MONROE-WOODBURY

CENTRAL SCHOOL DISTRICT

Monroe-Woodbury Middle School

Handbook 2026 – 2027

Revised September 10, 2026

Monroe-Woodbury Central School District

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On behalf of the faculty and staff of the Monroe-Woodbury Middle School, we are excited to welcome everyone back to the building for the 2026-27 school year. Everyone here at MWMS works hard to provide a **safe** and **respectful** learning environment that supports students as they develop into confident, resourceful, and responsible young adults. Working towards such goals is not just the work of a few, but of our entire school community (staff, students, and families).

We are very proud of all that MWMS has to offer our school community and are committed to being a supportive resource for students, families, and staff. If you have any questions or concerns about anything contained in this handbook, please feel free to reach out to us. Open communication is critical to establishing and maintaining trusting relationships. We are all in this together!

This handbook has been developed to familiarize everyone with the programs and expectations of MWMS. These rules and regulations have been established to create a **safe** and **respectful** environment for **all**. The expectations and those responsible for enforcing them are here as a guide to help students learn and grow. Use your time in Advisory to ask questions regarding this handbook. Advisors, guidance counselors, administrators or other staff members will gladly answer any questions. Each member of the school community contributes to the climate and environment within the building, and therefore it is all of our responsibility to contribute in a positive way.

CORE VALUES

Monroe-Woodbury Middle School believes that our students' character development is an essential component of the learning process, and it is something that we prioritize as a part of students' experience during the middle school years. The CORE values which drive all aspects of our students' academic, social, emotional, and extracurricular experiences are **C**itizenship, **O**pportunity, **R**espect, and **E**mpathy. These core values shape our community goals and objectives, and they are an integral component of the middle school experience. The CORE values we have identified as essential to our school community are as follows:

Citizenship: The value of citizenship includes the elements of integrity, honesty, generosity, and fairness. As a community, we choose to act with honesty and integrity by doing what is right, even when it is not popular and when no one is looking. We seek to demonstrate generosity by giving of ourselves when needed, sometimes by giving a classmate a pencil or lending an ear to a friend who needs support.

Opportunity: The value of opportunity encourages all of us to seek ways in which we can contribute to our community, push ourselves to fulfill our potential, and ensure that all students are inspired to succeed. Opportunity is promoted by providing students with many paths for which to pursue their passion, to find creative outlets, and to help each other be the best versions of themselves.

Respect: Respect is the value of acting with dignity in all that one does, including treating oneself and treating others with courtesy and compassion. Respect is a value to be applied not only within our school community, but even more importantly, to the community at large.

Empathy: Empathy is the value of placing the needs and experiences of others ahead of any judgments or conclusions. Empathy requires all of us to consider the experiences of another person as a part of gaining understanding and showing compassion. It also allows us to become more supportive of our differences as a community.

Let's make it a great school year!

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ADDENDUM ONE

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

ABSENCE EXCUSES/ATTENDANCE

The purpose of schooling is to prepare you for a successful adult life. Habits developed in school tend to remain with you throughout your lifetime. At Monroe-Woodbury Middle School, we try to instill a high regard for good attendance and students are expected to be in school, on time, every day. It is of the utmost importance that every student is present in order to take advantage of the educational and extracurricular opportunities available to them each day.

When you are absent from, or late to school, a note is required from your parent or guardian indicating the reason(s) for your absence or lateness. These written excuses, signed by your parent or guardian, must include:

- Your name
- The date(s) of absence or lateness
- The reason for the absence or lateness
- Your parent/guardian signature.

Absences (Excused ATED's)

Board of Education policy 7110 reads as follows: "Excused ATEDs 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 ATEDs are considered unexcused absences**."

Absences (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 providing for a make-up examination. Please be aware that final exams take place throughout the month of June.

Attendance and Chronic Absenteeism

Attendance is a critical component of a student's education. Daily attendance is required.
If a student is unable to attend school, parents/guardians are asked to notify the attendance office by emailing the school at the following address: msattend@mw.k12.ny.us. Chronic absenteeism is defined as being absent for more than 10% of the school days to date. At the end of each quarter, student attendance letters will be sent home to all students that are considered to be chronically absent. Students who are chronically absent may be referred to outside agencies for supportive services. Please make an effort to be in school every day that school is in session..

ADVISORY

- Each day at the middle school will end with an 11-minute Advisory period. Groups of approximately 15 students and an adult advisor will meet for the primary purpose of community building, sharing, and listening.
- Each Advisory unit is a small, student-centered community in which the social and emotional needs of members are addressed. The groups will consist of grade level peers who will remain together during their middle school years. As a result, the students and their advisor will have time to develop a bond and promote a sense of belonging.
- All students are required to arrive at their Advisories promptly at 2:49 pm.

AEROSOLS/DEODORANTS

Spray deodorants and perfumes **are not** permitted in school. The use of aerosol sprays can cause children with asthma to have difficulty breathing. If your child would like, he or she may bring in a stick or roll-on deodorant/antiperspirant to use after physical activity in PE class. Students caught in possession of an aerosol spray during school will have the item taken, and parents will be called. Students will be subject to disciplinary action in accordance with the District Code of Conduct.

AFTER SCHOOL ACTIVITIES

After school activities are designed to meet as many different student interests as possible. An advisor helps the members and elected officers of each club to make and plan for the activities and functions of the club. The success of each club/activity depends upon the loyalty and work of its members. If you have a special interest and would like to see a club or activity organized, share your ideas with any of your teachers.
To participate in an after school club, activity (i.e. Recs, Concert, etc.) or athletic event, you must have attended school for at least four periods on the day of the club, activity or athletic event. The principal may review extenuating circumstances.

Students who remain after school for a club or activity must report, immediately following dismissal, to the teacher in charge of the activity. All school clubs and activities must be supervised by a member or members of the faculty. Unauthorized students and/or visitors are not permitted in the building after regular school hours.

STUDENTS WHO ARE REFERRED TO THE OFFICE FOR DISCIPLINARY REASONS MAY ALSO BE DENIED THIS PRIVILEGE.

Sports Eligibility Guidelines
Students are offered a variety of sports activities during the school year. NYS Interscholastic Association Law prohibits any sixth grade student from participating in interscholastic sports.

Any 7th or 8th grade student participating in interscholastic sports must have a physical examination by a doctor and get clearance from the school nurse. **Please refer to the district website for more information: www.mw.k12.ny.us**

Eligibility Guidelines
These guidelines are established to assist students to put forth and maintain appropriate academic effort. The policy is inclusionary and is intended to keep students actively involved in co-curricular activities and to use the positive influence of the advisor/coach to improve a student's academic performance. Its intent is 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.

A student will be considered ineligible to participate in an after school activity:

- If the student fails more than one subject during any five week report card cycle.
- If the student does not complete a satisfactory Two Week Performance Report indicating satisfactory academic achievement or effort.
- If academic deficiencies continue after reinstatement to the after school activity.

ASSEMBLIES
Assemblies are a part of our curriculum and are designed to be both educational and entertaining experiences. Regardless of the type of program, courtesy demands that students be respectful and appreciative. **Applause is the only acceptable form of appreciation.** Yelling, whistling, calling out performers' names, etc. are unacceptable displays of appreciation..

Food, gum, drink, etc. are not allowed in the auditorium. Please do not put your feet on the seats or climb over the seats.

When students are called to the auditorium, they are expected to follow teacher and/or administrator directions.

If you need to enter the auditorium after the program has started, please wait until there is applause or other pause in the performance and then enter quietly from the rear doors and take a seat in the back row. At the end of the program, join your teacher and explain why you were late and where you were seated.

When the program has ended, students should remain seated until their teacher signals them to stand and be dismissed from the auditorium.

BACKPACKS (BOOK BAGS) POLICY
It is in the best interest of our students to prohibit the use of backpacks during the school day (8:15 – 3:00). The primary reason is to avoid physical injury and to ensure our students' safety. Please review the following guidelines:

- A backpack/book bag is defined as a bag large enough to carry a notebook, binder or textbook.
- Upon entering the building, students will be expected to store their book bags/backpacks in their lockers for the duration of the school day.
- During Advisory, students will work with their advisors to organize their schedule and plan appropriate times during the day to visit their lockers.
- If a student needs to carry personal medication or hygiene items, they may do so in a small purse or clutch style handbag.
- String bags or shopping bags will only be permitted for the purpose of carrying a change of clothes to and from Physical Education classes if needed.
- All coats, jackets, sweatshirts, etc. must be stored in the students' lockers during the school day.
- Instruments too large to fit in the locker must be stored in the band storage area.
- Students carrying backpacks, coats, or jackets will be sent back to their lockers to store their belongings.

