct, "live" instruction that cannot be duplicated. Although there are times when absences cannot be avoided (e.g. personal illness/injury; approved field trips; approved school counseling; approved school music lessons; approved administrative/guidance appointments; death in family; religious observance; quarantine; required court appearances; attendance at health clinics; approved college visits; approved cooperative work programs; military obligations, etc.), an absence is an absence. Classroom participation activities (i.e., discussions, debates, class projects, oral presentations, etc.) are

important components of all courses and are part of each teacher's grading procedures. Absences from these activities cannot be made-up, and they will have a negative impact on a student's grade for the course.

**Students who arrive at school after period 4 are not permitted to attend co-curricular activities on that day**. Please refer to Appendix III for the District Attendance Policy.

## Absence during Examination Periods

All students must be present for all mid-year and final examinations. A medical excuse signed by a physician is required to enable students to make-up examinations. Only in a unique and serious situation, such as an accident or death in the family, will such an exception be granted. Written approval from the appropriate administrator is required prior to the teacher scheduling a make-up examination.

## Absence due to Extenuating Family Circumstances

If students must miss school due to extenuating family circumstances, parent notification of the absence and a request for work should be submitted to the Assistant Principal at least two weeks prior to the absence. Parents may request work with the understanding that the student is fully responsible for obtaining, completing, and returning all work when due. Unless other arrangements have been made with a teacher, students are expected to complete missed assignments within five school days of their return to school, depending on the circumstances. If work is not completed within the assigned time limit, the grade recorded will be the grade the student earned as of the date of the incomplete assignment(s), and a penalty may be assigned at the teacher's discretion. If an examination is given, the teacher is not required to give a make-up examination. It is the student's responsibility to keep up with the assigned work and to make-up for missed work.

## Absence from Class

All class absences will be assessed towards determining minimum class attendance requirements. Students who have an excused absence from class are expected to make-up missed class work unless alternate arrangements have been made with the teacher. Please note: the concept of making-up missed class work may include making-up missed class time. If the class work/time is made-up, students will receive credit for the work. If the class work/time is not made-up, the absence will be considered when determining whether or not the student has met attendance requirements.

## Absence from School

It is the parent's/guardian's responsibility to notify the school attendance office within at least 24 hours following the absence of their student and to provide a written excuse within five (5) school days upon the student's return to school. Attendance cannot be changed after 5 days without proper medical documentation. The attendance office can be reached by calling the school and pressing 1 or dialing extension 7021. You may also email the attendance office at hsattend@mw.k12.ny.us. Students who have an excused absence from school are expected to make-up missed class work within five school days of returning to class/school unless alternate arrangements have been made with the teacher.

Corroborating medical verification is expected in the case of excessive absences due to a suspected health condition. Students who experience a prolonged absence due to a health-related condition and are assigned alternative class instruction after review and approval from the Office of Pupil Personnel Services, will be considered as being present in class for determining minimum class attendance. If a note is not brought in, the absence will be considered when determining whether or not the student has met attendance requirements.

The following is a model of what the attendance codes mean in the parent portal when viewing student attendance.

| Code | Description | Meaning |
|---|---|---|
| **PP** | **Present - In School** | **Student was physical in class** |
| **UN** | **Unexcused** | **Student was absent from class (this may be changed to another code by attendance once a note is received)** |
| **SH** | **Study Hall absence** | **Student was absent from a study hall** |
| **LC** | **Late to Class** | **Student was late to class - (Excused and unexcused) there is no differentiation for Attendance Reporting** |
| **ED** | **Early Dismissal** | **Student left class early (this may be changed by attendance to GUI, MUS, EX) -can be used for library and SSC room also, make note in comment section** |

| Code | Description | Meaning |
|---|---|---|
| ILN | Illness | Parent/Guardian reported student was ill |
| **TP** | **Tardy** | **Student was late to school. Only used in the ADA** |
| VUN | Verified Unexcused | Excusal does not meet state legal requirements |
| EDU | Educational | Student was on field trip or at approved educational event |
| GUI | Guidance | Student was in guidance office |
| MUS | Music Lesson | Student had music lessons |
| EX | Excused | Students who are absent as defined in the BOE Policy |
| BOC | BOCES absence | Students who are absent from CTE |
| OSS | Out of School Suspension | Student has been suspended out of school |
| ISS | In School Suspension | Student has been suspended in school |

## Cutting Class

Students who have an unexcused absence or who intentionally miss class (cut class) forfeit their opportunity to make-up work and will be graded accordingly. They will also be subject to school disciplinary procedures. See “Cutting Class” in the 9-12 Discipline Chart in Appendix IV of this Handbook.

## Early Release

Early Release is permitted only after a note from a parent/guardian is submitted to the Attendance Office and approved for the reason stated. The parent/guardian must complete the sign-out log at the security vestibule. Students with driving privileges must have the reason for early dismissal verified by phone in order for the request to be honored. Students with Early Release are required to scan out of the building using the Swipek12 system.

## Excessive Absences

Students who are excessively absent from class or school jeopardize their opportunities for success. Chronic absenteeism may result in the loss of privileges (i.e. parking, activities), the loss of credit, and a possible referral to the Pupil Personnel Team, PINS, or CPS. **Chronic absenteeism, as per the Every Student Succeeds Act, is defined as missing 10% of the school year, or 18 school days.**

## Extended Non-Medical Absence

Students anticipating an extended absence for non-medical purposes must notify their House Assistant Principal and/or school counselor at least three weeks prior to the foreseen absence.

## Lateness to Class

At the discretion of the teacher, all student lateness to class will require a student to make up class work or time. Unexcused lateness to class warrants disciplinary action such as a warning, teacher detention, or referral to the House Administrator. An accumulation of 3 unexcused lateness constitutes a class cut. More than one 20-minute lateness constitutes a class cut. Other patterns of chronic lateness will also warrant disciplinary action. Please refer to the 9-12 Discipline Chart in Appendix IV and the Attendance Policy in Appendix III in this Handbook.

## Lateness to School

Students are considered late to school when they are not in the classroom by 7:08 AM. Students who arrive after 7:08 AM are expected to report immediately to the Attendance Office to swipe in.

**Please Note:** Notes for lateness should be submitted to the Attendance Office upon arrival at school. Oversleeping is not an acceptable excuse for lateness to school. Reasons of chronic illness will be referred to the Health Office and/or the Pupil Personnel Team and will require a physician's note. **All students who arrive after the 7:08 AM bell must Swipe in at the attendance office. Please note: Upon the fifth lateness to school, the student will be issued a detention slip from the Swipe system and must speak with the Dean who *may* assign a detention**. Continued lateness to school may warrant additional detention, suspension, loss of school privileges (i.e., school parking, activities, etc.), and/or referral to Orange County Family Court.

Notes should be written by a parent/guardian and should indicate the reason(s) for the lateness. Excused Tardies will be pulled out of the Swipe system and not count against the student. All students swiping in after the 7:08 AM bell will be marked TP in the ADA (All Day Attendance). Those will state legal excuses, and will have the periods missed updated accordingly. These written excuses must include:

1. The student's name
2. The date(s) of lateness
3. The reason for the lateness
4. The signature of parent/guardian

## Athletic Attendance Policy

Players are expected to attend all practices, games and team affairs unless legally excused by the coach and/or school official.

- It is the responsibility of the player to notify the coach in advance if he or she cannot attend practice, game etc.
- If a player is detained for academic reasons or school related activities, he or she must bring a signed note from the teacher stating the time of release for the coach's verification.
- If the athlete misses (Attendance Office) **more than two periods in a day, he or she will not be allowed to participate in that day's practice session or athletic contest** unless for medical reasons, which must be accompanied by a physician's note or because of extenuating circumstances which must be verified by a  note from a parent or guardian.
- If an athlete is illegally absent from school on Friday, he or she cannot compete in a Saturday or Sunday contest, unless a legal written excuse is received by the coach.

### Loss of Course Credit due to Absences

Students must be in regular attendance in order to receive credit for a course. If students are excessively absent, both students and parents will be notified regarding the danger of losing course credit. Students will be referred to their school counselors.  **Specifically, students with thirty (30) unexcused absences from a lab course, twenty (20) unexcused absences from a year long course, ten (10) unexcused absences from a semester course or five (5) unexcused absences from physical education are ineligible to receive credit for that course.**  If course credit is denied due to the inability of the student to meet minimum class attendance standards, a grade of "Audit" will appear on the student's transcript and subsequent report cards/performance reports.  The student will continue to remain in the class, but will be denied the opportunity to take the final exam or to receive other assessment grades in the course.  As per State Education Department policy, students may not be denied the opportunity to take a Regents exam due to attendance. Auditing students are expected to be contributing class members and to follow all school/class rules and regulations.

### Summer School

Since summer school course credit is based upon attendance in the regular school-year course, students may complete a course in summer school only if they have remained in the regular school-year course for all quarters of the course.  This requirement also applies to students who become ineligible for credit and audit a course due to not meeting the minimum attendance criteria.

