



MILFORD

CENTRAL SCHOOL

Home of the Wildcats

Student/Parent Handbook

2023-2024

Mission Statement

Prepare students for life beyond school through high quality, diversified and engaging educational experiences.

Vision

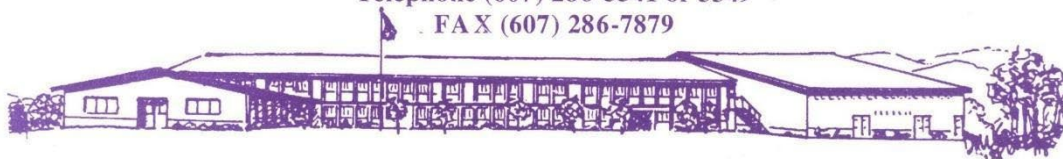
Be a district where all children are welcomed, valued and encouraged to care for themselves and others in an environment where they can learn and grow as critical thinkers and responsible global citizens.

INDEX

PART I	PAGE	PART II	PAGE
Bell Schedules	5	Class Advisors	22
Board of Education	5	Class Officers	22
Calendar	6	Course Challenge Policy	22
Contact Us	7	Courses: Requirements for Graduation	23
Staff Listing	8-9	Courses: Adding or Dropping	24
Academic Detention	10	Dances	24
Acceptable Use of Computers & Internet	10	Early Graduation Policy	25
Arrival and Departure of Students	10	Effort	25
Attendance Policy	11	Employment of Students	25
Attendance at Co-Curricular Activities	11	Extra Help for Students	25
Attendance Procedures	12	Extra-Curricular Team Participation	26
Attendance---Tardiness	12	Graduation Participation	26
Breakfast Program	12	Honor Roll	26
Bus Regulations	12	Interscholastic Athletics	27
Cell Phones/Personal Electronic Devices	13	Lunch	27
Code of Conduct	13	Military Recruiters	27
Dignity for All Students (DASA)	13	Passes & Pre-Signed Passes	28
Dismissal Precautions	13	Purple Pass	28
Dress Code	14	Regents Exams: Graduation Requirements	29
Drug & Alcohol Use	14	Regents Exams: Course Work Requirement	29
Eating Regulations	14	Regents Exams: Science Lab Requirement	29
Emergency Closings	14	Regents Exams: Electronic Device Policy	30
Entering & Exiting the Building	14	Repeating Full Year Subjects	30
Fees, Fines and Charges	15	Student Driving/Parking	31
Fire Drills	15	Study Hall Rules	31
Homework	15-16		
Library Facilities	16	PART III	PAGE
Lockers & Valuables	17	Notice of Non-Discrimination	32
Marking Period Information	17	Bullying Prevention	33
Medication	18	Student Privacy	34
Parental/Guardian Involvement	18	Student Records	35
Parent/Guardian-Teacher Conferences	18		
Progress Reports to Parents/Guardians	18		
Promotion and Retention of Students	19		
School Property	20		
Searches	20		
Smoking & Other Tobacco Use	21		
Visitors to School	21		

Milford Central School

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Milford, New York 13807-0237
Telephone (607) 286-3341 or 3349
FAX (607) 286-7879



Dear Milford Wildcats and Parents/Guardians/PIPR,

Welcome to the 2023-24 school year! I am honored and feel privileged to be your principal this school year.

We hope you had your share of summer fun! Welcome to a new year of learning! We will do everything it takes to make your academic moments momentous.

As you read the handbook, you will find important information concerning rules, policies and procedures related to the health and well-being of all students and staff. Please read this handbook, and become familiar with and adhere to the expectations and procedures.

Our school theme this year is “Community”. We will be learning from the community, giving back to the community, and learning to be a part of a community. I am excited you are part of the Milford “community”.

Let’s make this the greatest year ever! All we ask of you is you maintain a positive attitude towards learning; we’ll take care of the rest.

If there is ever anything you need, please do not hesitate to stop by my office. Have an amazing year!

With Wildcat Pride,

Mr. Brant
Principal



PURPOSE

The purpose of this handbook is to provide all students and parents with information that is pertinent to their success at Milford Central School. The handbook is divided into three parts:

Part I: Information That Applies to All Students

Part II: Information That Applies Primarily to Students in Grades 7-12

Part III: Required Notifications

APPLICABLE BOARD POLICIES

The following Board Policies are noted throughout this document. The full versions of the policies can be obtained on-line at <http://www.milfordcentral.org> . Copies of these policies can also be obtained in the District's main office.

Board Policy #0100: Notice of Non-Discrimination

Regulation #0100-R: Notice of Non-Discrimination

Exhibit #0100-E1: Complaint of Alleged Discrimination Form

Board Policy #0115: Bullying Prevention

Regulation #0115: Bullying Prevention

Board Policy #1530: Smoking & Other Tobacco Use on School Premises

Board Policy #4440: Course Challenge

Board Policy #4526: Acceptable Use of Computers & The Internet

Board Policy #4526-R: Acceptable Use of Computers & The Internet Regulation

Board Policy #4526-E1: Student Acceptable Use Agreement

Board Policy #4750: Promotion (Placement) and Retention of Students

Board Policy #4771: Early Graduation

Board Policy #4772: Eligibility for Participation in Commencement Exercises

Board Policy #5100: Attendance Policy

Board Policy #5201: Student Dances

Board Policy #5500: Student Records

Regulation #5500-R: Student Records Regulation

Exhibit #5500-E.1: Notice Regarding Access to Student Records and Student Information

Exhibit #5500-E.2: Directory Information Designations

Exhibit #5500-E.3: Sample Directory Information Opt-Out Form

Exhibit #5500-E.3.1: Sample Notification Disclosure to the Military

Exhibit #5500-E.4: Parent's Bill of Rights for Student Data Privacy and Security

Exhibit #5500-E.4.1: Parents' Bill of Rights for Student Data Privacy and Security Third Party Contractor Supplement

Board Policy #5550: Student Privacy

PART I: INFORMATION THAT APPLIES TO ALL STUDENTS

BELL SCHEDULES

REGULAR BELL SCHEDULE			ONE HOUR DELAY			TWO HOUR DELAY		
PERIOD	START	END	PERIOD	START	END	PERIOD	START	END
1	8:03	8:44	1	9:03	9:29	1	10:03	10:14
2	8:46	9:26	2	9:31	9:56	2	10:16	10:27
3	9:28	10:08	3	9:58	10:23	3	10:29	10:40
4	10:10	10:50	4	10:25	10:50	4	10:42	10:52
5	10:52	11:32	5	10:52	11:32	5	10:54	11:32
6	11:34	12:14	6	11:34	12:14	6	11:34	12:14
7	12:16	12:56	7	12:16	12:56	7	12:16	12:56
8	12:58	1:38	8	12:58	1:38	8	12:58	1:38
9	1:40	2:20	9	1:40	2:20	9	1:40	2:20
10	2:22	3:02	10	2:22	3:02	10	2:22	3:02

BOARD OF EDUCATION

Parents and members of the community are encouraged to attend and participate at public Board of Education meetings. The schedule of Board meetings for the 2023-2024 school year is provided below.