BEFORE AND AFTER SCHOOL
Once students arrive on school grounds to begin the school day, they will not be allowed to leave school unless permission has been granted from the office.

STUDENTS ARE NOT TO ARRIVE EARLY OR STAY AFTER SCHOOL WITHOUT SUPERVISION FOR ANY REASON WITHOUT A PASS OR PERMISSION. You should not be in the school building or on school grounds, before or after the school day, unless:

- You have an a.m. class.
- You are a member of an athletic team.
- You have been assigned detention.
- You have been requested to stay for extra help by a teacher.
- You are participating in a teacher sponsored, **supervised,** activity.

A late bus pass will be issued to students who are authorized to stay after school. **The late bus schedule is as follows: Monday (5:00 p.m. only); Tuesday, Wednesday, Thursday (4:00 p.m. & 5:00 p.m.); Friday (NO LATE BUSES).** If you miss your regular school bus and cannot arrange a ride home, go to the Main Office for a pass to board the late bus. **Under no circumstances are students allowed to go to the high school or elementary school to board a bus.**

Note: The late buses stop at central drop-off points. They do not stop at the regular drop-off stop. Please call the bus garage or check the district website (Transportation) for the activity route and stop closest to your home.

Staying After School for Athletic Events

- Students are not permitted to stay after school to attend an athletic event.
- Students must go home on the bus and return to school with a supervising adult to be a spectator at an athletic event on school grounds.

BUS REFERRALS

First Offense:	Waring or minimum of one after school detention. Parents notified.
Second Offense:	Two days of after school detention. Warned of possible 1-3 day suspension off the bus for next bus referral. Parents notified.
Third Offense:	Two or more days of after school detention or possible 1-3 day suspension off the bus. A parent conference will be required with the Director of Transportation, Bus Driver, and Building Administrator.
Fourth Offense:	3-5 day suspension off the bus. A parent conference will be required with the Director of Transportation, bus driver, and building administrator. Warned of loss of bus riding privilege for remainder of the year with the next bus referral.

CAFETERIA

It is expected that students will behave in a courteous manner showing consideration for monitors and other students.

- Students may bring lunch from home or buy lunch in the cafeteria.
- After eating, please leave the table and floor around the table in a clean condition.
- There is to be no loitering in the hallways, bathroom, or the building in general, during lunch periods.
- Eating in the hallway is not permitted.
- If students need to leave the cafeteria to go to the school store, the restroom, or one of the offices, they must first get a pass from a lunch monitor.
- **Students may not leave the cafeteria without a pass.**
- Unless students are getting food, or throwing out trash after eating, students are to be seated in the cafeteria at all times. **"Table hopping" and standing in the aisles are NOT ALLOWED.** That behavior is disruptive and creates dangerous situations.
- Lunch monitors are NOT here to clean up after students. They are adult supervisors and should be treated with respect.
- Outdoor areas are available for eating.

Throwing food in the cafeteria or outdoors is strictly prohibited and will result in disciplinary action. Students are allowed to be in the cafeteria during their assigned lunch period only. Since food and beverages are not allowed in the hallways or classrooms, buying food at unassigned times is not permitted.

CELL PHONES

All public schools-including Monroe-Woodbury Middle School-will implement a "Distraction-Free Schools" policy starting in the 2025–2026 school year.

This law prohibits the use of personal electronic devices such as smartphones, tablets, smartwatches, earbuds, wireless headphones and other internet-enabled devices during the school day for all students in grades UPK–12. School-issued devices are exempt and will continue to be an important instructional tool in the classroom.

What This Means for Middle School Students

- At the Board of Education meeting on July 23, the Board approved the *Students and Personal Electronic Devices Policy*
- To comply with the law, our middle school will begin using the Yondr Pouch system to ensure a phone-free learning environment and minimize distractions.
- All students will be issued a Yondr pouch during 1st period on the first day of school. Students who are absent will pick up their pouches at the main office upon their return to school.
- Each morning, students must:
    - Turn off their phone or other personal devices (smartphones, smartwatches, earbuds, etc.)
    - Place them in their assigned Yondr pouch
    - Lock the pouch before entering the school building

- Devices will remain sealed in Yondr pouches until dismissal, when students will unlock their pouches at designated stations.
- Students will maintain possession of their devices at all times, but will not have access to them during the instructional day.
- Students will be expected to bring their pouch to school every day.

We have a phone set aside for student use in the Main Office. If a student uses a cell phone during the day (texting, calling or ringing) in any other location, other than those listed above, it will be taken away by a teacher or an administrator. The student will be permitted to pick up their phone in the Main Office after dismissal. Students who repeatedly use a cell phone during the day will not only have the phone confiscated, but will also receive a disciplinary referral and consequences. **If students feel ill, they must report to the Health Office and have a school nurse call home.** For more information regarding cell phones and other communication devices, please refer to the District's *"Students and Personal Devices" policy* which is available on the district website **www.mw.k12.ny.us**

CHEATING

Cheating is dishonest, and we expect more responsible behavior from students. Whether students give or receive information during a test, examination, quiz, or on assignments, the offense is the same. Students will receive a zero for the work, and parents will be notified. Students involved in cheating may also be subject to disciplinary action.

CHROMEBOOKS

Every Monroe Woodbury Middle Schooler will receive a Chromebook that should be fully charged and brought to school each day. Students are responsible for the care of their school issued device and must give the utmost of care in safeguarding this school property. In the event that a Chromebook is damaged or lost, parents will be responsible for reimbursement for replacement of the device.

CLOTHING

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 or undergarments;**
- 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;
- Any head or face covering to the extent that the student is unrecognizable 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.

CO-CURRICULAR ACTIVITIES (CLUBS/SPORTS/INTRAMURALS)

A complete list of all clubs, sports, and intramurals are available on the middle school Website at www.mw.k12.ny.us. Try to get involved in co-curricular activities in your school!

CO-CURRICULAR ACTIVITIES (ACADEMIC ELIGIBILITY)

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 offer experiences beyond those generally experienced in the classroom setting. 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 body." Ongoing parental awareness and cooperation have clearly proved to be key components in student success. Our Academic Eligibility policy encourages and supports a healthy balance between co-curricular activities and academics.

Code of Conduct: The MWCSD Code of Conduct can be found on the district website at: Code of Conduct

CUTTING CLASS / CUTTING STUDY HALL / CUTTING ADVISORY
Absence from class, study hall, or advisory without permission is an unexcused absence and will be regarded as a cut class. (Being TEN or more minutes late to class will count as a class cut.)

First Offense: Teacher intervention, parent notification, and/or teacher detention
Second Offense: Teacher intervention, parent notification, and/or referral to administration
Third Offense: Referral to administration, possible in school suspension and/or parent conference

CYBERBULLYING
Cyberbullying is a form of electronic aggression that is inappropriate and will not be tolerated on school grounds, at school-sponsored events or functions. Students engaged in cyberbullying, using either school or personal information technology equipment, will be held accountable for their actions and will receive disciplinary action in accordance with the Code of Conduct.

DETENTION POLICY
Teacher Detention and Office Detention: Teacher Detention (assigned by a teacher) is held during the school day. Office Detention, for those students who have unacceptable patterns of attendance, tardiness (school and class), misconduct, and other disciplinary occurrences, is assigned by an administrator and held after school. This takes place after school on **Tuesday, Wednesday, and Thursday ONLY.**

Students who are assigned after school detention must report to the designated room by 3:05 p.m. If students are late to detention, they will be required to stay in the designated room to complete the detention and will be assigned one additional day of after school detention for the lateness.

- **If students are assigned detention, that detention takes precedence over all other school activities, including sports practices, games, or club meetings.**
- **Students may not change the assigned detention days without specific, prior permission from an administrator.**
- **Students should bring work to do during the detention period.**

Students will be dismissed from the after school detention room at 3:50 p.m. This provides students with adequate time to go to their locker, if necessary, and board the late bus. Students are not to loiter in the halls or visit other parts of the middle school building without a pass or permission.