# BOCES CRITERIA FOR C-TECH ENROLLMENT

The following criteria define district procedures for reviewing student requests to participate in BOCES Career and Technical Education programs.

The procedure begins by applying the following process to review each student's potential eligibility for enrollment in a BOCES course or program:

- The student has been deemed to be in "good standing" which may include a determination that he or she has:
    - A record of good conduct as defined by our student code of conduct
    - A good attendance record which serves to predict the likelihood of his or her consistent course participation and probable course completion
- The student should be either a junior or a senior by the "credits earned" definition of our standards and benchmarks plan.

- The prospective student should be a senior and seeks to complete a BOCES program (two-year) in which he or she has participated successfully in the junior year. Students who have failed their first year of participation in a two-year program need not be readmitted to the same program.
- The prospective student should be a senior and wishes to enroll in a one-year BOCES program as part of his or her pre-existing program for graduation.
- The prospective Junior must attend the PM session.
- The prospective Senior must attend the AM session.
- The prospective student must attend one of the two scheduled official visits in the given year to be eligible to be considered for enrollment.
- The prospective student should be a junior and wishes to enroll in a two-year BOCES program as part of his or her pre-existing program plan for graduation.
- If any student declines an enrollment in a BOCES Career and Technical Education program for which he or she is determined to be eligible, it will be noted. A record of this letter will be kept in the student's guidance or permanent record folder.

If any student who has applied for and not been enrolled in a BOCES Career and Technical Education program based upon a determination using the criteria above, it will be noted and put in the student's guidance or permanent record folder.

It should be noted that rare exceptions to these procedures may arise on an individual case analysis, or potentially as the student services needs of particular IEP Diploma-bound students may be most appropriately served. These cases should be brought to the attention of the school principal and the Office of Pupil Personnel Services for specific review prior to promises of student enrollment and for the purposes of potential analysis with the school district's attorney.

# BUILDING LEADERSHIP COMMITTEE

The Building Leadership Committee (BLC) is a committee made up of parents, teachers, students, and administrators. The BLC contributes to the building-level decision-making process at Monroe-Woodbury High School. It is also a sub-committee of the District Leadership Council. If you'd like to participate, please contact Mrs. Mary Koll at 460-7000, Extension 20601.

The meetings are held at the High School at 2:15 PM in Room 130. Please contact the Main Office for dates after school begins in September.

# BUILDING SAFETY AND SECURITY

The Monroe-Woodbury Central School District is committed to providing a safe and orderly environment for all students, faculty, and staff. To that end, several safety measures are in place:

- All High School administration, faculty, staff, and students are responsible for contributing to a safe environment. If you are aware of an unsafe or a potentially disruptive or violent situation, please report the incident to administration immediately. All staff and faculty are expected to wear their badge.
- Safety Officers are assigned to the High School throughout the day. They are available to assist, de-escalate, or prevent an incident.
- Doors are monitored and locked throughout the school day. All students and visitors must enter the building through the main lobby. Please do not prop the doors open. Please direct anyone who attempts to enter the building to the main entrance.
- Closed circuit cameras are installed in the public areas and around the outer perimeter of the building. The combination of these safety measures as well as building-wide vigilance will help to ensure optimum safety.

# CAFETERIAS / FOOD SERVICES - School Meals

The large and small cafeterias are the only locations in Monroe-Woodbury High School where students are permitted to eat. Students may not eat or drink in classrooms, corridors, hallways, or any other location in the building.

All students enrolled at Monroe-Woodbury Central School District are eligible to receive a healthy breakfast and lunch in school at **no charge** each day of the school year.

- Students will be able to participate in these meal programs on the first day of school without having to pay a fee or submit an application.
- All schools provide a breakfast program for students upon entry and a lunch program for students in the cafeteria.
- The Food Service Department provides nutritious meals featuring fresh local fruits and vegetables, lean protein options, low-fat milk, 100% fruit and vegetable juices, and whole-grain choices to support student health and wellness.
- If students bring lunch from home, they are welcome to supplement it at no cost by selecting at least three of the five meal components offered: low-fat milk, protein, whole grains, vegetables, and fruits. One of the selected components must be a fruit or vegetable to qualify as a complete reimbursable meal.
- Families can access daily breakfast and lunch menus, nutrition facts, allergen information, carbohydrate counts, student balances and transactions by visiting LINQ Connect at https://linqconnect.com/main.
- À la carte items, including bottled water, second breakfasts, second lunches, whole grain snacks, frozen novelties, and other beverages that meet USDA Smart Snacks in School nutrition standards, are available for purchase.
- Students enter their five-digit student ID number at the register, and the cost of any à la carte purchase is deducted from their meal account. Students may also pay with cash at the time of purchase.
- Please notify the School Nurse if your child has any Food Allergies or Special Dietary Needs. The school nurse will coordinate with the Food Service Department to ensure notification and appropriate meal accommodations when supported by proper medical documentation.
- When your student eats school meals, it does not reduce another student's ability to receive school meals. In fact, serving more school meals helps the local economy, our Food Service Program, and supports local farmers through serving NYS grown items.

## No Cost Meals: Frequently Asked Questions

https://www.mw.k12.ny.us/page/free-meals-faq

## Connect With Food Services

- (845) 460-6200, ext.10150
- Email us at foodforthought@mw.k12.ny.us.
- District Food Service Page is https://www.mw.k12.ny.us/page/food-services

# CELL PHONES AND OTHER PERSONAL ELECTRONIC DEVICES

Students' personal electronic devices must be turned off and put away in the area designated by the district: Internet enabled devices(phones, earbuds/headphones, glasses, watches, etc) must be placed in the assigned locked Yondr pouches from the time students enter the school building until the end of the school day, including time spent in class, lunch, study hall, and between classes (see Board Policy 5695 Students and Personal Electronic Devices). Non-internet enabled devices must be off in a student's backpack and/or locker. Non-internet enabled devices may not be used during the day.

Personal electronic device access is permitted before and after the school day, including on the bus, as well as during after-school activities. In emergencies, students may seek permission from a building administrator to use their internet enabled device in a designated private space. Regular school-specific rules will apply after the call. Students may not film incidents that occur within school buildings or on school grounds, and may not post them to social media. Students may not use social media to promote a physical altercation or an unauthorized student gathering.

Consequences for continued offenses will result in detention(s) or suspension(s) for insubordination. (See "Academic Integrity" in this Handbook). In accordance with NYS testing protocol, students may not use cell phones or other communication devices during state assessments or Regents exams. During the administration of these exams phones must be turned off and put away before test booklets are handed out. Use of a cell phone during testing invalidates a student's test regardless of the content of the communication.

# CODE OF CONDUCT

The Safe Schools Against Violence in Education Act (Project SAVE) and Section 100.2(1) of the Regulations of the Commissioner of Education require that each school district adopt a written policy on school conduct and discipline "designed to promote responsible student behavior." The Monroe-Woodbury Board of Education adopted the Monroe-Woodbury K-12 Code of Conduct in June 2009. It supports a three-level approach to student management with prevention, intervention, and aftercare initiatives, and it also establishes the standard for appropriate conduct in school and on school property. An abridged version of the Code is in the printed District calendar distributed to district families and Appendix IV of this Handbook. The complete Code is available at all Monroe-Woodbury schools for any interested parent or community member as well as on the district website: **M-W Code of Conduct**

# COMPUTER USE

The reason for using computers and an Internet service in school is to support school research and to engage in class-related activities with other schools and supporting institutions. Students can access on-line communications services using school computers and equipment only under the direct supervision of a teacher, teaching assistant, administrator, librarian, or other authorized District personnel. Only school-authorized accounts can be used in school.

To use the internet from computers in the High School, the Internet Acceptable Use Agreement, signed by a parent or legal guardian and by the student, must be on file with the High School Computer Education teacher. Any violation of the signed agreement will cause access privileges to be revoked, school disciplinary action, and/or legal action to be taken. A "General Rule Sheet" will also be discussed with students and displayed in classrooms.

With the privileges and rights of a school computer and Internet user come certain responsibilities and regulations that include, but are not limited to:

- Avoiding inappropriate sites
- Complying with copyright laws
- Not communicating on the Internet
- Using the Internet with supervision.

Should any regulation or instructor's guideline/direction be violated, access privileges will be revoked and school disciplinary and/or appropriate legal action may be taken.