Subject	Date	Start Time	Subject	Date	Start Time
Board Meeting	07/25/23	7PM	Board Meeting	03/05/24	7PM
Board Meeting	08/15/23	7PM	Board Meeting	03/19/24	7PM
Board Meeting	09/12/23	7PM	Board Meeting	04/16/24	7PM
Board Meeting	10/17/23	7PM	Budget Hearing	05/07/24	7PM
Board Meeting	11/14/23	7PM	Board Meeting	05/07/24	7:30 PM
Board Meeting	12/19/23	7PM	Annual Vote	05/14/24	2:00 – 8:00 PM
Board Meeting	01/09/24	7PM	Board Meeting	05/16/24	7PM
Board Meeting	01/23/24	7PM	Board Meeting	06/04/24	7PM
Board Meeting	02/13/24	7PM	Board Meeting	06/18/24	7PM

MCS CALENDAR

2023-2024

SEPTEMBER

M	T	W	T	F
				1
H ₄	C ₅	C ₆	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

OCTOBER

M	T	W	T	F
2	3	4	5	C ₆
H ₉	10	11	12	13
16	17	18	19	20
23	24	25	26	☀ ₂₇
30	31			

NOVEMBER

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27	28	29	30	

DECEMBER

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18	19	20	☀ ₂₁	H ₂₂
H ₂₅	V ₂₆	V ₂₇	V ₂₈	V ₂₉

JANUARY

M	T	W	T	F
H ₁	2	3	4	5
8	9	10	11	☀ ₁₂
H ₁₅	16	17	18	19
22	R ₂₃	R ₂₄	R ₂₅	R ₂₆
29	30	31		

IMPORTANT DATES

September 4 Labor Day
 September 5 & 6 Superintendent's Conference
 September 5 Pre-K Orientation 5 p.m.
 September 7 Classes Begin—All Students
 October 5 Open House 6:00—7:00 p.m.
 October 5 Mid-Quarter Progress Reports to Students
 October 6 Superintendent's Conference
 October 9 Columbus Day
 October 27 11:30 a.m. Dismissal ☀
 November 9 End of 1st Quarter
 November 9 Emergency Go Home Drill Dismissal 2:45 p.m.
 November 10 Veterans Day
 November 14 1st Quarter Grades Finalized in School Tool
 November 17 1st Quarter Progress Reports to Students
 November 18 7-12 Parent-Teacher Conference 6-8 p.m.
 November 20 & 21 11:30 a.m. Dismissal ☀
 November 22-24 Thanksgiving Recess
 December 15 Mid-Quarter Progress Reports To Students
 December 21 11:30 a.m. Dismissal ☀
 December 22—January 1 Holiday Vacation
 January 12 11:30 a.m. Dismissal ☀
 January 15 Martin Luther King, Jr. Day
 January 23-26 Regents Exams
 January 26 End of 2nd Quarter
 January 30 2nd Quarter Grades Finalized in School Tool
 February 2 11:30 a.m. Dismissal ☀
 February 2 2nd Quarter Progress Reports to Students
 February 19 Presidents' Day
 February 20-23 Winter Vacation
 March 8 Mid-Quarter Progress Reports To Students
 March 15 Superintendent's Conference
 March 29 Good Friday
 April 1-5 Spring Break
 April 12 End of 3rd Quarter
 April 16 3rd Quarter Grades Finalized in School Tool
 April 16-19 ELA Tests Grades 3-8
 April 19 3rd Quarter Progress Reports to Students
 April 25 11:30 a.m. Dismissal ☀
 April 30—May 2 PreK-12 Parent-Teacher Conference 11:30—3 p.m.
 April 30—May 2 Math Tests Grades 3-8
 May 10 11:30 a.m. Dismissal ☀
 May 10 Final Progress Reports To Students
 May 24 Memorial Day Break
 May 27 Memorial Day
 June 4 Algebra I Regents
 May 14—16 Science Written Test Grade 5 & 8
 June 12 & 13 Final Exams Grades 7-12
 June 13 Last Day of Classes Grades 7-12
 June 13 End of the 4th Quarter
 June 14-26 Regents Exams Grades 9-12
 June 19 Juneteenth
 June 24-26 11:30 a.m. Dismissal Grades 1-6 ☀
 June 24 Pre-K Teddy Bear Celebration
 June 25 Kindergarten Graduation 9:30 a.m.
 June 26 Last Day of Classes Grades K-6
 June 26 Final Quarter Grades Due to Guidance Office, Regents Rating Day (Regents course grades will be submitted after administering of Regents)
 June 28 Graduation 6:00 p.m.

☀ 11:30 Dismissal Staff Development
 BOE Approved April 18, 2023

DAYS IN SESSION

September	19
October	21
November	18
December	15
January	21
February	16
March	20
April	17
May	21
June	17
	185

FEBRUARY

M	T	W	T	F
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12	13	14	15	16
H ₁₉	V ₂₀	V ₂₁	V ₂₂	V ₂₃
26	27	28	29	

MARCH

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18	19	20	21	22
25	26	27	28	H ₂₉

APRIL

M	T	W	T	F
V ₁	V ₂	V ₃	V ₄	V ₅
8	9	10	11	12
15	16	17	18	19
22	23	24	☀ ₂₅	26
29	30			

MAY

M	T	W	T	F
		1	2	3
6	7	8	9	☀ ₁₀
13	14	15	16	17
20	21	22	23	V ₂₄
H ₂₇	28	29	30	31

JUNE

M	T	W	T	F
3	R ₄	5	6	7
10	11	12	13	R ₁₄
R ₁₇	R ₁₈	H ₁₉	R ₂₀	R ₂₁
R ₂₄	R ₂₅	R ₂₆	27	28

CONTACT US

Sometimes it's not clear who best to speak with about resolving a problem or answering a question. By following this chain of command, parents, students and residents can get their questions and concerns addressed quickly and efficiently. The main district telephone number is (607) 286-3349.

Topic/Area	1 st Contact	2 nd Contact	3 rd Contact	4 th Contact	5 th Contact
Academics	Teacher	School Counselor	Principal	Superintendent	Board of Education
Athletics	Coach	Athletic Director	Principal	Superintendent	Board of Education
Attendance	School Nurse	Counselor	Principal	Superintendent	Board of Education
Behavior	Staff Member	Principal	Superintendent	Board of Education	
Board Members	President of Board	Board of Education			
Board Policies	District Clerk	Superintendent	Board of Education		
Budget	Business Manager	Superintendent	Board of Education		
Building Use	Director of Buildings & Grounds	Superintendent	Board of Education		
Calendar	Principal	Superintendent	Board of Education		
Classroom Procedures	Teacher	Principal	Superintendent	Board of Education	
Curriculum	Teacher	Principal	Superintendent	Board of Education	
Extracurricular Activities	Advisor	Principal	Superintendent	Board of Education	
Facilities Maintenance	Director of Buildings & Grounds	Superintendent	Board of Education		
Health Services	School Nurse	Principal	Superintendent	Board of Education	
Lunch Program	Cafeteria Manager	Superintendent	Board of Education		
Personnel Matters	Principal/Supervisor	Superintendent	Board of Education		
Scheduling	School Counselor	Principal	Superintendent	Board of Education	
Special Education	Teacher	Principal	CSE Chairperson	Superintendent	Board of Education
Tax Bills	Tax Collector	Business Manager	Superintendent	Board of Education	
Transportation (behavior)	Bus Driver	Principal	Superintendent	Board of Education	
Transportation (Stops, Runs, etc.)	Transportation Director	Superintendent	Board of Education		

POSITION	EMPLOYEE	EMAIL	PHONE NUMBER
Superintendent	Kristen Shearer	kristen.shearer@milfordcentral.org	607-286-3349
Principal	James Brant	james.brant@milfordcentral.org	607-286-3349
Board Clerk Secretary	Brenda Lang	blang@milfordcentral.org	607-286-3349
Athletic Director	Christopher Saggese	csaggese@milfordcentral.org	607-286-3349
Buildings & Grounds Director	Donald Harvey	dharvey@milfordcentral.org	607-286-7721 x 8409
Business Manager	Marissa Christensen	mchristensen@milfordcentral.org	607-286-7912
Cafeteria Manager	Cyndy Marino	cburgess@milfordcentral.org	607-286-7721 x 8405
CSE Chairperson	Cheryl Jory	kjohnson@milfordcentral.org	607-286-7910
DASA Coordinator	James Brant	james.brant@milfordcentral.org	607-286-3349
School Counselor---Elementary	Nicole Lippitt	nlippitt@milfordcentral.org	607-286-7910
School Counselor---High School	Jennifer Johnson	jjohnson@milfordcentral.org	607-286-7910
School Nurse	Jolene Chase	jchase@milfordcentral.org	607-286-7911
School Physician	Monica Brane		607-286-7909
School Psychologist	TBD	TBD	607-286-3349
Secretary Special Ed/Guidance Office	Nicole Couse	ncouse@milfordcentral.org	607-286-7910
Social Worker	Alexandra Thompson	Alexandra.thompson@milfordcentral.org	607-286-7721 x8202
Tax Collector	Cory Jacobs	cjacobs@milfordcentral.org	607-286-7908
Teacher on Special Assignment (TOSA)	Christopher Saggese	csaggese@milofrdcentral.org	607-286-7721 x 8115
Transportation Director	Donald Harvey	dharvey@milfordcentral.org	607-286-7917