Saturday Detention: Saturday detention will be assigned as a result of a disciplinary referral for actions that warrant more than an after school detention but less than an in-school suspension. The option for Saturday detention, when possible, allows students to not miss class time for more serious infractions. Saturday detentions will run from 8:00 a.m. to 11:00 a.m. and will be monitored by a teacher.

**If students are disruptive or uncooperative in detention, they will be assigned one day of in-school suspension for the disruption and parents will be notified. If students continue to be disruptive or insubordinate in the in-school suspension room, they will be suspended out-of-school and a parent conference will be required.

Cutting Detention:
Teacher Detention - Cutting a teacher assigned detention will result in two office detentions being assigned to the student.
Office Detention - Cutting an assigned after school detention will result in one Saturday detention being assigned to the student, and the student's parent(s) will be notified.
Saturday Detention - Cutting Saturday detention will result in an in school suspension for one day upon return to school. Parent(s) will be contacted.

IF A STUDENT MISSES AN ASSIGNED TEACHER OR OFFICE DETENTION FOR ANY LEGITIMATE REASON, (ABSENCE, LEAVING SCHOOL EARLY, ETC.) THEY WILL BE RESPONSIBLE TO MAKE UP THAT DETENTION AS SOON AS POSSIBLE. A NOTE FROM A PARENT/GUARDIAN WILL BE REQUIRED FOR A STUDENT MISSING DETENTION FOR A LEGITIMATE REASON. BEING ABSENT FROM SCHOOL DOES NOT EXCUSE A STUDENT FROM SERVING DETENTION. THE MISSED DETENTION WILL BE RESCHEDULED!

DIGNITY FOR ALL STUDENTS ACT (DASA)
The Monroe-Woodbury Central School District strongly supports a school climate that is safe and welcoming to all students. The district recognizes that physical, emotional, social or cyber-bullying, harassment and/or intimidation can jeopardize student academic achievement and may undermine physical and emotional well-being. We are aware that this may lead to retaliatory violence. For these reasons, Monroe-Woodbury is committed to working towards eliminating bullying/harassment with a strong immediate response to any bullying/harassment incident as follows:

- **Taking disciplinary action**
- **Providing emotional and psychological support for the victim**

- **Counseling intervention for the bully**
- **Maintaining procedures for conflict resolution**
- **Publicizing reporting procedures**
- **Monitoring school climate**
- **Ensuring that curriculum and pedagogical strategies foster respect**

No student shall be subjected to harassment by employees or students on school property or at a school sponsored 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 identity, or sex by school employees or students on school property or at a school sponsored function. Please contact the middle school main office or guidance office to be directed to a building DASA coordinator.

DISPLAYS OF AFFECTION

We encourage friendships at the middle school. However, we consider holding hands, kissing, and hugging to be in poor taste and, therefore, unacceptable. Students are to refrain from this type of behavior in school. Walking while holding hands often blocks other students and slows traffic in the hallways. We ask that students not hold hands while passing to and from classes.

EARLY DISMISSALS

Frequent requests for early leaves are discouraged. If an emergency arises and you need to be excused early from school on a given day, you must do the following:

A note signed by a parent or legal guardian must be submitted to the Attendance Office when students arrive at school. This note must include the following:

- The date, time, and reason for the early leave.
- A phone number where we can contact a parent to confirm the early leave.
- Whether or not the student will be returning to school later in the day.
- The name of the person who will be picking the student up.

Students being picked up prior to the end of the school day, must do so by 2:45 pm. Students will not be released after this time.

PARENTS ARE REMINDED THAT STUDENTS MUST BE SIGNED OUT OF SCHOOL FOR EARLY DISMISSALS. No student will be released from school unless a parent or authorized designee presents identification to sign them out of school. There is a log book in the attendance office for this purpose. **IF SOMEONE OTHER THAN A PARENT OR GUARDIAN IS TO SIGN A STUDENT OUT OF SCHOOL, THEY MUST BE 18 YEARS OR OLDER AND HAVE A SIGNED NOTE FROM THE PARENT/GUARDIAN INDICATING PERMISSION.** (Parents, please include a phone number on this note where you can be reached during the school day.) If you leave school without following this procedure, you may be considered to have left school illegally. **ILLEGAL EARLY DISMISSALS WILL BE CONSIDERED AS CUTTING CLASS.**

ELECTRONIC DEVICES

As per NYS Law and the Board of Education approved "Students and Personal Device Policy", cell phones, PSP players, headphones, earbuds, electronics games and devices are a distraction and are not allowed in school during the school day. Students may use these devices on the school bus on the way to and from school. If students have any of these devices with them and out during inappropriate times, they may be taken away and a parent may be required to come to school to retrieve them. Items not retrieved by the end of June will be discarded. Any student who chooses to bring these items to school must store them in Yondr pouches until the end of day and must assure their security. For more information regarding cell phones and other communication devices, please refer to the District *Students and Personal Devices Policy* and the *District Code of Conduct* available on the district website **www.mw.k12.ny.us**

Monroe-Woodbury Middle School is NOT RESPONSIBLE for items that are lost or stolen.

FIELD TRIPS

Field trips are considered to be a direct extension of our educational program and have specific educational value. Field trips will provide an interesting and realistic experience that combines your classroom routine with the real world. The educational value of a good field trip is unquestionable.

ATTENDING A FIELD TRIP IS A PRIVILEGE! At the administrator's discretion, students may be denied a field trip if they have been disruptive, insubordinate, or have otherwise created a discipline problem in school. Students and parents will be notified ahead of time if students will not be allowed to attend a field trip. Any student who is prohibited from attending a field trip will not be eligible for a refund of any monies paid.

FIRE DRILLS

New York State Education Law requires that eight fire drills be held throughout the school year to prepare students for a safe and orderly building evacuation should an emergency arise. When students hear the fire alarm they must assume it is the *real thing* and not just a practice drill. Every precaution is made to prevent fires, and students are expected to do what is necessary and responsible to cooperate. This includes reporting any

unsafe conditions that may lead to fire.

Rules to follow during a fire drill:

- All students should pass in double lines.
- No noise of any sort is permitted so that students may hear emergency directions if they are needed.
- Pushing, shoving, and horseplay are strictly forbidden.
- If an exit is blocked, proceed in an orderly manner to the nearest available exit.
- Familiarize yourself with all the fire exit procedures posted in the rooms that students attend regularly.

PERSONS FALSELY REPORTING A FIRE WILL BE SUBJECT TO ARREST AND PROSECUTION.

In addition to the eight drills outlined above, the middle school conducts other emergency drills throughout the year. These drills include, but are not limited to, lockdown, lockout, evacuate, and shelter drills. The adopted Standard Response Protocol (SRP) will be followed at all times during a drill or actual emergency. It is expected that **all** students will be quiet and orderly during these drills and follow directions when given. **Students who are disruptive will be dealt with most severely**.

FORGERY

It is illegal for students to sign their parents or guardians name to any school document (report card, attendance excuse, early leave note, class test, etc.). It is also illegal for students to sign a teacher or administrator's name to a hall pass or other school document. If a student chooses to do this, there will be a consequence as follows:

STUDENTS WHO FORGE SCHOOL PASSES (HALL PASSES, BUS PASSES, ETC.), OR WHO HAVE BLANK SCHOOL/BUS PASSES IN THEIR POSSESSION, WILL RECEIVE A FULL DAY OF IN-SCHOOL SUSPENSION AND LOSE ALL PASS PRIVILEGES.

FUNDRAISING BY STUDENTS

While we appreciate the many service and social organizations our students belong to, students may not use school grounds or school time to solicit funds for non-school organizations. This includes raffles, magazine drives, Girl Scout cookies, candy sales, etc.

GRADE REPORTING (Marking Periods)

Student report cards are available via PowerSchool Parent Portal four times a year, approximately one week after the end of the marking period. Quarter periods are as follows: the first marking period ends **November 13, 2026** the second marking period ends **January 29, 2027**; the third marking period ends **April 16, 2027,** and the fourth marking period ends **June 25, 2027**.