# DRESS CODE

All students are expected to dress appropriately for school and school functions, including protective equipment and footwear as required for physical education classes, technology courses, science laboratories, and family and consumer science classes. It is expected that students' attire is safe, appropriate and not disrupt or interfere with the educational process. Include footwear at all times. Footwear that is a safety hazard will not be allowed. The following are considered to be inappropriate dress, grooming, and/or appearance as related to the school day and/or school events:

- Any clothing, dress, or appearance which constitutes a threat or danger to the health and safety of students (e.g., heavy jewelry or jewelry with spikes which can injure the student or others, heely sneakers);
- Any clothing, dress, or appearance that displays or promotes the use of a weapon; Any clothing, dress, or appearance which includes a phallic symbol and/or contains sexual metaphors, as well as see-through garments, or any garments which expose to sight the private parts of the body;
- Any dress or appearance that is vulgar, obscene, libelous, discriminatory, or that denigrates others on account of race, color, weight, creed, national origin, ethnic group, religion, religious practice, gender (identity or expression), sex, sexual orientation, social class, or disability;
- Any dress or appearance that promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities;
- The wearing of hoods, balaclavas/ski masks or sunglasses in school except for a medical or religious purpose;
- Any dress or appearance which constitutes a disruption to the educational process.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to disciplinary action. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline. If and when possible, staff will use reasonable efforts to avoid addressing dress code issues in front of other students and to address concerns outside of instructional time.

# DROPPING A CLASS

Students may drop a semester course **up to five school days** before the end of the first progress report period and a year course up to five school days before the end of the first marking period. No grades or notations will be included in the student's report card or transcript.

Students enrolled in college level courses (i.e., University of Albany, SUNY Orange) must check with the University's guidelines/ramifications before dropping a course. Colleges have different requirements than Monroe-Woodbury High School.

Please be aware that dropping a course may have a negative impact on college acceptances. Students are strongly encouraged to discuss any program changes with their counselors/parents/guardians before making a final decision.

If there is no agreement among all parties, the administrator, counselor and parent will meet to resolve the matter.

# EMERGENCY Response

**Monroe-Woodbury High School**
**155 Dunderberg Road, Central Valley, New York 10917**

## Shelter-In-Place

Used to shelter students and staff inside the building.

- Listen for instructions about the situation and your actions.

- Students in hallways should return to their assigned classroom, if possible.

- Classroom teachers, take attendance.

- All other staff assist students, as needed.

- Move away from windows, if the situation warrants.

- Listen for updates.

*If instructed, move out of the classroom to a designated safe area.*

*- Stay together at all times.*

*- Take Attendance.*

*- Listen for updates.*

## Hold-In-Place

Used to limit movement of students and staff while dealing with short term emergencies.

- Listen for instructions about the situation and your actions.

- Students in hallways should return to their assigned classroom, if possible.

- Classroom teachers, take attendance.

- All other staff assist students, as needed.

- Listen for updates.

## Evacuate

Used to evacuate students and staff from the building.

- Listen for instructions about the situation and your actions.

- Lead students to designated assembly or announced assembly area.

*Use a secondary route, if necessary.*

- Bring attendance list and class roster.

- Close the classroom door after exiting.

- Take attendance when safe to do so.

- If evacuating off site, take attendance before moving from and upon arrival at off site location.

- Listen for Updates.

## Secure Lockout

Used to secure school buildings and grounds during incidents that pose an imminent concern outside of the school.

- Listen for instructions about the situation and your actions.

- Lock all exterior windows.

- Leave blinds/lights as they are.

- Take Attendance.

- Classroom instruction continues as normal.

- All outdoor activities are terminated.

- Listen for updates.

## Lockdown

Used to secure school buildings and grounds during incidents that pose an immediate threat of violence in or around the school.

When you hear lockdown announced, move quickly to execute the following actions:

- If safe, gather students from hallways and common areas near your classroom.

- Lock your door. Barricade if necessary. Drop window shade on the door.

- Move students to a safe area in the classroom out of sight of the door.

- Drop the door blind, but leave the windows uncovered.

- Keep everyone quiet, silence cell phones.

- Take attendance, if possible.

- Do not communicate through door or answer room phone.

- Do not respond to P.A. announcements or fire alarms

- Stay hidden until physically released by law enforcement personnel.

# EXTENDED EARLY RELEASE

As per Monroe-Woodbury Board of Education Policy, seniors currently enrolled in sufficient courses to insure graduation in January or June of the current school year may be granted Extended Early Release privileges. Seniors may apply for this privilege by obtaining and completing the Extended Early Release form, which is available in the Google Classroom.
The Extended Early Release privilege will be granted only for the following reasons:

- The student is enrolled in post-high school studies during regular school hours.
- The student is participating in activities approved by the administration.

### Criteria for Extended Early Release

Seniors must maintain satisfactory attendance and be in good academic standing. Any senior who fails more than one subject, receives an “Incomplete” grade, or receives an “Audit” grade will be assigned to a mandatory study hall and will have his/her Extended Early Release revoked for ten (10) weeks or until the next report card.

Seniors who have Extended Early Release privileges are expected to Swipe out at the Attendance Office daily. Students who abuse the privilege will have this privilege revoked. Administration reserves the right to revoke the privilege as necessary and appropriate.
Seniors with Extended Early Release may leave the High School campus by:

- Driving, provided they have a Monroe-Woodbury High School Parking Permit.
- Getting picked-up by a parent or guardian.
- Walking, provided a note is on file from a parent or guardian.

- Students must exit out of the Main Entrance only

**Parking permits will be rescinded from students with Extended Early Release privileges who drive another student off of school grounds before the end of the school day.**

# EXTENDED SCHOOL HOURS

By appointment or with notification, students may arrive early or stay after school for extra help, co-curricular activity, athletic events, or detention. **Students should not arrive early or stay after school unless they are under the direct supervision of a teacher, administrator, or other staff member**. Once students arrive at school, they should enter the building. Students should not loiter in the parking lot or other areas of the building. Please note the Activity Bus Schedule does not have a 4:00 PM bus on Monday and there are no activity buses on Friday.

Students may enter the High School through the Main Entrance or Music wing entrance up to 7:00 AM. Following this time, students may only enter and exit via the Main Entrance. Once students arrive on school grounds, they are not permitted to leave school grounds unless permission has been granted from the Attendance Office or the House Office.

All students are required to leave the school building/campus at the 1:58 PM dismissal unless they are engaged in a school activity. No one is permitted to “hang out.” Students engaged in said activities will be given a pass to wait for transportation in either the cafeteria or the main portico. Students who do not obtain a

pass from the adult supervisor will be referred to Administration. Additionally, students who leave campus at dismissal may not return in order to utilize the facilities.

# FIELD TRIPS

Field trips are an extension of the educational program. A student may be denied a field trip if he/she has been disruptive, insubordinate, or has otherwise created a discipline problem in school. Student attendance may also cause a student to be denied a field trip. Students who attend overnight field trips will be subject to a luggage search. Please see "Student Searches" for more information. Please refer to the District's Field Trip Guidelines for additional information.

# FINAL AND MID-YEAR EXAMINATIONS

Final examinations may be given in all twenty and forty week courses at the end of the course. All students must be present for all final examinations. Only with extenuating circumstances will a medical excuse signed by a physician entitle a student to a make-up examination. Other emergency situations such as an accident or death in the family will be accepted, but they require written approval from the appropriate administrator prior to the teacher providing a make-up examination.

### Mid-Year and Regents Exams

*Tuesday, January 26, 2027 - Friday, January 29, 2027*

### End-of-Year and Regents Exams

*Tuesday, June 15, 2027 - Thursday, June 24, 2027*

# GRADE POINT AVERAGE

Grade Point Average (G.P.A.) for students in the Monroe-Woodbury High School will be computed as follows:

- Difficulty factors of 1.03 for Honors courses and 1.05 for Advanced Placement courses will be used to offset curricula complexities and expectations between the courses.
- Raw score subject grades will appear on all report cards and transcripts.
- A weighted quarterly average will also appear on report cards.
- A weighted senior G.P.A. will be calculated after 6 semesters (7-semester calculation to determine Valedictorian and Salutatorian).
- Class rank to be determined by weighted G.P.A.

# GRADUATION REQUIREMENTS

Information on graduation requirements, diplomas, as well as general guidelines for selected courses of study, is available in the Monroe-Woodbury High School Program of Studies

# GUIDANCE

Students are alphabetically assigned to counselors by House. School Counselors' offices are located in House A Office and students are encouraged to make an appointment to speak with them. School counselors will help to:

- Assure satisfactory progress toward graduation and the achievement of personal goals.
- Assist in the transition from high school to college, trade school, employment, or the military.
- Assist students in overcoming academic, personal, and social obstacles that can hinder progress.

Students should keep their counselors apprised of changes that might affect school as well as career plans. Information about the following special services and programs is available through the Guidance offices, Career Awareness & Planning, Psychological Counseling, Social Work, Speech Therapy, Student Assistance, Academic Intervention Services, Aggression Replacement Training, BOCES, Early Graduation, G.E.D., G.O., Home Instruction, Honors, Human Understanding & Growth (HUG), Partners Acting as an Instructional Resource (P.A.I.R.), Teen Outreach Program, Learning and Physical Disabilities, Monroe-Woodbury Academy, Non-Major Pass/Fail Option.