STAFF LISTING

BOARD OF EDUCATION		AIDES	
Mossman, Marion	President	Banks, Melissa	Teacher Aide
Stanford, Kenneth	Vice-President	Bieber, Marlene	Teacher Aide
Daniel Atkinson	Member	Brown, Jennifer	Teacher Aide
James Dutcher	Member	Cornish, Michelle	Teacher Aide
Lamp, Kyle	Member	Dunham, Samantha	Teacher Aide
Meeker, Michael	Member	Eggleston, Laura	Teacher Aide
Paffenroth, Peter	Member	Fahrenkrog, Sharon	Teacher Aide
		Hacklin, Judith	Teacher Aide
		Holbrook, Tammy	Teacher Aide
CENTRAL OFFICE		Jones, Dana	Teacher Aide
Shearer, Kristen	Superintendent	Petta, Marie	Teacher Aide
James Brant	Principal	Rumovicz, Brianna	Teacher Aide
Lang, Brenda	Secretary to the Superintendent-Board Clerk	Rumovicz, Wendy	Teacher Aide
		Sheldon, Gwendolyn	Teacher Aide
BUSINESS OFFICE		Wikoff, Angie	Teacher Aide
Christensen, Marissa	School Business Manager	LICENSED TEACHING ASSISTANTS	
Craft, Danielle	Account Clerk	Dutcher, Jennifer	RtI Reading – Elem
Jacobs, Cory	Deputy Treasurer	Ives, Diana	SpEd – Elem
		Levinson, Dana	SpEd – MS
CUSTODIAL STAFF		Shepard, Patrick	SpEd – HS
Harvey, Donald	Director of Building & Grounds	VanEssendelft, Heather	SpEd – HS
Finger, Jason	Cleaner	Woodrow, Pamela	SpEd – Elem – MS – HS
Garlick, Lydia	Cleaner	PUPIL PERSONNEL SERVICES	
Gardner, Jack	Cleaner	Couse, Nicole	Secretary
Martin, Less	Cleaner	Dobrovolc, Jamie	Speech Language Pathologist
Seeley, Brandon	Cleaner	Ilowit, Gordon	School Counselor - MS HS
Harvey, Randy	Maintenance	Johnson, Jennifer	School Counselor – MS HS
		TBD	Psychologist
FOOD SERVICE		Jory, Cheryl	CSE Chairperson
Marino, Cyndy	Food Service Manager	Lippitt, Nicole	School Counselor - Elementary
Bankich, Nancy Jo	Food Service Worker	Thompson, Alexandra	Social Worker
Bushek, Maria	Food Service Worker	TRANSPORTATION	
Couse, Nicole	Food Service Worker	Harvey, Donald	Director of Transportation
Thorpe, Sandra	Food Service Worker	Baldwin, Pamela	Bus Driver
HEALTH SERVICES		Baldwin, Shawn	Bus Driver
Chase, Jolene	School Nurse	Couse, Harold	Bus Driver
		Davis, John	Mechanic/Bus Diver
SCHOOL-BASED HEALTH		Sheldon, Gwendolyn	Bus Driver
Bonker, Stacey	Registered Nurse	Stolk, Clayton	Bus Driver
Brane, Monica	Physician	Winchester, Vicki	Bus Driver
Lawrence, Bryanna	Licensed Social Worker	PRIMARY PROJECT	
Smith, Corinne	Physician's Assistant	Rutledge, Kara	Teacher Aide Primary Project
Stanford, Kristen	Ambulatory Office Assistant	RESTORE OCCUPATIONAL THERAPY	
TECHNOLOGY		Keenan, Kira	Occupation Therapist
Gregory, Lorre	Director of Technology & Innovation	VanDyke, Kim	Occupation Therapist
Gregory, Robert	Media Specialist		

STAFF LISTING

TEACHERS	GRADE
Testa, Bevin	PreK
Scott, Jennifer	Kindergarten
Kenyon, Noreen	Kindergarten
Maison, Jennifer	1st Grade
Hicks, William	2nd Grade
Moser, Meghann	2nd Grade
Vandeusen, Kathyryn	3rd Grade
Polomcean, Kimberly	3rd Grade
Coones, Kelly	4th Grade
Jahnke, Tarrissa	4th Grade
Cottrell, Christopher	5th Grade
Stocking, Hillary	5th Grade
Burkhart, Kimberly	6th Grade
Goodenough, Elizabeth	6th Grade
Naubereit, Katlyn	English – HS
Rhodes, Dara	English – HS
Webb, Bea	English – MS & HS Writing Coordinator
Bostwick, Shelley	Math – MS
Parker, Tracey	Math - MS & HS
Roseboom, Amy	Math – HS
Coleman, Susanne	Science – MS
Gentles, Jennifer	Science – HS
Holub, Brekke	Science – HS
Weigel, Catherine	Science - HS Tech – MS
Dunderdale, Kara	Social Studies – HS
Richtsmeier, Michael	Social Studies – MS
Saggese, Chris	Social Studies - HS TOSA AD
Freer, Melinda	Spanish
Brockert, Kali	Special Education – Elem
Silver, Sarah	Special Education – Elem
Kaur, Navpreet	Special Education – MS
Owens, Kiimberly	Special Education – HS
Whitney, Leanna	Special Education – HS
Burdick, Alexandra (Sascha)	Art – HS & MS
Cook-Wightman, Caitlin	Art - Elem
Cornish, Joshua	Library Media Specialist
Sclafani, Kate	Music Vocal
Sclafani, Daniel	Music Instrumental
Flint, Alicia	Physical Education – Elem
Kane, Alexis	Physical Education & Health - MS HS
Dibble, Michelle	RtI Reading - Elem
Flores, Jennifer	RtI Math – Elem

ACADEMIC DETENTION

At the discretion of the teacher, students who fail to hand in homework, or are failing a course, will be assigned to academic detention and will remain with the assigned teacher after school. Students who ignore academic detention after parents have been notified by the teacher, will be referred to the Principal. Handing in the missing assignment before 3 p.m. releases the student from the scheduled academic detention. There is no reassigning of academic detention dates.

ACCEPTABLE USE OF COMPUTERS & THE INTERNET

The Board of Education is committed to optimizing student learning and teaching. The Board considers access to a computer network, including the Internet, to be a powerful and valuable educational, research, and business tool, and encourages the use of computers and computer-related technology in district classrooms and offices for the purpose of advancing and promoting learning and teaching.

All users of the district's computer network and the Internet must understand that use is a privilege, not a right, and that use entails responsibility. The district reserves the right to control access to the Internet for all users of its computers and network. The district may either allow or prohibit certain kinds of online activity, or access to specific websites.

All users of the district's computer network and equipment shall comply with this policy and regulation. Failure to comply may result in disciplinary action as well as suspension and/or revocation of computer access privileges.

No Privacy Guarantee

Individuals using the district's computer network should not expect, nor does the district guarantee privacy for electronic mail (e-mail) or any use of the district's computer network. The district reserves the right to access and view any material stored on district equipment or any material used in conjunction with the district's computer network.

~Applicable Board Policies~

Board Policy #4526: Acceptable Use of Computers & The Internet

Board Policy #4526-R: Acceptable Use of Computers & The Internet Regulation

Board Policy #4526-E1: Student Acceptable Use Agreement

ARRIVAL AND DEPARTURE OF STUDENTS

All students may arrive at school no earlier than 7:30 AM when the cafeteria will begin serving breakfast and monitors are on post. All school doors will be locked in the morning so all students arriving may only enter at the main entrance and go directly to the cafeteria if eating breakfast. If not eating, grades 7-12 goes to the PAC, grade 6 goes to big gym and PreK-5 goes to the cafeteria. At 7:50 AM, students in grades PreK-6 will be excused from the cafeteria/gym to go to their classroom.

No students are allowed to be upstairs prior to 8:00 AM without a pre-signed pass except for 6 grade.

All students should be in their 1st period class and in their seats by 8:03 AM in the morning.