GUIDANCE DEPARTMENT

Guidance is a program designed to help students make the next step in their life as successful as possible. Student counseling is the primary guidance service. It is a student-counselor relationship in which a student has the freedom to express his or her ideas and feelings, become acquainted with what lies ahead, and to learn about his or her capabilities. The student is encouraged to seek information and to examine alternate courses before making choices. Counseling seeks to help the student assume responsibility for making plans and decisions. The main goal of this counseling is to assist the student in being successful in middle school and becoming a mature, responsible young adult.

The Guidance Office is located directly across from the Library. If a student wishes to discuss work or a matter of personal concern, stop by the Guidance Office before or after school, during lunch, or during study hall to make an appointment. Although the counselors make every effort to meet with students during their scheduled appointment, counselors are often called upon to take care of immediate issues that arise during the school day. Therefore, at times it is necessary to reschedule an appointment. Students may also make appointments for their parents or guardians to discuss their progress and plans. As a further guidance service, parents may request their child be put on weekly progress reports to more closely monitor student work. For further information on this program, please contact your School Counselor.

HALLWAYS

We expect responsible behavior from students when they are in classes and in the hallways. Yelling, running in the halls, horseplay, and rowdiness are disruptive, dangerous, and unacceptable. Since our hallways tend to be crowded when classes are changing, students should **please walk to the right and be considerate and careful when moving in the hallways and stairwells.** If students are involved in hallway or classroom behavior which endangers other students (pushing, tripping, hitting, shoving, etc.) or results in another student's property being damaged, they may be suspended, in or out of school, and be held responsible for paying for the damaged items.

HALL PASSES

It is important that we know where all students are at all times during the school day. Therefore, if a student is not going to be in their assigned class, they will need a pass from an authorized staff member. Students are not permitted in the halls during class time unless they are accompanied by an authorized staff member, or obtain a pass signed by an authorized staff member. Students in the hallway after the late bell should report to their next class and will be marked late. Students who need to go to one of the school offices should always report to their teacher first to request a pass.

HARASSMENT/BULLYING/VULGAR SPEECH, WRITTEN STATEMENTS OR LANGUAGE

Unfortunately, vulgar language and obscene gestures (verbally as well as in print) are becoming commonplace in the media, in music, and in the movies. Some students believe that vulgar language and/or obscene gestures are a sign of maturity and they use them to impress their peers. Abusive/vulgar language and obscene gestures are offensive and disrespectful and will not be tolerated. Please remember that you are in a public school setting and avoid the use of inappropriate language.

All offenses:

- **Removal from all classes and placed in the in school suspension room until the investigation has concluded.**
- **Possible risk assessment administered by a school psychologist.**
- **Parent notification/possible conference.**
- **DASA coordinator notified.**
- **Possible in-school or out-of-school suspension for up to 5 days.**

HOMEWORK REQUESTS

A student must be out of school (excused absences) for **two days** before a homework request can be prepared. The teachers require 24 hours in order to prepare work and have it available for pick-up. Homework will be available to be picked up at the **end of the third day** in the front lobby. Please call 460-6400 (x 6436) to confirm the work has been delivered to the front lobby and is ready to be picked up.

HONOR ROLL

MWMS is proud to recognize outstanding student academic achievement with two honor rolls established each marking period. They are: "A" Honor Roll – 89.5 average or above; "B" Honor Roll – 84.5 average to 89.4 average. Students who have incomplete (INC) grades will not be eligible for Honor Roll status until all work has been completed and a formal grade has been assigned. All courses that receive a numerical grade are included in the average. Alternate day courses are given 1/2 the weight of a daily course. Therefore, in computing the average, a course that meets daily (Science, Language Arts, etc.) is counted twice while an alternate day course (Physical Education, Orchestra, Math Lab., etc.) is counted once.

Sample Computation:

Subject	Grades	Computation		
English Language Arts	85	2 x 85	=	170
Social Studies	78	2 x 78	=	156
Math	83	2 x 83	=	166
Science	79	2 x 79	=	158
World Languages	81	2 x 81	=	162
Home & Careers	86	2 x 86	=	172
Computers	87	2 x 87	=	174
Physical Education	88	1 x 88	=	88
Chorus	90	1 x 90	=	90
		16		1,336
		1,336 divided by 16 = **83.5**		

Principal's Award

If you are on the "A" Honor Roll for all four quarters of 6th and 7th grade and the first three quarters of 8th grade, you will receive the *Principal's Award* at our 8th grade Moving Up Ceremony**!**

HOUSES

The student body is divided into four Houses: Blue House, Yellow House, Green House, and Red House. Each house has an assigned school counselor and school psychologist. The three assistant principals are assigned by grade level.

ILLNESS/HEALTH OFFICE

If students feel ill during the school day, they should obtain a pass and report to the health office immediately. **Students who are ill are NOT to leave for home without permission of the school nurse or an administrator. STUDENTS ARE NOT TO USE THEIR CELL PHONES TO CALL HOME WHEN THEY ARE FEELING ILL. All students must report to the Health Office and, in the event that a student must go home, a nurse will call home.** Students should not go to the Health Office without a pass unless it is an emergency.

STUDENTS ARE NOT TO GO TO THE HEALTH OFFICE BETWEEN PERIODS WITHOUT A PASS! STUDENTS ARE NOT TO GO TO THE BATHROOM TO CALL HOME! Students should report to their scheduled class and obtain a pass to the nurse from their teacher.

If students are injured during school hours, or at any school function, they must immediately report the injury to the teacher in charge. The teacher will then submit a written report to the health office. **Unreported accidents will NOT BE COVERED by school insurance.**

In the event of an emergency, notify the health office or the main office immediately. If a doctor or other emergency service is required, the nurse will notify parents. If parents cannot be reached, the school physician will be contacted.

INAPPROPRIATE COMMUNICATION

Inappropriate communication is language that includes name-calling, put-downs, harassing comments and behaviors, ethnic slurs, cultural offenses, verbal and physical threats, curses, and vulgar gestures. Inappropriate language is conveyed in verbal, digital, written, visual, and physical forms. Such language is disrespectful, offensive, and harmful to our school community. Inappropriate communication is a form of bullying and will not be tolerated.

INDIVIDUAL BEHAVIOR MANAGEMENT PLAN

Students who exhibit inappropriate behavior on a continuous basis may be required to have an Individual Behavior Plan. The administration, counselor, teacher, student and parent help to develop these plans. The Plan is designed as a collaborative, preventative approach to help improve student behavior.

IN-SCHOOL SUSPENSION

In-school suspension, as a consequence for misbehavior, is served during the regular school day in a supervised assigned room. The Middle School ISS Room is located across from the Guidance Office. Daily school work will be assigned to students to be completed in the ISS room. If students are assigned an ISS for any given day, they are to go to their locker when they arrive at school and then go directly to the main office at 8:10 a.m. ***STUDENTS ARE NOT TO GO TO PERIOD 1.*** Students should bring Chromebooks and necessary school materials with them to the ISS room. Teachers will be notified of their student's ISS, and they will assign schoolwork to be completed in the ISS room. Work must be completed by the end of the ISS day. After school detention may be assigned to complete the work not done during the ISS time. Doodling, crossword puzzles, etc. are **NOT ALLOWED.** Attendance will be taken. Talking is not allowed in the ISS room. Students will not be allowed to leave the ISS room for any reason. Students will also be escorted to and from the bathroom and to the cafeteria to purchase lunch. Students will eat lunch in the ISS Room.

At the start of your day in the ISS room, students will be given a contract to sign outlining the rules of the ISS room and expectations for student behavior. If students choose to be disruptive or uncooperative in the ISS room, they will receive a reprimand, and the time of the reprimand will be written on the contract. If there is a need to reprimand a student more than twice, that student will be suspended out of school. (**A REFUSAL TO SIGN A CONTRACT WILL RESULT IN YOUR FIRST REPRIMAND BEING WRITTEN DOWN.)**

STUDENTS WHO CONTINUE TO BE DISRUPTIVE OR UNCOOPERATIVE IN THE IN-SCHOOL SUSPENSION ROOM WILL BE SUSPENDED OUT OF SCHOOL FOR ONE DAY, AND THEIR PARENTS WILL BE CONTACTED.