For a complete listing and full description of course offerings, special services and programs, academic opportunities, and graduation requirements, please refer to the Monroe-Woodbury High School Program of Studies.

# GUN-FREE SCHOOLS ACT

Consistent with the Gun-Free Schools Act of 1994, any pupil who is determined (in accordance with the procedures provided in Educ. Law 3214) to have brought a weapon to school shall be suspended for a period of not less than one calendar year. The Superintendent of Schools shall have authority to modify this suspension requirement for all students on a case-by-case basis. The Superintendent's determination will be subject to review by the Board of Education in accordance with Educ. Law 3214(a) and thereafter to the Commissioner of Education pursuant to 310 of the Education Law. Nothing in this policy shall be deemed to authorize suspension of a student with a disability in violation of either the IDEA or Article Eighty-Nine of the Education Law. The Superintendent shall refer a pupil under the age of sixteen who has been determined to have brought a weapon to school in violation of this subdivision to a presentment agency for a juvenile delinquency proceeding consistent with Article Three of the Family Court Act. The Superintendent shall refer any student sixteen years of age or older who has been determined to have brought a weapon to school in violation of this subdivision to the appropriate law enforcement officials.

# HEALTH OFFICE

As you know, it is the mission of the Monroe Woodbury Central School District to provide our students with a safe and secure environment. We take this responsibility seriously and strive to prepare ourselves for any type of emergency. Please contact the school nurse if your child takes medication at home and would need to take it in the event of an emergency. The school nurse will assist you in obtaining the proper documentation and arrange for storage of the medication in school.

### Injury Protocol

Students that need to use medical equipment (i.e., crutches, wheelchair, etc.) must submit a doctor's note to the nurse's office, specifying the medical diagnosis, the order for use of the equipment needed, and the length of time it will be used. Please note that students are encouraged to provide their own medical equipment and that a temporary elevator pass will be given to injured students, allowing them to leave classes five minutes early, with a student buddy to assist them.

# HOMEWORK

The Monroe-Woodbury High School faculty and administration believe that homework provides students with an opportunity to process and review information, practice learned skills, and to develop positive study habits such as note taking, time management, realistic goal setting, and independent thinking. Homework may also provide students with an opportunity to be exposed to material that is not covered in the classroom. Homework assignments will vary with the course and level of the subject and are determined with consideration of the total curriculum, co-curricular, and family responsibilities of the student. Homework is a major grading component of all courses.

# HONOR ROLL

A separate A and B Honor Roll for all-level students is posted quarterly as follows:

**A Honor Roll** - 89.5% and higher*

**B Honor Roll** - 85% through 89.4%*

*Cumulative average for all credit-bearing courses for that quarter.

# ID CARDS/SWIPE K12

**Students are required to carry their ID cards at all times** while in the High School, and are expected to present their ID cards to all faculty and staff as requested. Students will be given new ID cards in September and should use their old cards until the new ones are issued.

**Swipek12 ID scanning software will be utilized for the following:** late arrival, entrance into the cafeterias, bathrooms, Library, Yondr pouch arrival, as well as for early dismissal.

Please be reminded that students are required to show ID/scan:

- Prior to participating in some after school activities. Specifically, for entrance to dances, Coffee Houses, Rhythm and Rhyme, Talent Show, etc.
- When taking items out from the library.
- To buy/pick-up a Yearbook
- When taking college entrance exams. Specifically, the SAT and/or ACT examinations.
- Getting locker combination/class information from House offices.

# INDEPENDENT STUDY

All Independent Study Agreements are to be contractual: i.e. a written agreement signed by all parties identifying the specific areas of study, procedures, time allocation and manner of evaluation. The contract is

not in effect until all parties sign it. All credit(s) requested via an Independent Study option must be proportionate to Carnegie Unit(s) requirement(s):

1 credit = 135 hours
½ credit = 67.5 hours

# LIBRARY/MEDIA CENTER

The Library/Media Center is open from 7:00 AM to 3:00 PM Monday through Friday. In addition to the circulating and non-circulating materials, the library subscribes to the following databases: Countrywatch, EBSCO, Firstsearch, Health Reference Center Academic, Hoovers Online, Literature Resource Center, ProQuest, Reference Link, Social Issues Resource Series (SIRS), Student Resource Center and Twaynes' Literary Series and provides historical periodical sources with microfiche and paperback files. Students need to obtain an official pass from a subject area teacher to come to the library during the school day. Students are required to leave their book bags in the compartments provided. No food, drink, or electronic devices are allowed. The computers are used for school research purposes.

When books are overdue, students will receive notices at school and notification for parents will be placed on progress and report cards. If after six weeks the materials are still outstanding, students will be placed on an ineligible list. The copier is to be used for copying library materials only at ten cents per copy.

# LOCKERS

All students are assigned hallway and locker room lockers. It is the students' responsibility to insure that personal and school-loaned property is protected. Students are responsible for damage to the lockers. The school assumes no responsibility for improperly secured hall or PE lockers. Any problems with lockers or lost property are to be reported to the House A Office. Information on locker locations can be found in the beginning of this Handbook on the House maps. All lockers need to be emptied by 1:58 pm on the last day of classes. Any items left in the lockers except text books will be discarded.
In accordance with Board of Education policy, the school principal or designee for reasonable cause and without prior notice may conduct unannounced locker searches.

# MARKING PERIODS

Student report cards are posted to the Parent Portal four times a year, approximately one week after the end of the marking period. In addition to these report cards, progress reports are posted to the Parent Portal five weeks into each marking period.

*First Quarter* - September 2nd - November 13th
Five Week Midpoint - October 9th
*Second Quarter* - November 16th - January 29th
Five Week Midpoint - December 18th
Third Quarter - February 1st – April 16th
Five Week Midpoint - March 5th
Fourth Quarter - April 19th - June 27th
Five Week Midpoint - May 14th

# NATIONAL HONOR SOCIETY

The National Honor Society (NHS) promotes appropriate recognition for students who reflect outstanding accomplishments in the areas of scholarship, character, leadership, and service. Members of the National Honor Society exhibits academic achievement, leadership, honorable and admirable character, as well as service, and they use their talents and skills for the improvement of society.
In order to be initially considered academically eligible for admission to the Charles L. Daly Chapter of the NHS, students must have a minimum cumulative average of 92.0.
Admission to the NHS is also dependent upon the staff's review of each candidate's character, leadership, and service as reflected in the candidate's application, the advisor/coach endorsement forms, and the timely completion of all requirements. Subsequent to the posting of students' cumulative averages, it is the responsibility of each eligible candidate to complete a formal application, which is available in the House Office. A formal induction ceremony will be held during the first semester of each school year.

# NON-SCHOOL-SPONSORED SPEECH

Students have a right to express their thoughts and opinions at reasonable times and places. The District expressly reserves the right to exercise pre-publication review of both school-sponsored publications and speech, and non-school-sponsored publications and speech, when such publication or speech is disseminated in or through the District.
"School-sponsored publications" include student newspapers, periodicals, yearbooks, or theatrical productions, to which the school District lends its resources or name, or publication of speech which is included as part of the school curriculum, or other activities which the public might reasonably perceive to represent the District. With regard to such publications or speech, the District reserves the right to exercise editorial control, including pre-publication review and restraint, in an effort to insure that:

- The participants learn whatever lessons the activity is designed to teach.
- Readers or listeners are not exposed to material that may be inappropriate for their level of maturity.
- The views of the speaker are not erroneously attributed to the schools, if, for example, the speech is:
    - Ungrammatical.
    - Poorly written.
    - Inadequately researched.
    - Biased or prejudiced.
    - Vulgar or profane.

Furthermore, the speech will not be reasonably perceived to advocate drugs or alcohol use, irresponsible sex, or conduct otherwise inconsistent with the shared values of a civilized social order. For example:

- If the speech has the propensity to materially disrupt class work or involve substantial disorder or invasion of the rights of others.
- If the speech is potentially libelous, i.e., if it involves a false and unprivileged statement about a specific individual which injures the individual's reputation in the community.
- If the speech involves fighting, abusive words, or slurs, i.e., words spoken solely to injure or harass other people such as threats of violence, defamation of character or of a person's race, religion, or ethnic origin.
- If the speech is "obscene" meaning that:
    - The average person applying contemporary community standards would find that the publication, taken as a whole, appeals to a minor's prurient interest in sex; "minor" means any person under the age of 18 years old.

- The speech depicts or describes, in a patently offensive way, sexual conduct.
- The work, taken as a whole, lacks serious literary, artistic, political, or social value.

With regard to non-school-sponsored publications or speech that are sought to be disseminated through the District, approval of the principal must be obtained prior to such dissemination. Such approval may be withheld and distribution may be halted, and/or disciplinary action may be initiated.

Distribution of non-school-sponsored publications may be halted by the principal for one of the reasons set forth above, and the student will have the right of appeal as set forth in "Appeal" below. The procedures below shall in no way be construed to apply to school-sponsored publications, as defined above.