NO students in grades Pre-K-12 are to leave the school building or grounds between 8:00 AM and 3:02 PM without written consent from parent/guardian and the approval by the superintendent, Principal, or nurse.

Students are not allowed to leave school for lunch or any other reason.

ATTENDANCE---POLICY

It shall be the policy of the Milford Central School District to encourage regular and consistent attendance of all students. The Board of Education, in accordance with State Education Law, requires that each minor from six to seventeen years of age shall regularly attend school full time, unless he or she has completed a four-year high school course of study.

Every student is expected to be on time and attend all of their scheduled classes. Attendance will be taken by teachers and staff each day and each period. It is expected that all missed work will be made up.

The following absences are considered **excused** absences:

- College visits (only for seniors who have submitted permission forms prior to the scheduled visit.)
- Military appointments or obligations.
- School sponsored field trips/activities.
- Vocal/Instrumental lessons.
- Athletic dismissal.
- Religious observance.
- Absences due to in-school or out-of-school suspension.
- Students on home-bound instruction.
- Any medical appointment with an official written document from said office.
- A doctor's letter/prescription stating student cannot attend school for a specified amount of time.
- Bereavement (death of family member up to three (3) days).

The following absences are considered **unexcused** absences:

- Any excuse not listed above.
- Tardiness to a class after 20 minutes or more.
- MCS School Nurse office visit consisting of 20 minutes or more.

~Applicable Board Policies~

Board Policy #5100: Attendance Policy

ATTENDANCE CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

Students absent from school, who leave school due to illness, or served an in-school or out-of-school suspension will not be allowed to attend or participate that day in any after school activity or function. Advisors, coaches, chaperones, etc. are responsible for ensuring this provision.

ATTENDANCE PROCEDURES

1. Students returning from an absence for the first time and all Pre-K-6 tardy students are to report to the nurse first thing in the morning.
2. All students with excuses to leave other than regular dismissal time should bring their written notes to the nurse's office first thing in the morning.

ATTENDANCE---TARDINESS

Students in grades Pre-K - 12 who report to school late must sign in with the nurse. Students whose **bus arrives late** to school shall report directly to the nurse's office and receive a bus tardiness pass to present to the classroom teacher. In the event of a bus drill, students in grades 7-12 must still see the nurse for a tardy pass.

Students must be in their room at the beginning of the period or be considered tardy for the period. This includes all periods of the day. Being tardy to three classes in grades 7-12 will result in a detention.

In order to participate in any extra-curricular activity on any particular day, participants must be in school by the beginning of 2nd period except on game day when they need to be here all day. It is the responsibility of the extra-curricular activity advisor to verify the attendance/punctuality of all participants.

BREAKFAST PROGRAM

To promote good nutritional habits, Milford Central School has received a grant that will offer one daily free breakfast and one daily free lunch for all students for the 2023-2024 school year. The breakfast program will run from 7:45 AM – 8:30 AM. All students should be in their first period class by 8:03 AM. Student's lunch time will be listed on their schedules. Students purchasing snacks or an additional breakfast/lunch will be charged according to the MCS cafeteria rates.

BUS REGULATIONS

All students riding to and from school on buses must adhere to the following regulations:

1. Students are to sit in the seats assigned to them at all times.
2. Students are to conduct themselves properly and to refrain from loud and unnecessary noise which might distract the driver.
3. No eating is permitted on the bus during regularly scheduled runs.
4. Paper and other refuse are not to be left on bus.
5. Students are to ride to and from school on their assigned bus unless they have a note from home.
6. All notes must be given to the front desk receptionist.
7. Older students should consider the welfare of younger students, especially in getting on or off the bus.
8. Abusive language is not permitted.

CELL PHONE/PERSONAL ELECTRONIC COMMUNICATION DEVICES

See Code of Conduct Policy #5300 – (abridged version) Personal Electronic Communication Devices page 5

CODE OF CONDUCT

The Board of Education of the Milford Central School District is proud of the students and the seriousness with which they approach their education. The Board is committed to providing a safe and orderly school environment where students may receive, and district personnel may deliver, quality educational services without undue disruption or interference.

The student *Code of Conduct*'s purpose is to identify positive behavioral interventions, define a tiered approach to addressing misbehavior, and to address specifically defined behaviors and their consequences.

The *Code of Conduct* is updated on a yearly basis and is provided to students in an abridged format that will be provided to each student at the start of the school year. The full unabridged version can be obtained from the school's website at <http://www.milfordcentral.org> or a hard copy can be obtained in the main office.

*~Applicable Board Policies~*Board Policy #5300: Code of Conduct

DIGNITY FOR ALL STUDENTS ACT(DASA)

Bullying and cyberbullying, harassment and intimidation, hazing and bias behaviors are unsafe and do not reflect respect of others as defined by the Code of Conduct.

See page 4 Dignity for All Students Act and page 6 Bullying Prevention Strategies in the abridged version of the Code of Conduct.

Please discuss any concerns regarding potential bullying, discrimination or harassment with our coordinator.

Dignity for all Students Act (DASA) Coordinator- Acting Coordinator, Mr. Brant

DISMISSAL PRECAUTIONS

In order to ensure students' safety, students may only be released from school into the custody of authorized individuals. The school nurse maintains this list of authorized individuals. No student may be released to the custody of any individual who is not the parent or guardian of the student, unless the individual's name appears upon the list. Parents/guardians or PIPR may submit a list of individuals authorized to obtain the release of their children from school at the time of the child's enrollment.

A parent/guardian or PIPR may amend a list submitted pursuant to this regulation at any time, in writing, with a signature of the parent/guardian or PIPR. Certified copies of any court orders or divorce decrees provided by the custodial parent/guardian or PIPR, which restrict a person's ability to seek the release of his/her child, shall be maintained in district offices.

If anyone seeks the release from school of a student, he/she must report to the school office and present satisfactory identification to the school nurse. If the person seeking the release of a child exhibits to the school official an out-of-state custody order, the superintendent will be called.

DRESS CODE

See Dress Code in the Code of Conduct Policy #5300 of the abridged version page 4.

DRUG & ALCOHOL USE

No person may use, possess, sell or distribute alcohol or other substances, nor may a person use or possess drug paraphernalia on school grounds or at school-sponsored events, except those prescribed by a physician.

EATING REGULATIONS

Students who eat breakfast or lunch shall do so in the cafeteria. This includes students who bring their own food from home as well as those who buy their meals at school. No meals shall be eaten elsewhere on school property unless permission has been given by the Principal.

EMERGENCY CLOSINGS

The Superintendent of Schools may delay, close, or dismiss students/staff early when hazardous weather or other emergencies threaten health or safety.

CLOSURES and DELAYS:

The superintendent will coordinate with the Transportation Supervisor to determine if there is a need to delay or close school based on information gathered from local and town sources. The superintendent will begin procedures to post information on the school website and to make robocalls to staff and families. For full-day closures, information will be posted to local TV and radio stations no later than 6AM.

TV Stations: WBNG (Binghamton), WKTV (Utica), WNYT | WTEN | WRGB (Albany)

Radio Stations: WZOZ (Oneonta), WGY (Albany)

Websites: <http://www.wktv.com/weather/closings/>
<http://www.wbng.com/category/316023/closings-cancellations>
<http://wnyt.com/closings/>

EARLY CLOSINGS:

The decision to close school early will be made in coordination with the Transportation Supervisor. The decision to close early requires several hours of planning. In most cases, we will attempt to serve all lunches before closing (by 1PM).

Parents are requested to avoid calling schools on days of poor weather; it is important to keep school phone lines open. Parents or guardians who have their cell phone documented with the district may opt-in to text alerts by texting the word "join" to 56360 to receive text alerts.

ENTERING & EXITING THE BUILDING

All entrances are locked at all times, and entrance to the building shall be through the main entrance only. Students are asked not to open any other doors for anyone seeking entrance into the building. At the end of the school day, students may exit through the main lobby and the theater lobby doors.