INTERNET

The reason for using 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 online services using school 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.

With the privileges and rights of an Internet user come certain responsibilities and regulations:

- Avoid inappropriate sites
- Comply with copyright laws
- Do not communicate inappropriately using the Internet
- Use the Internet with supervision.

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

The Acceptable Use Agreement is accessible to all families through the Parent Portal. If you do not agree with the terms and conditions, please complete the form posted there.

LATE TO CLASS

We expect students to be in their classroom and seated when the bell rings. If students are not in class and seated when the bell rings, they may be considered late to class and subject to reprimand and/or disciplinary action by the teacher. Students are expected to remain in class until they are dismissed by the teacher. **Teachers dismiss classes, NOT THE BELL.**

First Offense: The first time a student is late to class he or she will receive a warning from their teacher.
Second Offense: The teacher will assign one lunch, morning, or after school teacher detention.
Continued Offenses: Students will be referred to the office and assigned consequences. Parents will be notified.

Lateness of more than TEN minutes without a pass will be considered as cutting class and count as one class absence. THE CONSEQUENCE FOR CUTTING CLASS IS A REFERRAL TO ADMINISTRATION WHICH WILL LEAD TO DISCIPLINARY ACTION.
If students are late to class and need a pass, students should return to the teacher they just left for a pass. **STUDENTS SHOULD NOT GO TO THE**

OFFICE FOR A PASS.

LATE TO SCHOOL

If students are not in their first period class when the 8:15 a.m. bell rings, they will be considered late to school. Students will then be required to sign in to school at the attendance office, and the consequences for lateness to class will apply. Please note that when students are late to school it not only impacts their own learning but the learning of all other students in the class.

If students are continuously late to school they may be referred to the office and assigned after school detention. Additionally, if students are continuously late to school without a legal excuse, they may be referred to outside supportive services.
If students arrive at school late due to a bus problem, students should report to the attendance office, sign in, and obtain a pass to class. There is no penalty for a student who arrives late because of a busing problem.

LOCKERS

At the beginning of the school year, every student will be given the option to be assigned a hallway locker in their House area. Every student will be responsible for obtaining a lock to use for the school year. These lockers are NOT to be shared or changed with any other students. **Students are expected to have a lock on their hall locker at all times.**

Locker Decorations:

Students are not permitted to stay after school to decorate lockers unless they are supervised by a teacher or administrator.

Use of Gym Lockers:

Students will not be assigned gym lockers and should come dressed appropriately and prepared for physical activity on those days they are scheduled for Physical Education class. Students are permitted to bring a change of clothes for PE and can use an unassigned gym locker for that period only. All clothes and locks must be removed from gym lockers at the end of the period.

LOST AND FOUND

Articles that are found around the school during the school day will be placed in the Lost and Found area that is located under the stairwell in the Main Lobby. Lost and Found items not claimed by the end of the school year will be discarded.

MORNING ANNOUNCEMENTS/PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

Five minutes will be added to the first period of the day in order to allow for the **Pledge of Allegiance and Moment of Silence**. Students are expected to show proper respect for this exercise.

Daily announcements will also be included in those additional five minutes and play an important part at the start of our day. Students are expected to sit quietly and pay attention to these announcements. Daily announcements can also be found on the middle school website so that parents and students can access them easily.

OUT OF SCHOOL SUSPENSIONS (OSS)

A student may be suspended out of school from one to five days, as per the Code of Conduct.
Incidents that lead to an OSS may be referred to local law enforcement.

When a student's behavior warrants an out-of-school suspension, the student will be given every opportunity to present their version of the facts and circumstances involved in their behavior to the administrator imposing the suspension. The student may also have the opportunity to speak with their accuser if he/she desires.

When it is determined that the behavior warrants an out-of-school suspension, the student will be handed a written copy of the charges against him/her and the consequences. A phone call will then be made to the student's parents notifying them of the charges and the consequences. If the parent desires, a conference with the middle school principal may be scheduled.

Copies of the office referral stating the charges and the consequences will be given to the parent/guardian during the conference with Administration. Additional referral copies will be given to the student's school counselor, and the person making the referral. A copy will remain in the Main Office file.

Students who are suspended from school may not loiter or 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.

When a student is suspended, the student is expected to complete any work that was missed. Upon returning to school, **it will be the student's responsibility** to speak with his/her teachers to determine what work was missed; what work was assigned; and what tests or quizzes were given. It will also be his/her responsibility to see their teacher(s) to schedule make-up time to take quizzes or tests missed. **All tests, quizzes, and work assigned while the student was suspended out of school must be completed and submitted within 5 (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 the same as any other student's work not handed in on time.

Upon returning to the building after a suspension, the student and a parent are required to attend a re-entry meeting with building administration.

PARENT COMMUNICATION
Timely communication with parents is essential in order to maintain a positive collaborative relationship. Communication can take place via email, telephone, regular mail, or a scheduled meeting.

PARENT INVOLVEMENT:
The Monroe-Woodbury Middle School welcomes parent involvement through the following committees and organizations: Building Leadership Committee, Health and Wellness Committee, National School Climate Committee, SEPTA and PTA. If interested in being a member, please send an email to mwmspta@gmail.com.

PARENT TEACHER ASSOCIATION (PTA):
Monroe-Woodbury Middle School is proud to have an active and involved PTA. We encourage our parents, faculty, and staff to join and become an active part of the organization. The PTA arranges and implements a variety of programs and events for our students that would not otherwise be possible. If you are interested in receiving more information regarding the MWMS PTA, please contact them via email (mwmspta@gmail.com).

PARENT TEACHER CONFERENCES
Parent Teacher Conferences will be held during both the Fall and Spring. **Dates and times for conferences are listed on the District Calendar and on the Monroe-Woodbury website at www.mw.k12.ny.us.**

PHYSICAL ALTERCATION / BULLYING / HARASSMENT (Also see DIGNITY FOR ALL STUDENTS ACT on Page 9)
Physical altercations, bullying, threatening, cyber-bullying, or harassing other students is unacceptable and will not be tolerated (This includes threatening, abusive or vulgar notes or actions, see pages 1&2). No one has the right to interrupt another student's learning with this type of inappropriate behavior. If a student is referred to the office for fighting, bullying, threatening, or harassing another student, the following will occur:

1. **Removal from all classes and placed in the in school suspension room until the investigation has concluded.**
2. **Possible risk assessment administered by a school psychologist.**
3. **Parent notification/possible conference.**
4. **Possible in-school or out of school suspension for up to 5 days.**

IF A STUDENT INTENTIONALLY HITS, HURTS, OR THREATENS ANOTHER STUDENT WITH BODILY HARM, THAT STUDENT MAY BE SUSPENDED OUT OF SCHOOL AND A PARENT CONFERENCE WILL BE REQUIRED. ANY PHYSICAL CONFRONTATION THAT RESULTS IN INJURY TO ANOTHER STUDENT WILL RESULT IN AN OUT-OF-SCHOOL SUSPENSION FOR UP TO FIVE DAYS, AND MAY RESULT IN A CRIMINAL CHARGE OR "FINS" PETITION BEING FILED AGAINST YOU.

Any incident which creates a serious threat to the well being of any student or staff member will result in an out of school suspension for up to five days and a referral to the Superintendent of Schools.

A NOTE TO STUDENTS: If you are being bullied or harassed, either verbally or physically, immediately notify the office, your advisor, your parents, one of your teachers, a monitor, bus driver, or counselor. Many times, if this behavior is not reported it will continue and get worse. If someone is making you afraid to come to school, report them at once. The staff is here to protect you and make school a safe and enjoyable place for you to learn.

PRIDE IN OUR BUILDING
Students should be proud of our middle school building and our facilities. When guests come to our campus for the first time, often their first comment is how attractive and clean the building is. This is a direct compliment to students. Students can help keep our building and grounds attractive by disposing of papers in the trash baskets and by not marking walls and furniture. In the past, writing on bathroom walls has been a problem and an embarrassment to our school. If students see people vandalizing the middle school, please report them to the main office. The reporting student's name will not be disclosed. **Vandalism will not be tolerated and will result in severe consequences.**

PROMOTION GUIDELINES
It is our belief that students who achieve passing grades and maintain a good work ethic while in middle school will be successful in a high school program. Students who fail two or more of their CORE academic subjects (English Language Arts, Science, Social Studies and Math), will probably not be successful in a high school program and may benefit from further instruction at the middle school level.