The District expressly reserves the right to regulate the time, place, and manner of distribution of both school-sponsored publications and speech and non-school-sponsored publications and speech that are disseminated in or through the District.

### Appeal Process

If the student is dissatisfied with the decision of the principal as to distribution of a non-school-sponsored publication, the student may appeal the decision to the Superintendent or through his designee, the Assistant Superintendent for Curriculum and Instruction, who shall render a written decision within five school days after receiving the appeal. If the student requests an informal hearing, the hearing must be held within five school days and a decision by the Superintendent or through his designee, the Assistant Superintendent for Curriculum and Instruction, must be rendered within five school days of the hearing.

If the student is dissatisfied with the decision of the Superintendent or his/her designee, the student may appeal this decision to the Board of Education. (See Hazlewood v. Kuhlmeier, 484 U.S.260 (1988).)

# OPPORTUNITIES FOR PARENT INVOLVEMENT:

- Building Leadership Committee
- Health and Wellness Committee
- PTA

If you would like more information about joining any of these committees, please contact Mrs.Mary Koll at 460-7000, Extension 20601.

# PARENT TEACHER ASSOCIATION (PTA)

Monroe-Woodbury High School PTSA is proud to be an active part of our National PTA, the oldest and largest volunteer organization in the United States that works exclusively on behalf of our youth. In striving to fulfill the mission of the PTA we:

- Support and speak on behalf of youth
- Encourage parent and public involvement with the issues facing our youth today, both in and out of school.
- Work to strengthen the relationship between home and school so that parents and teachers may collaboratively educate our youth.
- Develop between educators and the general public unified efforts that will secure for all our youth, the highest advantages in public education.

# PARENT/TEACHER CONFERENCES

| | |
|---|---|
| Thursday, November 5, 2026 | Evening Parent/Teacher Conferences at 5:00PM |
| Friday, November 20, 2026 | Half-Day Parent/Teacher Conferences at 11:15AM |
| Thursday, March 4, 2027 | Half-Day Parent/Teacher Conferences at 11:15AM |
| Wednesday, March 11, 2027 | Evening Parent/Teacher Conferences at 5:00 PM |
| Friday, March 16, 2027 | Half-Day Parent/Teacher Conferences at 11:15AM |

On the half days:

- Regular lunch is served.
- Student dismissal is at 10:25 A.M.
- Departure time for teachers and teaching assistants is 1:58PM.

*Last period instructors should hold students in their rooms for announcements and dismissal.*

# PARENTAL PERMISSION

Parental permission is required for field trips, Independent Study, course/schedule changes, early dismissal, parking on campus, etc. Only those students who have the approval of their parents and the administration may utilize these privileges. Approval is granted at the discretion of the administration.

# PARKING - Application Process

## Philosophy

*Student parking on campus is a privilege that is reserved for seniors only. The privilege is based on academic achievement, appropriate citizenship, and attendance to school and classes, as well as completion of the Young Drivers Safety Seminar. In order to gain the privilege of parking on campus, students are expected to exhibit responsible behavior and appropriate attendance patterns that are necessary for success in academics, work, and co-curricular activities. To that end, what follows are the criteria that will be used to determine eligibility for and retention of school parking privileges.*

## Young Driver Safety Seminar

All students applying for a parking permit are required to attend the Young Drivers Safety Seminar that is offered at the high school. Information regarding the date(s) and time(s) will be communicated with students and parents in advance.

## Academic Criteria

Student grades will be reviewed every 5 weeks. Any student who is failing two or more courses will be placed on parking probation (warning). At the next review period, students who are still failing two or more courses will be deemed ineligible and will have their parking rescinded immediately.

*****Students who meet academic eligibility criteria by the next review period may re-apply for parking privileges. If a waitlist exists, students will have their names placed on the list in the order it was received.***

## Attendance Criteria

- All Day Attendance: Students with 3 or more unexcused absences in a single marking period will have their parking privileges rescinded.
- Course Attendance: Students with 3 or more unexcused absences in a course during a single marking period will have their parking privileges rescinded.
- Tardiness: Students with 3 or more unexcused tardies to school or to a course during a single marking period will have their parking privileges rescinded.

*****Students who meet attendance eligibility criteria by the next review period may re-apply for parking privileges. If a waitlist exists, students will have their names placed on the list in the order that it was received. **Please note, all attendance eligibility requirements also apply to scheduled study halls.***

## Citizenship Criteria

Students must follow all campus parking regulations. Students who violate the Monroe-Woodbury High School parking regulations are subject to the permanent revocation of their parking permit. See the "Student Parking Regulations" for more details.

Students must exhibit appropriate conduct as outlined in the Student Handbook. Students who have been assigned in-school suspension for three (3) or more days, or on two (2) separate occasions within a marking period will **lose** their parking privilege.

Students who have been assigned out-of-school suspension for any reason will **lose** their parking privilege.

Students who have accumulated three (3) or more referrals within a ten (10) week period will also **lose** their parking privilege. Students must speak with their House Administrator for any possible reinstatement of parking privileges.

Students who have been suspended for use, possession, or sale of drugs or alcohol or who otherwise break the law, or who have been suspended for gross insubordination while a Monroe-Woodbury High School student will have their parking privileges suspended indefinitely.

****All academic, attendance, and citizenship criteria must be met in the 4th quarter of the year preceding the student's application. Any student not meeting this criteria will not be eligible for parking privileges at that time.**

# PASSES

### Activity Bus Passes

Students who stay after school must report to a supervised activity. If students are dismissed from the activity prior to the 4:00 or 5:00 dismissals, they must report to the Large Cafeteria. All students need a specific activity bus pass from an advisor to get on an activity bus. Students that leave the building are not permitted to return to take an activity bus. Please note the Activity Bus Schedule does not have a 4:00 PM bus on Monday and there are no activity buses on Friday.

### Athletic Passes

Students who are involved with sports will receive an Athletic Bus Pass from their coach for the 4:00 or 5:00 dismissal bus. Students that leave the building are not permitted to return to take an activity bus.

### Hall Passes

Students are not permitted in the halls during class time unless they have a pass signed by an authorized staff member. Going anywhere other than the area to which you are assigned requires a pass. Hall passes are a privilege. If students abuse pass privileges, they will lose all pass privileges and may be assigned to in-school suspension.

# PERFORMANCE REPORTS (Five week Notices/Quarterly Performance Reports)

The intent of these reports is to provide staff with an ongoing opportunity to advise parents of a student's satisfactory and/or unsatisfactory performance. Teachers are encouraged to use these reports throughout the year. All teachers forward a Performance Report at the five-week point.

# SCHOOL CLOSINGS

In the event of emergencies such as inclement weather or mechanical breakdowns, school may be delayed or closed. These same conditions may also necessitate early dismissal. Information on school closings and delayed starting times will occur directly via email, text and phone call through the district and details will be on the district website and social media platforms.

A family contingency plan for early dismissals is highly recommended. The bus will make one regular run from the High School to all scheduled stops. There will be no after-school activities or late buses.

# SIX-DAY CYCLE

Days are labeled A, B, C, D, E, or F, and move through a cycle of A-F. If a school closing occurs (holiday, snow day, etc.), the day school resumes will follow the sequence – i.e., if Tuesday was an E day, and school is canceled on Wednesday, Thursday would be an F day. The purpose of the six-day cycle is to provide for continuity of instruction.

# SMOKING/VAPING

Possession or use of any tobacco product on school property is a violation of the Clean Indoor Act, the NY State Education Department regulation section 409, and the NY State Public Health Law subdivision 8 of section 1399, which prohibits smoking in any educational facility in NY State. Students found smoking on school grounds will be in violation of the above law and will face the disciplinary consequences specified in the Monroe-Woodbury Discipline Chart.

**Use and Possession of E-Cigarettes and/or Vaporizers/other Devices that may contain drugs.**

The use of e-cigarettes, vaporizers, and/or any other products that may typically contain nicotine among young people for illegal drug use has also become an increasing problem in the United States. The use and/or possession of e-cigarettes, vaporizers, and/or any other products that may typically contain nicotine but can be utilized for illegal drug use are strictly prohibited on school grounds and at school events.

Paraphernalia such as e-cigarettes, vaporizers, and/or any other products that may typically contain nicotine but can be utilized for illegal drug use shall be seized by the District. The District reserves the right to give such paraphernalia to law enforcement, as it deems necessary and appropriate.

Students who use and/or possess e-cigarettes, vaporizers, and/or any other products that may typically contain nicotine but can be utilized for illegal drug use shall be subject to disciplinary action as the facts may warrant, in accordance with the District's Code of Conduct.