FEES, FINES, AND CHARGES

Students are expected to exercise reasonable care in the use of school equipment and any damage done to library books, textbooks or other school equipment including athletic and musical equipment due to misuse or negligence must be paid for by the student. Lost or damaged textbooks will be immediately reported to the office for payment. Other school equipment which is damaged should be reported to the building Principal, who will determine if negligence on the part of the student was the cause of the damage. If so, the student and the student's parents will be expected to pay for such damage.

FIRE DRILLS

The building Principal is responsible for conducting fire drills in order to instruct students and staff in exiting the school building in an emergency in the shortest time possible and without confusion and panic. Fire drills shall include instruction on fire drill exits and fire alarm boxes, as well as fire drill procedures.

All students are expected to cooperate with staff members during fire drills, and to leave the building in a quiet and orderly manner. The exit route is posted in each room. Students must stay with their teacher.

HOMEWORK

Students are assigned homework for the purpose of increasing their knowledge or skills. Students will be expected to complete all homework on time. Students who do not submit homework on time are still obligated to complete it. Homework provides excellent opportunities for developing good study habits, provides for individual differences and abilities, and encourages self-initiative on the part of the student.

Milford Central School believes that parental involvement in students' homework is essential to making homework an integral part of the educational program. Parents should encourage and monitor homework assignments.

Parents and the school share the responsibility for student learning. Parents can assist their child(ren) with homework by:

- providing a study area free of distractions and with good lighting
- asking questions about the content of student homework
- giving requested assistance, but letting the student do his or her own work
- avoiding undue pressure
- helping create a "homework habit," at the same time each night

The bulk of student work will be completed in the classroom. Teachers create dynamic, engaging lessons that maximize student learning during the instructional period. The purpose of homework is to enhance the learning process by either reinforcing classroom learning or by enriching school experiences. Homework will not be assigned for busy work or punishment.

GENERAL HOMEWORK GUIDELINES:

Elementary School: PK-6

Daily literacy and numeracy activities that can be practiced at home have been shown to be beneficial for students of all abilities.

Middle School: 7-8

30-60 minutes per day total.

High School: 9-12

1-2 hours per day total.

If parents are concerned that their child is receiving either too little or too much homework, they should contact the child's teacher.

Please see page 10 for rules regarding Academic Detention regarding non-completion of homework.

LIBRARY FACILITIES

The library is a place in which to read for enjoyment, utilize reference materials, and keep abreast of current happenings through newspaper and magazine reading. There are computers for internet accessibility, but must be used in accordance with our appropriate usage of technology policies. We are also hopeful to create a challenging "Makerspace" this year to encourage students' creativity and ingenuity. In order to foster these ends, procedures to be used in the library are as follows:

1. Students may go to the library with a pass assigned by a teacher, librarian, or study hall monitor after attendance has been taken in a classroom or study hall.
2. Students must maintain a respectful demeanor and be considerate of other students/adults in the library spaces.
3. Reference materials such as encyclopedias, dictionaries, etc., shall be replaced on the shelves after an individual is through using them.
4. Books other than reference books may be checked out by the person in charge of the library desk and may be kept for two weeks unless otherwise specified.
5. There will be a fine assessed for books that are not returned when they are due.
6. When books are returned to the library, they are to be placed in the designated spot. They are not to be replaced on the shelves.
7. The use of the library is a privilege, which is granted when used properly. Disruptive behavior and vandalism are unacceptable behaviors and may result in cancellation of this privilege.

LOCKERS & VALUABLES

Lockers and locks will be assigned to students in grades 3-12. Locks are provided at no cost to students. If a lock is lost or stolen, the student may purchase a new school lock for \$5.00 from their class advisor/teacher. Gym lockers and locks will be assigned to all 7-12 students by PE staff.

Students are cautioned not to bring valuables to school. If students wear watches or glasses, they must keep track of them at all times. Students, not the school, are responsible for their personal property and must keep lockers locked at all times. If it is absolutely necessary to bring large amounts of money or other valuables to school, please leave them in the office for safekeeping. **Do not leave valuables in student lockers.**

MARKING PERIOD INFORMATION

DATE	MARKING PERIOD INFORMATION
October 5, 2023	Mid-Quarter Progress Report to Students
November 9, 2023	End of 1st Quarter
November 14, 2023	1st Quarter Grades Finalized in School Tool
November 17, 2023	1st Quarter Progress Reports to Students
December 15, 2023	Mid-Quarter Progress Report to Students
January 26, 2024	End of 2nd Quarter
January 30, 2024	2nd Quarter Grades Finalized in School Tool
February 2, 2024	2nd Quarter Progress Report to Students
March 8, 2024	Mid-Quarter Progress Report to Students
April 12, 2024	End of 3rd Quarter
April 16, 2024	3rd Quarter Grades Finalized in School Tool
April 19, 2024	3rd Quarter Progress Report to Students
May 10, 2024	Final Progress Reports to Students
June 4, 2024	Algebra I
June 12, 2024	Final Exams
June 13, 2024	Final Exams
June 13, 2024	Last day of Classes for Grades 7-12, End of 4th Quarter
June 14-26, 2024	Regents Exams
June 26, 2024	Final Quarter Grades due to Guidance Office
June 28, 2024@6:00 p.m.	Graduation

MEDICATION

If your child is taking any medication, even over the counter medicines, the nurse must be notified. The medicine must be accompanied with a Doctor's order and parent signature on the appropriate forms. All medicine must be the original container.

Under the laws of NY State, the only school personnel authorized to administer medication, including aspirin, are qualified school nurse/teachers.

PARENTAL/GUARDIAN/PIPR INVOLVEMENT

Milford Central School District believes that student achievement is directly linked to parental involvement, and therefore encourages such involvement in school educational planning and daily operations. It is strongly recommended to all parents/guardians/PIPR to consistently attend parent conferences, open houses, and classroom events when possible. Parental involvement may also take place either in the classroom (as volunteers) or during extracurricular activities. However, the Board of Education also encourages direct parental involvement at home (for example, planned home reading time, informal learning activities, and/or homework contracts between parents/guardians and children).

PARENT/GUARDIAN/PIPR TEACHER CONFERENCES

Parent/guardian-teacher conferences are an important element in reporting student progress to parents/guardians. Time permits only a limited number of conferences on days set aside for this purpose. Therefore, parents/guardians and teachers should schedule meetings in advance. Parents/Guardians may initiate a conference by calling the guidance office and making an appointment with the teacher or counselor. When a parent/guardian requests a conference with a teacher, the teacher will make every effort to arrange a mutually convenient time. Such conferences will be planned around the teacher's schedule so as not to interfere with class time. **If a parent/guardian cannot attend a scheduled conference, he/she should notify the school as far in advance as possible so that another conference time may be arranged.**

PROGRESS REPORTS TO PARENTS/GUARDIANS/PIPR

Milford Central School's formal reporting system includes report cards and/or forms developed by the professional staff and issued periodically, scheduled conferences between parents/guardians/PIPR and teachers, and interim reports issued as needed or required. However, student grades are available online at the Milford Central School website and we encourage parents/guardians to visit that site to monitor their child's progress.

Parents/Guardians/PIPR are also urged to visit the school and to meet with the school counselor and teachers whenever necessary. However, please schedule all such visits in advance.

PROMOTION AND RETENTION OF STUDENTS

Promotion/Retention

Elementary Students (PK-6). At the elementary level, students who pass all subjects will be promoted. Students who do not make satisfactory progress in one or more basic subjects -- Reading, English, Mathematics, Spelling, Social Studies and Science, along with attendance and social and emotional growth-- shall have their cases considered on an individual basis and may be retained. Retention shall be limited to those situations where the best interest of the child is reasonably assured. Diligent effort shall be made to use all available resources to determine the child's appropriate placement.

A child who has been retained once at the elementary level will not be retained again. However, if a parent requests retention and/or the teachers feel it will be beneficial to the child, retention will be considered.

Middle School Students (7-8). Students who fail one or two core courses shall have the failure evaluated and a determination made as to the reason for the failure. In typical cases, the student will be promoted, but may be assigned to a lower academic ability group. The decision shall be arrived at by consensus from a case conference approach involving teacher, Principal and school counselor.

Students who fail more than two core subjects shall fail for the year. Foreign languages in 7th and 8th grade are considered core subjects.