Students who fail two or more CORE subjects will be required to attend an approved summer school program or repeat the grade. Eighth grade

students who fail two subjects may be promoted if a suitable high school program is available.

Students failing two or more subjects during the school year may be restricted from participating in co-curricular activities.

First Marking Period: Parents of a student failing two or more subjects will be notified and may be requested to attend a parent/teacher conference.

Second Marking Period: Parents of a student failing two or more subjects will be notified, via a form letter, and may be requested to attend a parent/teacher conference.

Third Marking Period: Parents of a student failing two or more subjects will be notified, via a form letter, to meet with House teachers and their child's School Counselor, to discuss the lack of progress and future options for this student. These conferences will be held as soon as possible after the third marking period has ended.

Fourth Marking Period: During the last week in June, administrators, counselors, and House teachers will meet to review each student to determine the best placement for that student for the next school year, pending that student's final report card grades.

If a student is to be retained in a grade level, a letter will be sent via registered mail, notifying the student and his/her parents/guardians of this decision. When possible, parents/guardians may also be contacted by phone regarding the pending retention.

PURPLE PRIDE

Purple Pride is a MWMS Student Council-sponsored program which occurs quarterly. Purple Pride candidates can be nominated by a teacher because he or she feels that the student is a great role model for other middle school students… just a good kid who makes good choices. One of the student's teachers makes the nomination and after discussion with the teacher team, the school counselor recommends the student to the principal. Purple Pride Award recipients are presented with a MWMS water bottle and have their picture taken with the principal and the school counselor.

RECREATION ACTIVITIES (REC)

Dates and times for Recreational Activities are listed on the District Calendar and on the Monroe-Woodbury website at www.mw.k12.ny.us

Unless otherwise announced, tickets for REC activities are sold prior to the event; tickets will not be sold at the door. Only Monroe-Woodbury Middle School students are permitted to attend REC activities. Students must be picked up from REC by a parent or guardian. Bus transportation is not available. Any student who is picked up late, after REC has ended, may lose their next REC privilege.

REC Activities Rules and Regulations:

- RECS are a privilege for Monroe-Woodbury Middle School Students. Guests, visitors, siblings, etc. are NOT ALLOWED to attend.
- Students will report to the auditorium immediately following the school day. At that time, permission slips will be checked. A room will be designated in which students may leave their coats, pocketbooks and other personal items. **THE MIDDLE SCHOOL IS NOT RESPONSIBLE FOR ITEMS STOLEN FROM THIS ROOM.**
- **Students must have been in school for a MINIMUM OF FOUR (4) PERIODS to participate in a REC activity.** Students who are absent from school, for any reason, on the day of the REC, **MAY NOT ATTEND THE ACTIVITY.** (Extenuating circumstances may be reviewed by the principal).
- From one REC activity to the next, students who have received three (3) referrals; or two (2) in-school detentions; or one (1) out of school suspension; will not be allowed to attend the next REC. Additionally, an administrator can deny REC privileges for discretionary reasons.
- Students who are denied two or more REC for the current school year may also be denied end of year activity privileges.
- Appropriate behavior is expected at all times. Disruptive behavior will not be tolerated and may result in a student being removed from the activity and not being allowed to attend the next REC activity. If this occurs, students will **NOT BE REIMBURSED** for the price of the activity ticket.
- Any student involved in any form of fighting, harassing, or other threatening behavior, will be removed from the REC activity and denied their activity privileges until further notice. This loss of privileges may also include end of the year activities. If this occurs, students will **NOT BE REIMBURSED** for the price of the ticket. If a student is removed from the REC for fighting, parents will be called immediately to pick up the student.
- Refreshments may be purchased in the small cafeteria. These food and drink items may NOT be taken out of the small cafeteria.
- All school rules and regulations pertaining to student conduct are in effect at all REC Activities. This includes **clothing**, which is found on page 9 of the Student Handbook.
- Chaperones are teachers and other adults who have volunteered their time to allow you to have an enjoyable time. They should be treated with courtesy and respect. REC activities would not be possible without these chaperones.
- **Students who do not adhere to REC Rules & Regulations may be denied future REC privileges.**

RESPECT FOR AUTHORITY

Lines of authority are necessary in any organization. In school and on school buses, students are expected to obey reasonable requests from administrators, teachers, monitors, school bus drivers, and other school personnel. If you believe that a request was unreasonable, it is best to comply at the moment and see an administrator, counselor, or your parents at a later time to voice concerns.

RESPECT FOR OTHERS/MANNERS

Good manners mean respecting the rights and feelings of others, not just the rights and feelings of adults, but also those of fellow students. Unacceptable language, bullying, fighting, insubordination, defiance, and generally rude or disruptive behavior will not be tolerated and will result in a disciplinary consequence. Remember this is a school setting and we expect students to treat others as they would like to be treated.

RESTROOMS

Students may use the lavatory, without a pass, before and after school and between classes. During lunch periods and at all other times during the school day, students must have a pass to use the restrooms. Students are expected to make every effort to keep our restrooms clean and are encouraged to report any students seen vandalizing bathrooms to a teacher or the main office.

SALE OF GOODS

Selling any items or goods on school grounds is strictly prohibited. Students who engage in selling items to other students or individuals at school, including extracurricular events and while using District transportation, will receive a disciplinary referral.

SCHOOL CLOSING

Announcements regarding school closings, delays and early dismissals will be sent via home phone, cell phone (text and/or call) and email. Announcements will also be posted on the Monroe-Woodbury website at www.mw.k12.ny.us

SCHOOL CONDUCT AND DISCIPLINE

It is the belief of the Administration and Faculty that students should be treated as people who can reasonably be expected to be responsible for their behavior. The administration, faculty and staff will assist students in this program of personal responsibility with a few sensible rules of conduct to be consistently applied in the classrooms and throughout the school. These rules and regulations will focus on respect for the rights and property of others. Students who cannot accept this responsibility, and violate school rules, will be required to accept the consequences and have more regulated supervision.

The rules and regulations outlined in this Handbook, the Student Planner, and the District Code of Conduct are in effect during the school day and at all after-school activities, on or off campus. (i.e. field trips, sporting events, concerts, recreational activities, etc.)

In order to be most effective in changing unacceptable behavior, disciplinary action, when necessary, will be firm, fair and consistent. Before seeking outside assistance, teachers will first use all their resources to create a change of behavior in the classroom. When the teacher has made every effort to bring about positive behavioral change, and has been unsuccessful, that student will be referred to the Administration for further disciplinary action.

SMOKING/USE OF ELECTRONIC CIGARETTES/VAPORIZERS

Smoking, vaping, and other use of tobacco products have been proven to be dangerous to your health and we strongly encourage you not to start this dangerous habit. Cigarettes and other tobacco products are not to be brought to school. This includes electronic cigarettes. Students are **NOT** permitted to smoke at any time in the school building, on school buses, or on the school grounds. This applies to all after school functions and activities as well as the regular school day.
Repeat offenders will receive consequences as noted in the following:

If students openly carry e-cigarettes, vape pens, cigarette packages or other tobacco products, they will be confiscated and parents will be required to come to school to pick them up. In addition, disciplinary consequences will be applied in accordance with the Code of Conduct..

Students will be considered as smoking when you are observed:

- Holding a cigarette, e-cigarette, or other tobacco product in your hand, mouth or on your person, **LIT or UNLIT**. This includes electronic cigarettes, chewing tobacco, and snuff.
- Dropping, throwing, or flicking away a cigarette or tobacco product, **LIT or UNLIT**. This includes electronic cigarettes, chewing tobacco, and snuff.
- Exhaling smoke.

First Offense:

- Suspension
- Parent Conference
- Referral to Student Assistance Counselor

Note: In addition, students who smoke in the building, on school buses, or on school grounds may be referred to the Orange County Department of Health for a possible court appearance and/or fine.

STAYING AFTER SCHOOL FOR ATHLETIC GAMES/MATCHES

After school activities are designed to meet as many different student interests as possible. With the help of an advisor, the plans, activities and functions of each club and/or activity are decided upon, and carried out by the members and the student elected officers. The success of each club/activity depends upon the loyalty and work of its members. If you have a special interest and would like to see a club or activity organized, share your ideas with any of your teachers.