# STUDENT CONDUCT

Students are expected to conduct themselves in a safe and orderly manner at all times. What follows is a list of minimal expectations:

## Students are expected to:

1. Be in school on time.
2. Carry school ID at all times.
3. Accept responsibility for all privileges.
4. Be in authorized areas only.
5. Attend all assigned classes and study halls.
6. Attend all assigned detentions.
7. Use good judgment.
8. Use caution when driving a car.
9. Accept responsibility for their own actions.
10. Develop and maintain healthy habits—refrain from smoking or chewing tobacco.
11. Obey school rules.
12. Attend school regularly unless legally excused.
13. Comply with requests, instructions and directions given by school personnel.
14. Exhibit good, acceptable, and proper behavior.
15. Respect other students, school employees and property.
16. Abstain from using and/or possessing any illegal substances (Alcohol, Drugs, etc.).
17. Comply with all other school rules and regulations as well as national, state, and community laws.

Students may be subject to disciplinary action, including suspension from school, when they:

## Engage in conduct that is disorderly.

Examples of disorderly conduct include:

- Running in hallways (that poses a danger to self and others).
- Making unreasonable noise.
- Using language or gestures that are profane, lewd, vulgar, or abusive.
- Obstructing vehicular or pedestrian traffic.
- Engaging in any willful act that disrupts the normal operation of the school community.
- Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
- Computer/Electronic communications misuse, including any unauthorized use of computers, software, or Internet/intranet account; accessing inappropriate websites; or any other violation of the District's acceptable use policy.
- Engaging in conduct which intentionally causes public inconvenience, annoyance or alarm, or recklessly creates a risk thereof, by fighting, and making unreasonable noise, abusive language, or gestures.
- Engaging in insubordinate behavior: i.e., failing to comply with the lawful directions of a teacher, school administrator or other school employee.
- Endangering the safety, morals, health or welfare of others by any act, including but not limited to:
    - Selling, using or possessing alcohol, drugs, or other controlled substances.
    - Smoking on school grounds.
    - Possessing weapons, fireworks, or other dangerous instruments, or possessing obscene materials.
    - Threatening to use weapons, fireworks, or other dangerous instruments, or possessing obscene materials.
    - Using profane, vulgar or abusive language (including ethnic slurs).
    - Any act involving fire, smoke, and pollution of air.

## Engaging in academic misconduct including:

- Missing, leaving, or being late for school or class without permission or excuse.
- Cheating, unauthorized collusion, or plagiarism.
- Engages in conduct violating the Board's rules and regulations for the maintenance of public order of school property.

## Engage in conduct that is insubordinate.

Examples of insubordinate conduct include:

- Failing to comply with the reasonable directions of teachers, school administrators, or other school employees in charge of students, or otherwise demonstrating disrespect.
- Lateness for, missing or leaving school without permission.
- Cutting detention.

## Engage in conduct that is disruptive.

Examples of disruptive conduct include:

- Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.

## Engage in conduct that is violent.

Examples of violent conduct include:

- Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator or other school employee or attempting to do so.
- Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person lawfully on school property or attempting to do so.
- Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
- Displaying what appears to be a weapon.
- Threatening to use any weapon.
- Threatening to cause bodily harm.
- Intentionally damaging or destroying the personal property of a student, teacher, administrator, other District employee or any person lawfully on school property, including graffiti or arson.
- Damaging or destroying school District property.

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

Examples of such conduct include:

- Lying to school personnel.
- Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.
- Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
- Discrimination, which includes harassment on the basis of race, color, creed, national origin, religion, gender, sexual orientation, or disability as a basis for treating another in a negative manner.
- Threats and/or bullying, which includes a sufficiently severe action or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning.
- Intimidation, which includes engaging in actions or statements (written or verbal) that put an individual in fear of bodily harm.
- Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with, or maintaining membership in any school-sponsored activity, organization, club, or team.
- Selling, using, or possessing obscene material.
- Using vulgar or abusive language, cursing or swearing.
- Smoking a cigarette, cigar, pipe or using chewing or smokeless tobacco.
- Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either.
- Selling or possessing drug paraphernalia.
- "Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs."
- Inappropriately using or sharing prescription and over-the-counter drugs.
- Gambling.
- Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.

- Inappropriate public displays of affection.
- Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
- Engage in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on District buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving, and fighting will not be tolerated.

### Engage in any form of academic misconduct.

Examples of academic misconduct include:

- Plagiarism.
- Cheating.
- Copying.
- Altering records.
- Assisting another student in any of the above actions.

# STUDENT GOVERNMENT

The Monroe–Woodbury Student Government is composed of an eight-member Student Council and separate governments representing each class. The Student Council and the Student Government provide opportunities for student leadership development. The Monroe–Woodbury Student Government is the very heart of the school.

The Student Council represents student opinion, addresses student and campus needs, and promotes student interests through representation and advocacy. The Student Council also supports and sponsors a variety of programs and acts as the central fundraising organization of the student body. The Council itself is made-up of a president, vice-president, corresponding secretary, recording secretary, treasurer, and four house representatives.

The Student Government is the voice of the student body. Each class is represented by a president, vice-president, secretary, treasurer, and two senators. In addition, there are House representatives who aid in the dissemination of information to the student body. The elections for all of the representatives take place in the fourth quarter of every year except for the freshman class elections, which take place in September of the current school year.

The M-W Student Government accomplishes its goals in various ways:

- It identifies student needs and concerns.
- It communicates those needs and concerns to the High School administration.
- It contributes to building-wide and district-wide committees that work with administration, faculty, and the community.
- It champions initiatives and activities that promote diversity and foster a unified student body.

The Student Council and class officers of the Student Government are available to the student body in various ways. The officers of the student government are available to students during their lunch periods and students are encouraged to attend meetings. Check the Daily Announcements for additional details about the meetings.

# STUDENTS' RIGHTS AND RESPONSIBILITIES

Pursuant to Section 100.2 (l)(i) of the Regulations of the Commissioner of Education, a bill of student rights and responsibilities is established.

## Rights

The District is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all District students have the right to:

- Take part in all District activities on an equal basis regardless of race, color, creed, national origin, religion, gender, sexual orientation, social class, or disability.
- Take part in student government activities unless properly suspended from participation pursuant to the District's discipline policy.
- Access school rules and, when necessary, receive an explanation of those rules from school personnel.
- Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
- Access Education Law S3214 in regard to suspension.
- Be suspended from instruction only after his/her rights pursuant to Education Law S3214 have been observed.
- Address the Board of Education on the same terms as any citizen.

## Responsibilities

It shall be the responsibility of each student in the Monroe-Woodbury School District to:

- Be in regular attendance in school and in class on time.
- Make constructive contributions to his/her school and to report fairly and honestly the circumstances of school-related issues.
- Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
- Be familiar with and abide by all District policies, rules and regulations dealing with student conduct.
- Work to the best of their ability in all academic and co-curricular pursuits and strive toward their highest level of achievement possible.
- React to direction given by teachers, administrators, and other school personnel in a respectful and positive manner.
- Work to develop mechanisms to control their anger.
- Seek help in solving problems that might lead to disciplinary action.
- Dress appropriately for school and school functions.
- Accept responsibility for their actions.
- Conduct himself/herself as representatives of the District when participating in, or attending school-sponsored co-curricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

## Student Searches

Students are protected by both federal and state constitutions against illegal or unreasonable personal searches or seizures of their property. However, students, their possessions, and their lockers may be searched if there is reasonable suspicion that they are concealing material, the possession of which is prohibited by law or by the rules of this school (this includes stolen items). An attempt will be made to have the

respective student and another adult present during any search (refer to People vs. Overton & N.J. vs. T.L.O. for more information).

**Luggage Search**

Students who attend overnight field trips will be subject to a luggage search. Parents can be present for the search. If the student or parent refuses the search, the student will not be allowed to attend the field trip. If an inappropriate item is found in the luggage, the student will not be allowed to go on the field trip, and disciplinary consequences will be assigned.

**Student Lockers, Desks, and Other School Storage Places**

The rules in this Handbook regarding searches of students and their belongings do not apply to student lockers, desks, and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means that student lockers, desks and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

# STUDENT STORE

The Student Store is located across from the Large Cafeteria on “B” Level. It contains several school supplies and various sundry items. The Student Store, an entrepreneurial extension of the Business Education Department, is managed by Jackie Palkaunieks and is open during lunch periods (4, 5, 6, & 7).

# STUDY HALLS

Freshmen, Sophomores, and Juniors are assigned to study halls during each period they are not scheduled to be in a class. Study Halls should reflect an academic atmosphere that enables students to work quietly. Card playing, eating, and general socializing are not viewed as being consistent with the intended purpose of a study hall.

Attendance records will be carefully kept in all Study Hall. Lateness and/or cutting will result in the same discipline as class lateness/cutting.

# SUSPENSIONS

When warranted, students are suspended from school as a consequence for a major or repeated infraction of school rules. Although time out of class can be considered “just what the student wants,” it is also considered a denial of the privilege to attend class and school, including activities and athletics.