High School Students (9-12) In general, promotion from one class to the next shall be contingent upon the passing of all required subjects and the accumulation of 4 or 5 units of credit at each level.

Student Acceleration: Acceleration will be considered on an individual basis based on a student's academic record, attendance, and social and emotional growth.

Retention/Acceleration

A decision to retain or accelerate shall be arrived at by consensus from a case conference approach involving but not limited to the teacher, Principal, counselor and parent/guardian. Factors to be considered include teacher recommendation; classroom achievement and attitude; standardized test scores; social and emotional development; results of the family conference; and, for identified students, recommendations by the Committee on Special Education. Standardized test scores will not be the sole or primary factor in the decision. If a consensus cannot be reached, the decision of the Building Principal shall be final.

No student will be retained without an appropriate educational plan defining what will occur that is instructionally different for the student. Once the educational plan has been implemented, the student will be monitored regularly. The educational plan will be revised until the student demonstrates acceptable performance.

~Applicable Board Policies~

Board Policy #4750: Promotion (Placement) and Retention of Students

SCHOOL PROPERTY

The Milford Central School District states that lockers, desks, and other such storage spaces remain the exclusive property of the school district and students should have no expectation of privacy with respect to these areas.

SEARCHES

The Board of Education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the district *Code of Conduct*.

Students are not entitled to any sort of “Miranda”-type warning before being questioned by school officials, nor are school officials required to contact a student’s parent/guardian before questioning the student. However, school officials will tell all students why they are being questioned.

In addition, the Board authorizes the superintendent, school administration or designee, and the school nurse to conduct searches of students and their belongings, in most instances with exceptions set forth below, if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the district *Code of Conduct*.

An authorized school official may conduct a search of a student’s belongings that is minimally intrusive, such as touching the outside of a book bag, without reasonable suspicion, so long as the school official has a legitimate reason for the very limited search.

An authorized school official also may search a student or the student’s belongings based upon information received from a reliable informant. Individuals, other than the district employees, will be considered reliable informants if they have previously supplied information that was accurate and verified, or they make an admission against their own interest, or they provide the same information that is received independently from other sources, or they appear to be credible and the information they are communicating relates to an immediate threat to safety. District employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate.

Before searching a student or the student’s belongings, the authorized school official should attempt to get the student to admit that the student possesses physical evidence that the student violated the law or the district *Code of Conduct*, or get the student to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought.

Whenever practical, searches will be conducted in the privacy of administrative offices and students will be present when their possessions are being searched. Searches will be conducted in the presence of two adults whenever possible.

The full un-abridged version of the student *Code of Conduct* contains additional information regarding searches. It can be obtained from the main office or on the school’s website at <http://www.milfordcentral.org>.

~Applicable Board Policies~

Board Policy #5300: Code of Conduct

SMOKING, VAPING & OTHER TOBACCO USE

Due to the health hazards associated with smoking, and in accordance with federal and state law, the Board of Education prohibits smoking and all other tobacco use in all school district buildings, on school grounds, and in any vehicle used to transport children or personnel. Smoking or tobacco use is also prohibited within 100 feet of all school entrances, exits and outdoor areas, except where that is a residence or residential property. The Board also prohibits the use of e-cigarettes in these locations. All vaping devices fall under these restrictions.

~Applicable Board Policies~

Board Policy #1530: Smoking & Other Tobacco Use on School Premises

VISITORS TO THE SCHOOL

Parents/Guardians/PIPR and other citizens are encouraged to visit the school by appointment periodically during the course of the school year. Persons who are not students or staff must sign in at the registration desk and receive a visitor's pass when they enter the school building.

Student visitors from other schools, unless they have a specific reason and prior approval of the building Principal, are not permitted to enter school buildings.

Visitors to the schools of the district shall be governed by the following rules:

1. The building Principal must be contacted by the person or group wishing to visit and prior approval must be obtained for the visit.
2. All visitors must sign in and pick up a visitor pass at the main entrance to the school.
3. Parents are encouraged to visit teachers, school counselor, school nurse, school psychologist and other support personnel by appointment, in order to discuss any problems or concerns the parent may have regarding the student, whether or not the problem/concern is school-related.

PART II: INFORMATION THAT APPLIES PRIMARILY TO STUDENTS IN GRADES 7-12 ONLY

CLASS ADVISORS

Class of 2029 (7th): Mrs. Flores
Class of 2028 (8th): Mrs. Van Essendelft & Ms. Webb
Class of 2027 (9th): Mrs. Dibble & Mrs. Lang
Class of 2026 (10th): Mrs. Smith & Mrs. Van Essendelft
Class of 2025 (11th): Mrs. Flint & Mrs. Levinson
Class of 2024 (12th): Mrs. Jacobs & Mrs. Stanford

CLASS OFFICERS

At the first class meeting the following officers will be elected:

President, Vice President, Secretary, Treasurer, and two (2) Student Government Representatives.

A list of officers will be submitted to the office by the second week in September.

COURSE CHALLENGE POLICY

Per NY State Education Department Regulations, *“a student may earn a maximum of 6.5 units of credit for either a regents or local diploma without completing units of study for each unit of credit.”* Students must earn an 85% or higher on the final exam and/or NYS Regents exam. Additionally, a student must complete a related project. Eighth grade students may request to take high school courses for credit.

Students who wish to challenge a course at MCS must follow the process outlined in Board Policy #4440: Course Challenge.

Copies of the policy and all required forms can be picked up from the main office. Students will be required to meet with the school counselor prior to beginning this process.

~Applicable Board Policies~

Board Policy #4440: Course Challenge

COURSES: REQUIREMENTS FOR GRADUATION

Regents Diploma:

<u>Subject:</u>	<u>Units Required:</u>	<u>Grade Level:</u>
English Language Arts	4	9-12
Global History I & II	2	9-10
US History & Government	1	11
Participation in Government	½	12
Economics	½	12
Math (Math 9, Algebra I, Math 11, Geometry, Algebra II)	3	*9-11
Science (Earth Science, Living Environment Chemistry, Physics, or Science Elective)	3	*9-11
Foreign Language	1	*9
Health	½	9-12
Fine Arts	1	9-12
Physical Education	2	**9-12
Total Required Course Credit	18 1/2	
Electives	3 1/2	
Total Credits Required for Graduation	22	

Course Requirements for Advanced Designation Regents Diploma:

<u>Subject:</u>	<u>Units Required:</u>	<u>Grade Level:</u>
English Language Arts	4	9-12
Global History I & II	2	9-10
US History & Government	1	11
Participation in Government	½	12
Economics	½	12
Math (Algebra I, Geometry, Algebra II)	3	*9-11
Science (Earth Science, Living Environment, Chemistry, Physics)	3	*9-11
***Foreign Language	3	*9-11
Health	½	9-12
Fine Arts	1	9-12
Physical Education	2	**9-12
Total Required Course Credit	20 ½	
Electives	1 ½	
Total Credits Required for Graduation	22	

Students may be exempt from the 3-unit foreign language requirement for an Advanced Designation Regents Diploma if the student earns a 5-unit major in Occupational Ed., Music or Art.

* Usually

** 1/2 credit per year

***3 units in one second language are required for advanced Designation Regents Diploma.

COURSES: ADDING OR DROPPING

ADDING A COURSE:

No courses may be added after ten (10) school days in September or after the start of the second semester for spring semester courses.

DROPPING A COURSE:

Students wishing to drop a course must do so by the following dates:

1st Semester & Full Year Courses: 3rd Friday of the 1st Semester

2nd Semester Courses: 3rd Friday of the 2nd Semester

In the case where mitigating circumstances are present, a committee made up of the student, his/her parents/guardians, the teacher, Principal, and school counselor will meet and resolve the issue. Students dropping a course must obtain a drop form from the Guidance Department.

DANCES

In an effort to provide safe, social activities for our students, the procedures below shall be followed for the approval of dances.