To participate in an afterschool club, activity (i.e. RECS, Concerts, etc.) or athletic event, you must have attended school for at least four periods on the day of the club, activity or athletic event. The Principal may review extenuating circumstances.

Students who remain after school for a club or activity must report directly to the teacher in charge of the activity at dismissal time. All school clubs and activities must be supervised by a member or members of the faculty. Unauthorized students and/or visitors are not permitted in the building after regular school hours. **STUDENTS WHO ARE REFERRED TO THE OFFICE FOR DISCIPLINE PROBLEMS MAY ALSO BE DENIED THIS PRIVILEGE.**

STEALING

Stealing is unacceptable and it is a crime. If a student commits, or attempts to commit a theft at school, they will receive disciplinary consequences in accordance with the district's Code of Conduct and may be referred to the police. Stolen items will be returned, replaced, or paid for. **Going through another person's belongings (locker, book bag, etc.), without their permission will be considered as attempted theft and the consequence will be as noted above.**

STUDENT COUNCIL

Student Council is composed of 6th, 7th, and 8th grade students. The Student Council's main objectives are to represent each student, stimulate a feeling of pride and school spirit, and to make the middle school a more enjoyable school to attend. Ideas and suggestions are brought to and from the Student Council meetings by the class representatives. These ideas are then discussed and voted upon. The Student Council not only acts as a governmental body, but also as a student services organization.

All Student Council officers and members are either elected or appointed by other middle school students. To be eligible for nomination as an officer of the Student Council, a student must have passing averages in all subjects, good attendance, and good citizenship. The **President** is nominated from the 8th grade only, while the **Vice-President, Secretary, and Treasurer** are nominated from the 7th or 8th grades.

STUDENT IDENTIFICATION CARDS

Student pictures are taken in the fall during the school day. Whether a picture packet is purchased or not, all students' pictures will be placed on a student identification (ID) card which will then be distributed. This card is used at various times during the year for your admittance to a variety of middle school and high school activities. Please keep the ID card in a safe place once it is received.

Students are also issued ID numbers. The student ID numbers are used to "charge" lunches in our cafeterias. Students are **NOT** to share ID numbers with any other students. Using another student's ID number to purchase food in the cafeteria is actually STEALING. Students who use, or attempt to use, another student's ID number will be required to pay for what was purchased and will lose cafeteria privileges.

STUDENT SEARCHES

As a student in attendance in our school, you are protected against illegal, or unreasonable, personal searches or seizures of your property by both federal and state constitutions. However, a student's possessions or locker **may be searched if there is reasonable suspicion** that the student is concealing material, the possession of which is prohibited by law or by the rules of this school (this includes stolen items). (People vs. Overton & N.J. vs. T.L.O.) An attempt will be made to have the respective student and another adult present during any locker search.

STUDENTS POSSESSING, SELLING, OR UNDER THE INFLUENCE OF ALCOHOL ON SCHOOL PROPERTY

Students selling or being in possession of alcohol, consuming alcohol, or being under the influence of alcohol in school will be dealt with as follows:

1. The student will be removed from all classes, escorted to the Principal's Office and may be examined by the nurse. Parents will be notified at once and may be asked to take the student home.
2. The student will be suspended from school for a period of up to five days.
3. During this period of suspension, an evaluation by an appropriate agency, i.e. Mental Health, Alcohol Outpatient Clinic, or Outreach may be required. Students may be required to follow the recommendations of this evaluating agency.
4. Students will be required to meet with the Student Assistance Counselor.

5. Students may be referred to the Superintendent of Schools.
6. Police contact may be made.

STUDENTS POSSESSING, USING, OR SELLING DRUGS ON SCHOOL PROPERTY

Possession, use, or sale of drugs (or counterfeit drugs) on school grounds is illegal. Students using, selling, or found to have drugs in their possession will be dealt with as follows:

1. Under the provisions of Article 220 of the New York State Revised Penal Law, evidence that a student has violated this law will be turned over to local law enforcement for purposes of further investigation and/or prosecution.
2. Parents will be notified immediately.
3. Students will be suspended from school for a period of up to five days and referred to the Superintendent of Schools.
4. During this period of suspension, an evaluation by an appropriate agency, i.e. Mental Health, Alcohol Out-Patient Clinic, or Outreach, may be required. Students may be required to follow the recommendations of this evaluating agency.
5. Students will be required to meet with the Student Assistance Counselor.
6. Pending the recommendations of the State Police and/or the Orange County Family Court, students may be returned to school or excluded from attendance.

STUDY HALLS

Study halls are regular, scheduled classes. Students are expected to be inside their study hall room when the bell rings. Teachers will not allow students to leave the study hall until all students are seated and the room is orderly. After attendance has been taken, students who have a **PRE-SIGNED LIBRARY PASS FROM ANOTHER TEACHER** will be allowed to go to the Library. If students go to the Library from study hall, they are expected to stay there until the end of the period. There is to be no talking in study halls except with teacher's permission and this should be done regarding study projects only. Students are expected to arrive at the study hall with work to do.

STUDY SUGGESTIONS

The following suggestions are offered to help students as they study at home. Classwork and homework responsibilities will increase as the student progresses in middle school. To help students to be successful we suggest the following:

- **Know the assignment** - Copy the assignment carefully, preferably in a planner, that will contain all of your outlines for each day. Try to know definitely what must be done to meet the requirements of each lesson.
- **Budget time** - Divide study time equally. If one lesson is finished in less than the allotted time, then use the extra time on the other lessons as needed.
- **Be Prepared** - Have materials such as texts, notebooks, pencils, pen and paper at hand before beginning to study.
- **Time of day** - Studying the same subject at the same time of day is often helpful.
- **Take a break** - After a period of concentrated study, change position, walk about the room for a few minutes and get a breath of fresh air.
- **Summarize** - Try to pick out essentials. After reading a page or paragraph try to verbally sum up what has been read in a brief statement. Review frequently the facts and principles already learned. These strategies provide a quick means for successfully mastering different subjects.

SUBSTITUTE TEACHERS/STUDENT TEACHERS

On occasion during the school year, the regular classroom teacher may be absent and a substitute teacher will be assigned to the class. In addition, some teachers are assigned student teachers. It is important to remember that these people are adult guests in middle school and should be treated as such. We expect students to be courteous and respectful to all of our substitute teachers.

Substitute teachers will be provided with work from the regular classroom teacher, which is designed to be an extension of your regular instructional program. Students will be expected to pay attention and complete all the work that is assigned because it can be graded and count in the overall class average. Students who are continuously rude or disruptive with substitute teachers will be referred to the Main Office.

SUMMER SCHOOL

Students who fail two or more courses will be required to attend summer school in order to be promoted to the next grade. If students wish to **RETAKE A REGENTS EXAMINATION,** it is their responsibility to contact the high school that is administering the test and make all necessary arrangements. These arrangements must be made at the start of the summer school session.

TELEPHONE

Office phones may only be used in an **EMERGENCY SITUATION** and with permission from the Main Office staff. Students may not use cell phones during the school day. Cell phones and other electronic devices must be turned off and stored in the student's locker until the end of the school day.

TEXTBOOKS

Students are loaned textbooks for their subjects at the start of the school year. The average middle school textbook costs more than $35.00, and

students are expected to take good care of the books assigned to them. **ALL TEXTBOOKS ARE TO BE COVERED THROUGHOUT THE YEAR.**

A brown paper bag will serve this purpose. Fancier paper may be used at the student's discretion. Contact (adhesive) paper **SHOULD NOT BE USED.** When students receive a textbook for class, they should write their name and Advisory on the inside cover in the space provided.

IF A TEXTBOOK ASSIGNED TO A STUDENT IS LOST OR DAMAGED, THE STUDENTS WILL BE REQUIRED TO PAY FOR THE BOOK OR NECESSARY REPAIRS.

THROWING FOOD

Throwing food is not only disruptive but it endangers the safety of others and shows a lack of self-control. There is absolutely no reason to be throwing **ANYTHING** in the cafeteria. Students are to get up and walk trash to the trash cans when finished eating. Students will be considered as having thrown food whether a food or drink item was thrown ("flicked, splashed, etc.") across a table or across the room.