## In-School Suspension (ISS)

In-school suspension (ISS) is a consequence that denies students access to areas of the school normally accessible by students. A “Request for Student Work” form is completed and distributed to the teachers of the student who is assigned ISS. The ISS teacher receives the work requests and monitors the student’s completion of all class work while in ISS. Students who are disruptive in ISS will be suspended out of school. Students who “cut” an ISS assignment are subject to additional days in ISS or out-of-school suspension.

### Out-of-School Suspension (OSS)

Students may be suspended out of school from one to five days when it is determined that they violate the code of conduct.

When it is determined that the inappropriate behavior warrants an out-of-school suspension, parents will be contacted immediately. Students will receive a copy of a referral and information on the process for an appeal of the decision.

Students who are suspended from school may not be on school property for any reason during the day(s) of their suspension. Also, they may not attend any school-sponsored event or activity at or away from school during the day(s) of their suspension. Students may also be denied the privilege of participating in or attending future extracurricular events as a result of the suspension. When a student is suspended, it will be the student's responsibility to make up for missed work. All tests, quizzes and work assigned while the student was suspended out of school must be completed and submitted within five school days of their return to school. If the work is not made up or submitted within this time, grades of zero may be recorded.

Work that was assigned prior to the out-of-school suspension will be due on the first day that the student returns to school. Work that is not turned in on the first day of return to school shall be graded as a late assignment.

## STUDENTS' LOCKER

Students may not use their locker before the first day of school, and must have their locker cleaned out, as directed, prior to the end of the school year.

## STUDENT PRIVILEGES

Monroe-Woodbury High School encourages students to attend extra-curricular activities including, but not limited to, dances, athletic contests, student performances, and school ceremonies. Students that show a disregard for the rules and regulations as stated in the code of conduct may be subject to the loss of these privileges.

## TEACHER REMOVAL OF DISRUPTIVE STUDENTS

On occasion, a student's behavior may become disruptive. A classroom teacher may remove a disruptive student from class for up to five days. The removal from class applies to the class of the removing teacher only.

If the disruptive student does not pose a danger or ongoing threat of disruption to the academic process, the teacher must provide the student with an explanation for why he or she is being removed and an opportunity to explain his or her version of the relevant events before the student is removed. Only after the informal discussion may a teacher remove a student from class.

If the student poses a danger to himself/herself or others, the teacher may order the student to be removed immediately, and the student should be referred to administration. If the student presents an ongoing threat of disruption, the teacher may order the student to be removed immediately. The teacher must, however, explain

to the student why he or she was removed from the classroom and give the student a chance to present his or her version of the relevant events within 24 hours. A full explanation of the teacher removal process is in the M-W Code of Conduct.

# TRANSPORTATION

Transportation on a school bus is considered a direct extension of the school day with all school rules and regulations applying. As a safety precaution, each bus driver has been directed to report all infractions to High School Safety. Students who exhibit discipline problems on the bus may lose the privilege of riding the bus. Bus transportation is provided for all students in the District.

The High School bus schedule follows:

6:45 - 7:00 AM -- Buses arrive at the High School
2:06 PM -- Regular Dismissal buses depart from the High School
4:05 PM -- Late Bus departs from the High School
5:00 PM -- Activities/Athletic Bus departs from the High School

## ACTIVITY ROUTES

**LATE BUS** - departs High School at 4:05 PM – Tuesday-Thursday
**ACTIVITIES/ATHLETICS BUS** - departs High School at 5:05 PM – Monday-Thursday

Transportation Department

# VISITORS

*Upon buzzing into the building, visitors will need to give a name, title and reason for visit. The visitor will need to provide photo identification that will be processed through our Raptor System. The Raptor System enhances our security and assists us with better accountability of who is in our school. If a visitor needs to go to a specific location in the building, then the destination will be contacted. A printed sticker will be provided to be attached to their garment or be affixed to a blank orange lanyard to be visibly seen. Visitors must proceed to the designated location. Lanyard and/or badge must be returned upon exiting the building, at which time the visitor will be logged out. Any issues regarding identification, an administrator will be notified. If at any time items are being dropped off for a student, they can be left at the attendance office with directions.*

Student visitors are not allowed during the school day. Visitors are not allowed to attend the Homecoming Dance; however, with permission from administration, they can attend Junior Prom and Senior Prom.

# ZERO TOLERANCE APPROACH

A zero tolerance approach to student disciplinary action deems specific school infractions unacceptable to the District and/or illegal, and therefore, referable to local law enforcement agencies. The Monroe-Woodbury zero tolerance approach ensures that administration has the discretion to waive a referral to the police based on age/grade appropriateness or individual mitigating circumstances.

The District complies with the Gun-Free Schools Act of 1994. The Gun-Free Schools Act was adopted as part of the Goals 2000: Educate America Act (Pub. Law 103-227). Any student who, after a hearing, is found to

have brought a weapon onto school property shall be suspended for a period of not less than one calendar year provided that IDEA is not violated.

The Gun-Free Schools Act enables the Superintendent of Schools to modify this requirement on a case-by-case basis (subject to review by the School Board and the Commissioner). Students may be referred to an agency for juvenile delinquency proceedings if under the age of 16 or to a law enforcement authority if 16 years of age or older.

The District also has a commitment to addressing harassing and bullying behavior. The District takes this seriously and will not tolerate harassing and bullying behaviors. It takes it seriously and will not tolerate inappropriate and offensive communication in any form. It takes it seriously and will not tolerate threats of bodily harm.

Please refer to the Zero Tolerance Chart in the Code of Conduct.

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# APPENDIX I - HIGH SCHOOL CLUBS AND ACTIVITIES

## CLUBS AND ACTIVITIES

A complete listing of High School Clubs and Activities is available: High School Clubs and Activities

## INTERSCHOLASTIC SPORTS

**FALL**

- Cheerleading: Varsity & J.V.
- Cross Country: Varsity – Boys/Girls
- Diving: Varsity – Girls
- Football: Varsity, J.V.
- Game Cheer: Varsity & J.V.
- Soccer: Varsity and J.V.- Boys/Girls
- Swimming: Varsity – Girls
- Tennis: Varsity & J.V. - Girls
- Volleyball: Varsity & J.V. – Girls

**SPRING**

- Baseball: Varsity, J.V.
- Golf: Varsity – Boys/Girls
- Lacrosse: Varsity & J.V. – Girls
- Lacrosse: Varsity – Boys
- Outdoor Track: Varsity – Boys/Girls
- Softball: Varsity & J.V. – Girls
- Tennis: Varsity & J.V. – Boys

**WINTER**

- Basketball: Varsity, J.V. & Freshman – Boys/Girls
- Cheerleading: Varsity & J.V.

- Diving: Varsity – Boys
- Ice Hockey: Varsity
- Indoor Track: Varsity & J.V. – Boys/Girls
- Skiing: Varsity – Boys/Girls
- Swimming: Varsity – Boys
- Wrestling: Varsity & J.V.

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# APPENDIX II - MONROE-WOODBURY HIGH SCHOOL POLICIES

## Board of Education Policies

The Board of Education has established an extensive Policy book governing student rights, responsibilities, and behavior. Copies of these policies, in addition to selected New York State laws, are available in the Media Center. Such items as Pass/Fail and Regents Options, Early Graduation, Damage to School Property, Work-Study, Drug Distribution, and Police Interviews are covered in the Board policies. New York State Education Law, as well as Civil Law, covers such items as bomb scares, false alarms, and suspension.

## Public Notification/Equal Educational and Employment Opportunities

The Monroe-Woodbury Central School District is committed to the concept of equal educational and employment opportunities for all individuals. Such opportunities are made available to all interested parties on the basis of personal interests and qualification without regard to race, color, religion, national origin, economic status, age, gender, sexual preference, marital status, or handicapping conditions. In addition, any form of sexual, racial, or religious harassment by employees, parents, or students during the course of fulfilling regular daily obligations, is expressly prohibited and forbidden.

## Program Accessibility/Opportunity

The Monroe-Woodbury Central School District is committed to equal educational and employment opportunities for all individuals. Such opportunities are made available to all interested parties on the basis of personal interests and qualification without regard to race, color, religion, national origin, economic status, age, gender, sexual preference, marital status, or handicapping condition. In addition, any form of sexual, racial, or religious harassment by employees, parents, or students during the course of fulfilling regular daily obligations, is expressly prohibited and forbidden.
Questions or comments in these areas can be addressed to the Assistant Superintendent for Human Resources, Education Center, Route 32, Central Valley, New York 10917, telephone 845.460.6200

## Free Public Education

Students have the right to a free, appropriate, education, if they are between 5 and 21 years of age, or until they receive a high school diploma, whichever occurs first.

## Equal Education Opportunity

A student's right to participate fully in classroom instruction and co-curricular activities shall not be impaired solely because of age, gender, race, religion, national origin, or handicapping condition. A student's right to participate may be denied due to academic or behavioral difficulties.