1. All dances must receive prior approval from the Student Government, class advisor, Principal, and superintendent.
2. All dances will end at or before 11:00 PM except for the prom, which may be extended with permission of the administration.
3. Dances can be held only on evenings preceding a “no school” day.
4. Students may request to bring up to two (2) guests to a dance. The host student must receive prior approval of the building Principal. The host student is responsible for the conduct of his/her guest(s) and can lose guest privileges if the guest(s) violates MCS conduct policies.
5. A minimum of six (6) chaperones will be required, one of which must be an MCS faculty/staff member approved by an administrator.
6. Student conduct and clothing must meet the guidelines in the MCS Student Handbook.
7. A security guard must be present at each dance for the duration of the activity. The sponsor of the dance is responsible for paying for this service.

~Applicable Board Policies~

Board Policy #5201: Student Dances

EARLY GRADUATION POLICY

The Board of Education recognizes that certain individuals are able to complete their educational program in less than the required four-year program. Therefore, any student who desires early graduation must fill out an application by the end of the first semester of their sophomore year.

~Applicable Board Policies~

Board Policy #4771: Early Graduation

EFFORT

It will be the expectation that all students will put in their best effort to be successful. With that being stated, at MCS a student has an opportunity to earn an effort grade for each subject. It will be determined by judging the categories listed using the Effort Grading Scale. A student who earns a cumulative academic effort grade of 3.45 or **higher** will be placed on the Effort Honor Roll and will earn a Purple Pass.

Effort Categories

1. Responsibility
2. Prepared and on time for class
3. Assignments handed in on time
4. Quality of the work reflects student's best effort
5. Appropriate participation
6. Cooperativeness
7. Respect for all people
8. Respect for all school facilities

Effort Grading Scale:

Almost Always.....	4 Quality Points
Usually.....	3 Quality Points
.	2 Quality Points
Sometimes.....	1 Quality Points
Rarely.....	0 Quality Points
.	
Never.....	

EMPLOYMENT OF STUDENTS

Students under 18 who are interested in working papers may pick up applications in the Guidance Office.

Despite the attraction of having a part-time job after school hours, students should give careful thought to the amount of time and energy such a job can demand. Students should remember that school responsibilities always take precedence over such jobs. Additionally, state labor laws are very specific about the amount of time students are permitted to work when school is in session.

EXTRA HELP FOR STUDENTS

Extra help from teachers is available to all students having academic problems and may be obtained by request from either the parent or the student. Requests should be made in advance in order that a mutually agreeable time may be arranged. Extra help will ordinarily be given from 3:02-4 PM on Monday, Wednesday and Thursday when a late bus is available.

EXTRA-CURRICULAR TEAM PARTICIPATION

Students understand that participation on an extra-curricular team is a privilege, not a right. As a member of a team, participants make a commitment to contribute to the success of the program and to abide by all requirements of participation. The student understands that he/she must keep priorities in mind with family and schoolwork coming before the extra-curricular activity. At the same time, the student must commit himself/herself to the team and, once he/she has started, continue to support the team throughout the season. If an individual quits a team, he or she will not be able to rejoin that team during that season.

All students participating in extra-curricular activities must complete the “Milford Central School Extra-Curricular Team Participating Agreement” which is part of the *Code of Conduct*.

This provision shall apply to any student group that performs or competes including, but not limited to: all sports, Academic Challenge (Quiz Bowl), Odyssey of the Mind, Marching Band, Colorguard, the Musical, Jazz Band, Senior Play, and the 7/8 Play.

This provision explicitly does not apply to student groups that do not perform or compete including, but not limited to: Art Club, Spanish Club, CROP, Yearbook, Student Government, SADD, Safety Patrol, Honor Society, and the GSA.

GRADUATION PARTICIPATION

The Board of Education of the Milford Central School District in order to ensure that all requirements for graduation under Commissioner's Regulations part 110, Section 100.2, Section 103.2, Section 100.5, and Section 200 1 (cc) (4) and to standardize all local requirements, have adopted this policy:

The Commencement exercises of any high school graduation are a very important milestone in the life of every student. In order that these exercises may continue to have their true significance, only those students who have satisfied Graduation requirements by the end of the school year and/or who have received a certificate of completion from BOCES or a GED Program will be permitted to sit on stage.

~Applicable Board Policies~

Board Policy #4772: Eligibility for Participation in Commencement Exercises

HONOR ROLL

At the end of each marking period student grades will be averaged. A high honor, honor, and a special mention list will be generated for students in grades 7-12.

High Honor Roll: 94.5% or higher

Honor Roll: 89.5% - 94.4%

Special Mention: 84.5% - 89.4%

For the 1st and 3rd quarter periods, the grade used will be the class average. For the 2nd and 4th quarter periods, the academic average is computed by averaging class average (doubled) and the 1st quarter test adding them together and dividing them by the number of marks listed. All fractions will be rounded.

INTERSCHOLASTIC ATHLETICS

Interscholastic athletics for boys and girls is an integral and desirable part of the district's secondary school educational program. Individual and team sports shall be based upon comprehensive physical education instruction and intramural activities, seeking broad participation from all secondary students. Lifetime or carry-over sports are to be particularly encouraged and supported. Parity in the number and kind of sports activities for girls and boys is a clear objective of the district.

Student eligibility for participation on interscholastic teams shall include:

1. Authorization by the school physician
2. Written parent or guardian consent
3. Endorsement by the school Principal based on established rules and various league and State Education Department regulations.

LUNCH

Students will be permitted to go to the following areas before/after eating lunch in the cafeteria (depending on their lunch schedule):

1. PAC lobby
2. Gym when supervision is available
3. Outside when supervision is available and with approval of nurse and/or administration
4. Meet with teachers with pre-approval

Students may only be in the hallways to transition to one of the above places.

MILITARY RECRUITERS

Pursuant to the Every Student Succeeds Act, the school district must disclose to military recruiters and institutions of higher learning, upon request, the names, addresses and telephone numbers of high school students. The district must also notify parents of their right and the right of their child to request that the district not release such information without prior written parental consent.

Parents (or students 18 years of age or older) wishing to exercise their option to withhold their consent to the release of the above information to military recruiters and/or institutions of higher learning must notify the building Principal by October 15th in any school year.

~Applicable Board Policies~

Board Policy #5500: Student Records

Regulation #5500-R: Student Records Regulation

Exhibit #5500-E.3.1: Sample Notification Disclosure to the Military

PASSES & PRE-SIGNED PASSES

Students leaving a classroom for any reason and for any destination must have a pass. Students seeking to go to another classroom must have a pre-signed pass. During lunch periods, only high school students with a pre-signed pass may go upstairs.

Only one boy and one girl may be excused at the same time from a classroom or study hall to go to the bathroom. The time each student is out of the room should not exceed four minutes.

PURPLE PASS

A grade 6-12 MCS student will be issued a Purple Pass each quarter by earning either a place on our academic Honor or High Honor Roll and/or Effort Honor Roll. That means they have earned an overall quarter average of 89.5% or a cumulative academic effort grade of 3.45 or higher.

Purple Pass Privileges:

Purple Passes will be issued each quarter. Names of students possessing a Purple Pass will be distributed quarterly to all staff. Students holding a Purple Pass will be able to:

Purple Pass Privileges	7	8	9	10	11	12
Redeem the pass with any instructor to drop the lowest homework/quiz grade in the following quarter (even if the instructor already drops a low grade, this will be an additional dropped grade).	X	X	X	X	X	X
One free ice cream of choice from the cafeteria.	X	X	X	X	X	X
Leave study hall to access the Library or to a classroom with a pre-signed pass from a teacher.					X	X
Unsupervised access to the outside classroom & back garden area during lunch (with signed parent permission slip)						X

A Purple Pass can be revoked. If a student receives a detention the Purple Pass will be revoked for 10 days starting with the date the detention is given. If a student receives an In-School or Out-of-School Suspension the Purple Pass is revoked from the date the ISS/OSS is given and for the remainder of that quarter. All privileges not redeemed at that point will be forfeited.