First Offense:	Students will be given the option of helping to clean the cafeteria for one full week during periods 8 and 9 or, being assigned a full day of in-school suspension. Students will be removed from the cafeteria and parents will be contacted.
Continued Offenses:	Out of school suspension for up to five days. Parent conference required.

If students are referred to the office for throwing food, they may also be denied the privilege of eating lunch in the cafeteria.

THROWING/KICKING SNOW

Throwing or kicking snow is not play. It usually results in a wet or dangerous condition that endangers others, and someone else could be hurt.

First Offense: Full day of in-school suspension. Parents will be contacted.
Continued Offenses: Out-of-school suspension for up to five days. Parent conference required.

TRANSPORTATION/BUSING

School bus transportation is a PRIVILEGE and should not be taken for granted. Misbehaving and/or being disruptive on a school bus endangers the safety of all students on the bus. If students do not behave properly and follow the rules established by the District, **THEIR BUS RIDING PRIVILEGE MAY BE DENIED.**

Bus transportation is provided for all students in our District. If the decision is made not to ride the bus, the student is still expected to be in school on time. Lateness to school as a result of using transportation other than the assigned school bus may result in disciplinary action. Bus transportation is also provided to and from many educational and athletic events. If students use the bus to get to an event or athletic contest, students are required to return on the same bus unless **PRIOR permission** has been granted by the supervisor. Students must have a note, signed by their parent or guardian, to use transportation other than that provided by the District to get home from an activity or athletic contest.

Bus safety drills are required by New York State Law, to be held three times per year. These drills are held as buses arrive at school in the morning. During such drills students will be informed of specific safety regulations and then be allowed to exit through the emergency exit at the rear of the school bus. These drills are very important for your safety and you should pay specific attention to your drivers' directions.
Any students wishing to use an iPod or other device while riding the bus, must be used with headphones.
Students may not ride late buses without a pass or permission.
Students may not ride a bus other than their own. Bus passes will not be given to ride a different bus during the 2023-2024 school year. There will be **NO EXCEPTIONS.**

Bus Referrals

First Offense:	Warning or a minimum of one after school detention. Parents notified.
Second Offense:	Two days of after school detention. Warned of possible 1-3 day suspension off the bus for next bus referral. Parents notified.
Third Offense:	Two or more days of after school detention or possible 1-3 day suspension off the bus. A parent conference will be required with the Director of Transportation, Bus Driver, and Building Administrator.
Fourth Offense:	3-5 day suspension off the bus. A parent conference will be required with the Director of Transportation, bus driver, and building administrator. Warned of loss of bus riding privilege for remainder of year for next bus referral.

CONTINUED OFFENSES MAY RESULT IN THE STUDENT BEING DENIED BUS TRANSPORTATION FOR THE REMAINDER OF THE SCHOOL YEAR. FOR SEVERE FORMS OF MISCONDUCT, A STUDENT MAY BE DENIED TRANSPORTATION IMMEDIATELY, REGARDLESS OF THE NUMBER OF PREVIOUS REFERRALS SUBMITTED.

TRUANCY

Students who are absent or late to school, without the knowledge and/or consent of parents/guardians, are considered truant. If students are truant

from school, students will receive a **DETENTION** for each class that was missed (including study halls).

Teachers will not be required to give make-up tests or reschedule work missed. Students may still be required to make up work missed but for no credit. Truancy is considered as a class cut. (See "Cutting Class")

TRUANCY IS A VIOLATION OF LAW, AND YOU MAY BE REFERRED TO ORANGE COUNTY FAMILY COURT.

UNPREPARED FOR CLASS

As noted earlier in this handbook, students will have more individual responsibility while attending middle school than they had in elementary school. This responsibility includes moving from one classroom to another throughout the school day and learning from many different teachers. Students cannot learn if they are not present and prepared for class. Therefore, students are expected to attend all of their classes each day and have all of their necessary supplies. These supplies may include: a fully charged Chromebook, a textbook (if assigned), a notebook (if assigned), student planner, a pen or pencil, or any other materials as required by each teacher.

STUDENTS ARE RESPONSIBLE TO BE PREPARED DAILY FOR EACH CLASS

If students are continuously unprepared for class their teacher may choose to assign a lunch detention, morning detention or after school detention. The teacher may contact parents to alert them to the situation and additionally, a parent/teacher conference may be requested with the school counselor.

VACATION

Students are not permitted to go on vacation while school is in session. Absences related to vacation will be recorded as illegal absences as per NYS Guidelines **(refer to Absences/Excuses/Attendance).**

VANDALISM

If a student deliberately disfigures property, breaks windows, or does any other damage to school property or equipment, he or she will be suspended from school and required to pay for all damages. (Writing on lockers or walls is considered vandalism.) Students may also be prosecuted in court for acts of vandalism.

VISITORS

Sorry! Middle school policy prohibits student visitors from attending the middle school during the school day. This policy also includes bringing pets to school. Visitors are NOT allowed to attend recreational activities.

WATER PISTOLS

If students use, or have in their possession, a water pistol (balloon, etc.), it will be confiscated, not to be returned, and one day of in-school suspension may be assigned. **Parents/Guardians may retrieve these toys in the main office. Items not retrieved by June 30th will be discarded.**

WEAPONS/INAPPROPRIATE ARTICLES

A safe and caring school environment is the starting point toward a bright future for all our students . The Monroe Woodbury Middle School is committed to providing this environment for our students and staff. Students may not enter the middle school with any item that creates a dangerous situation. **Consistent with the Gun-Free Schools Act of 1994, any pupil who is determined (in accordance with the procedures provided in Education Law 3214) to have brought a weapon to school shall be suspended for a period of not less than one school year.** The Superintendent of Schools shall have authority to modify this suspension on a case-by-case basis. The Superintendent's determination will be subject to review by the Board of Education in accordance with Education Law 3214 (a) and thereafter to the Commissioner of Education pursuant to 310 of the Education Law. Students under the age of sixteen who have brought a weapon to school shall be referred to a presentment agency for juvenile delinquency proceeding consistent with Article Three of the Family Court Act.

Students who bring articles to school which are not normally considered weapons yet present a danger to students and staff, will be handled on a case-by-case basis. Examples of these types of articles may include (but are not limited to) cigarette lighters, matches, fireworks, smoke bombs, paintball guns/supplies, etc. Students who bring these articles to school will be suspended from school (OSS), referred to the Superintendent of Schools, and possibly referred to our local law enforcement agency.

WORKING PAPERS

Working papers may be obtained in the middle school Guidance Office. To obtain working papers you must:

- Be 14 years of age.
- Have had a physical within the past year.
- Have a social security number.

YEARBOOKS

Yearbooks are offered for sale early in the fall and arrive in June for distribution. Throughout the year, in addition to your school picture, the Middle

School Yearbook Staff photographs various activities for inclusion in this yearbook. Many times students do not take the time to purchase this yearbook in the fall in hopes of getting an extra copy in June. Most of these students are disappointed and wind up not getting a yearbook. This hardcover edition is a very special memento of your middle school years, and we recommend you purchase your copy in the fall.

SUMMARY

Monroe-Woodbury Middle School is an exciting place to learn. If you, or your parents, have questions about any of the information presented in this student handbook please see have them contact a teacher or an administrator.

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 EDUCATIONAL OPPORTUNITY

A student's right to participate fully in classroom instruction and extracurricular activities shall not be impaired solely because of age, sex, 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. Parent(s) and guardian(s) are allowed to submit a written response to any material contained in the record. 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, on or before January 1, 1986, a written policy on school conduct and discipline "Designed to promote responsible student behavior." These requirements, both as to content and the procedure for adopting district policy, are quite specific.

First, the School Conduct Discipline Policy "Shall be developed locally in consultation with teachers, administration, other school service professionals, students and parents."

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

The policy book must include a "Bill of rights and responsibilities of students that 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 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.

PUBLIC NOTIFICATION / EQUAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITIES

TO ALL RESIDENTS OF THE MONROE-WOODBURY CENTRAL SCHOOL DISTRICT

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, sex, 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 Office of Human Resources, Education Center, Route 32, Central Valley, New York 10917, phone (845) 460-6200.