## Student Records

All student records are open to that student's parent(s) or guardian(s). The school will provide whatever assistance is necessary to enable the parent(s) or guardian(s) to understand the material in these records. The consent of the parent(s) or guardian(s) is required to release student records to any person, or agency, except certified professional personnel employed by the school district and having direct educational contact with the student.

## The Requirements of the Commissioner's Regulations

Section 100.2 (l) of the Regulations of the Commissioner of Education requires that each school District adopt a written policy on school conduct and discipline "designed to promote responsible student behavior." The requirements, both as to content and the procedure for adopting District policy, are quite specific.

- A discipline Code for student behavior along with a range of consequences that will be publicized and explained to all students and provided to all parents on an annual basis.
- The school conduct discipline policy "shall be developed locally in consultation with teachers, administration, other school service professionals, students, and parents."
- The policy must include "a bill of rights and responsibilities of students which focuses on positive student behavior." Reference should be made to those rights that are statutory, such as the right to a hearing prior to suspension, pursuant to Education Law S3214.
- The roles of the teachers, administrators, Board of Education members, and parents must be described to all students and provided in writing to all parents on an annual basis.
- Procedures within each building to involve appropriate individuals in the early identification and resolution of discipline problems.
- The identification of alternative educational programs appropriate to individual student needs and guidelines for in-service education for District staff.
- The District's policy and rules and regulations on school conduct and discipline shall be filed in each school building and shall be available to any individual.

**Legal References:**
Commissioner's Regulation Part 100.2
Education Law 2801
Education Law 3214
Cross Reference: Policy #7310
Approved: 12/11/85
Monroe-Woodbury Central School District

- The Board of Education must review the school conduct and discipline policy annually and "amend it when appropriate."

Strategies for the maintenance of public order on school property, as encompassed within Board Policy #7310 - Public Conduct on School District Property.

# MONROE-WOODBURY HIGH SCHOOL ATTENDANCE POLICY

## Attendance

The Monroe-Woodbury Board of Education recognizes that regular school attendance is a major component of academic success. Students are expected to be regular and punctual in their attendance. Through implementation of a comprehensive attendance policy, the Board expects to encourage full attendance by all

students, maintain an adequate attendance record keeping system, identify patterns of student unexcused absences, tardiness and early departures (referred to in this policy as ATED's), as well as to develop effective intervention strategies to improve school attendance.

## Description of Strategies

To be successful in this endeavor, it is imperative that all members of the school community are aware of this policy, its purpose, procedures and the consequences of non-compliance. To ensure that students, parents/guardians, teachers and administrators are notified of and understand this policy, the following procedures shall be implemented:

- The attendance policy will be included in student handbooks and will be reviewed with students at the start of the school year.
- Parents/guardians will receive a plain language summary of this policy by mail at the start of the school year. Parents/guardians will be asked to sign and return a statement indicating that they have read and understand the policy.
- When a student is absent, tardy, or leaves early from class or school without excuse, designated staff member(s) will notify the student's parent/guardian by phone and mail of the specific ATED, remind them of the attendance policy, and review ATED intervention procedures with them.
- A back-to-school event will be held at the beginning of each school year to explain this policy and stress the parent's/guardian's responsibility for ensuring their children's attendance.
- School newsletters and publications will include periodic reminders of the components of this policy.
- The District will provide a copy of the attendance policy and any amendments thereto to faculty and staff. New staff will receive a copy upon their employment.
- A faculty meeting will be conducted at the beginning of each school year to review the attendance policy to clarify individual roles in its implementation.
- Copies of this policy will also be made available to any community member, upon request.

Excused ATED's are defined as absences, tardiness, and early departures from class or school due to personal illness, illness or death in the family, impassable roads or weather, religious observance, quarantine, required court appearances, attendance at health clinics, approved college visits, approved cooperative work programs, military obligations, or such other reasons as may be approved.
All other ATED's are considered unexcused absences.
All ATED's must be accounted for. It is the parent's/guardian's responsibility to notify the school office within at least 24 hours of the ATED and to provide a written excuse upon the student's return to school. Corroborating medical verification is expected in the case of excessive absences due to a suspected health condition.

## General Procedures/Data Collection

- Attendance will be taken once per day for pupils in non-departmentalized schools (grades K-5), unless a student is dismissed from school grounds during a lunch period in which case attendance will be recorded a second time upon return to school.
- Attendance will be taken during each class period for pupils in departmentalized schools (grades 6-12).
- At the conclusion of each class period or school day, all attendance information shall be compiled and provided to the designated staff member(s) responsible for attendance.
- The nature of an ATED shall be coded on a student's record.
- Student ATED data shall be available to and should be reviewed by the designated school personnel in an expeditious manner.

- Where additional information is received that requires corrections to be made to a student's attendance records, such correction will be made immediately. Notice of such a change will be sent to appropriate school personnel subject to applicable confidentiality rules.
- Attendance data will be analyzed periodically to identify patterns or trends in student absences.
- Where consistent with other school practices, teachers and staff shall detain students in the hallways who are absent from a class period without excuse and refer the students to the building administrator.
- Continuous monitoring will be conducted to identify students who are absent, tardy, or leave class or school early.

### Attendance Incentives

The District will design and implement systems to acknowledge a student's efforts to maintain or improve school attendance. Incentives may include:

- Scheduled perfect attendance awards at each grade level.
- Breakfast with the principal recognition.
- Maintaining an attendance honor roll which can be published on a monthly basis.
- Special events and activities which are scheduled at the building-wide, house and classroom levels for days of chronic absenteeism.

## Intervention Strategies

The District will implement specific intervention strategies to address identified patterns of unexcused pupil absence, tardiness or early departure. Intervention strategies may include:

- Personal contact with student and parent/guardian by student's teacher and counselor to remind both of the attendance policy, explain the notification of unexcused ATED's and stress the importance of class attendance. Guidance counselors can also assist parents/guardians in seeking appropriate support services to address underlying attendance difficulties.
- Designated administrators, counselors, and/or classroom teachers may assist students directly through counseling intervention and by encouraging student's involvement in co-curricular and extracurricular activities or other appropriate student support group initiatives within the school building.
- Students may be referred by a designated administrator for counseling intervention by school psychologist, school social worker or student assistance counselor for those cases in which personal and family issues require more intensive intervention.
- For chronic situations of unexcused absences, a designated administrator may, in consultation with counseling staff and with parental/guardian notification, initiate a referral to the Person In Need of Supervision (PINS) Diversionary Team associated with the Family Court.

### Disciplinary Consequences

Unexcused ATED's will result in disciplinary action consistent with the District's code of conduct. Those penalties may include, for example, detention or in-school suspension. Students may also be denied the privilege of participating in or attending extracurricular events.

### Attendance/Grade Policy

The Board of Education recognizes an important relationship between class attendance and student performance. Consequently, each marking period a student's final grade may be based on classroom participation as well as student's performance on homework, tests, papers, projects, etc.

Students are expected to attend scheduled classes. Consistent with the importance of classroom participation, unexcused ATED's will affect a student's class participation grade for the marking period.

At the high school level, any student with more than 10 unexcused absences from class during a semester or 20 unexcused absences for a full year will not receive credit for that course. An accumulation of three unexcused tardiness and/or unexcused early dismissals will represent the equivalent of an absence from class.

However, students with properly excused ATED's may make up the work for each ATED, and those ATED's will not count toward the minimum attendance standard.
To ensure that parents/guardians and students are aware of the implications of this minimum attendance requirement, the designated school administrator will ensure that the student and parent/guardian are advised by mail at three intervals prior to the student reaching 10 or 20 unexcused absences.

In implementing the policy set forth above, students who are unable to attend school or a class on a given day due to their participation in a school-sponsored activity (i.e., music lessons, field trips), may arrange with their teachers to make up any missed work. This also applies to any student who is absent, tardy or leaves early from school or a class due to illness or any other excused reason.

All students with an excused ATED are expected upon their return to consult with their teachers regarding missed work.

Only those students with excused ATED's will be given the opportunity to make up a test or other missed work and/or turn in a late assignment for inclusion in their final grade. Make-up opportunities must be completed by a date specified by the student's teacher (in consultation with the student's counselor and/or designated school administrator) for the class in question.

### Academic Summer School (Grades 6-12)

The policy provisions as set forth above apply to academic summer school with the following exception:

- Due to the shortened course of study, students with more than three absences, regardless of reason, will not receive course credit.

### Annual Review

The Board shall annually review building-level student attendance records and, if such records show a decline in student attendance, the Board shall revise this comprehensive attendance policy and make any revisions to the plan it deems necessary to improve student attendance.

**Ref: Education Law 1709; 3024; 3025; 3202; 3205; 3213; 3225**
8 NYCRR 104.1; 175.6
Approved: 6/12/02
Amended: 9/10/03
Monroe-Woodbury Central School District

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# APPENDIX III - CODE OF CONDUCT

Please refer to the Monroe-Woodbury Central School District Code of Conduct.