REGENTS EXAMS: GRADUATION REQUIREMENTS

Regents Exams Required For Graduation	Regents Diploma	Regents Diploma with Advanced Designation
English Language Arts Regents	✓	✓
US History & Government Regents	✓	✓
Global History & Geography Regents	✓	✓
Algebra I Regents	Must Pass One Math Regents Exam with a score of 65 or Higher	Must Pass Three Math Regents Exam with a score of 65 or Higher
Geometry Regents		
Algebra II		
Earth Science	Must Pass One Science Regents Exam with a score of 65 or Higher	Must Pass Two Science Regents Exams with a score of 65 or Higher (One must be Living Environment)
Living Environment		
Chemistry		
Physics		
Foreign Language	No Exam Required	Must Pass State Approved Exam
Number of Regents Exams Must Pass	5	8

4+1 option: Students may also earn a Regents Diploma by passing four exams (English, One Math, One Science, One Social Studies) plus at least one other Regents Exam or a state-approved Career-Tech Ed Program and Assessment.

REGENTS EXAMS: COURSE WORK REQUIREMENT

Only students who have completed the specific course work will be permitted to take Regents exams in that particular subject. Students challenging for 6 1/2 credits may take the Regents exam. (See Course Challenge Policy.)

REGENTS EXAMS: SCIENCE LAB REQUIREMENT

Students scheduled to take a Regents Exam in science must first satisfactorily complete a minimum of 1200 minutes of hands-on laboratory experiences with satisfactory laboratory reports. Students may not be admitted to a science Regents exam without the laboratory requirement first being met.

REGENTS EXAMS: ELECTRONIC DEVICE POLICY

The following procedure prohibiting electronic devices during NYS Regents testing has been mandated by the New York State Education Department:

All students are prohibited from bringing cell phones and certain other electronic devices unless required by an IEP, as defined in the script below, into a classroom or other location where a State examination is being administered. Test proctors, test monitors, and school officials shall retain the right to collect and hold any prohibited electronic devices prior to the start of the test administration. Admission to the test shall be denied to any student who is in possession of a cell phone or other prohibited electronic device and refuses to relinquish it.

At the beginning of each test administration, proctors must read the statement below to all students taking secondary-level State examinations:

You cannot have any communications device, including a cell phone, with you during this test or during any breaks (such as a restroom visit). Such devices include, but are not limited to:

- Cell phones
- iPods and MP3 players
- iPads, tablets, and other eReaders
- Personal laptops, notebooks, or any other computing devices
- Cameras or other photographic equipment
- Wearable devices/smart wearables, including smart watches and health wearables with a display
- Headphones, headsets, or in-ear headphones such as earbuds
- Any other device capable of recording audio, photographic or video content, or capable of viewing or playing back such content

If you brought any of these items to the building today, and have not already stored it in your locker or turned it over to me or a school official, you must give it to me now. You may not keep your cell phone or any of these items with you, or near you, including in your pockets, backpack, desk, etc. If you keep a cell phone or any of these items with you, your examination will be invalidated and you will get no score. Is there anyone who needs to give me any of these items now?

[Proctor: repeat list of devices.]

This is your last opportunity to do so before the test begins.

REPEATING FULL YEAR SUBJECTS

One purpose of education is to give us as complete a background as possible for our future life, and work and to prepare us to do our part as citizens. To promote this aim, the Board of Education has adopted the following policy regarding the repeating of a full year subject, which has been failed:

Students in grades 9-12 shall, in repeating this subject, take it for a full year unless it is made up through an alternate course of instruction.

STUDENT DRIVING/PARKING

The Milford Central School District provides bus transportation for students in accordance with New York State Education Law. Some students prefer to drive and MCS is willing to accommodate this preference (**privilege**) to licensed students who are in good standing on a first-come-first-serve basis until all of the student parking spots are taken. We will offer parking to seniors first then juniors, and if available, only on a limited basis, sophomores may be granted special permission to drive. In order to be considered for driving/parking privileges, the student must have parent or guardian permission to drive and submit an application to the main office. If approved, the student will be issued a parking permit (subject to the MCS **Regulations for Student Motor Vehicles**) which must be displayed at all times when his/her approved vehicle is on school property. With the application, the student must submit a copy of his/her driver's license, a copy of the insurance card and a copy of the registration of the vehicle(s) to be used on school property.

The student parking area is adjacent to the girls' softball field. Students **may not park** in the front parking lot, cafeteria, or behind the gymnasium.

Students attending classes at Otsego Area Occupational Center (OAOC) will be transported to and from OAOC by a Milford Central School bus. Students are not permitted to drive themselves to classes at OAOC without special permission from building administration.

STUDY HALL RULES

1. All students will arrive on time to study hall, be seated, and wait for attendance to be taken.
2. All students will be expected to have appropriate materials for study hall.
3. Pre-signed passes are to be used only for very specific work indicated on the pass. Teachers are to be judicious about issuing these passes. Passes must be obtained prior to the start of the study hall.
4. Study hall will be quiet. At the discretion of the monitor in the study hall, students engaged in group projects may be permitted to work together.
5. Students with no specific work will be expected to bring reading material to the study hall.
6. Students with incomplete grades may only leave study hall with a pre-signed pass issued by the teacher from a class in which the student is currently enrolled.
7. Students may be released to the cafeteria for a snack no more than 10 minutes during the hours of 10 am until 12:30 p.m.
8. All students must return to study hall prior to the end of the period.

PART III: REQUIRED NOTIFICATIONS

NOTICE OF NON-DISCRIMINATION

The Board of Education affirms its commitment and responsibility to provide equal educational and employment opportunities in an environment which is free from discrimination, including harassment and intimidation and to comply with all applicable laws which prohibit unlawful discrimination. The Board of Education strictly prohibits and condemns all forms of unlawful discrimination, including harassment, on the basis of actual or perceived race, color, religion, creed, ethnicity, national origin, citizenship status, age, marital status, partnership status, disability, predisposing genetic characteristics, sexual orientation, gender (sex), military status, veteran status, domestic violence victim status or political affiliation by employees (including Commissioners of Board of Education and contractors), volunteers and students, as well as any third parties who are participating in, observing, or otherwise engaging in activities subject to the supervision and control of the District.

Specifically with respect to students, the Board additionally prohibits unlawful discrimination or harassment on the basis of actual or perceived race, color, national origin, ethnicity, disability, weight, sex, sexual orientation, religion, religious practice and gender, including gender identity and gender expression. The Board also prohibits retaliation based on an individual's opposition to discrimination or participation in a related investigation or complaint proceeding under this policy or anti-discrimination statutes.

It is a violation of this policy for District students or employees (including contractors) to engage in behavior that subjects any student, employee or applicant for employment to discrimination and/or harassment at a school/worksite location or in connection with an education or work-related function on the basis of any of the above-noted grounds where such conduct: (1) adversely affects any aspect of a student's educational opportunities, including the opportunity to participate in school activities; (2) adversely affects any aspect of an employee's/applicant's employment or the compensation, terms, conditions or privileges of employment; or (3) creates a hostile, offensive, or intimidating educational or work environment. It is also a violation of this policy for District employees to engage in unlawful discriminatory behavior and/or harassment with respect to applicants for employment and other individuals who do business with the District.

~Applicable Board Policies~

Board Policy #0100: Notice of Non-Discrimination

Regulation #0100-R: Notice of Non-Discrimination

Exhibit #0100-E1: Complaint of Alleged Discrimination Form

BULLYING PREVENTION

The Board of Education is committed to providing an educational and working environment that promotes respect, dignity and equality. The Board recognizes that harassment, hazing and bullying is detrimental to student learning and achievement, as well as the productivity and efficiency of the employees. It interferes with the mission of the district to educate its students and disrupts the operation of the schools. Such behavior affects not only the students or employees who are its targets but also those individuals who participate and witness such acts.

To this end, the Board condemns and strictly prohibits all forms of harassment, hazing and bullying on school grounds, school buses and at all school-sponsored activities, programs and events including those that take place at locations outside the district.

For the purposes of this policy, the terms “harassment”, “hazing”, and “bullying” collectively shall refer to any intentional written, verbal, or electronic communication or physical act which intimidates or threatens others.

If the harassment is of a sexual nature, the District’s policy and regulation on Sexual Harassment provides additional information and clarification on the district’s responsibilities in this area.

In order for the Board to effectively enforce this policy and to take prompt corrective measures, it is essential that all victims and persons with knowledge of harassment, hazing and bullying report such behavior immediately to a school district staff member, who will immediately report it to a supervisor/director or the building administrator. The district will promptly investigate all complaints, formal or informal, verbal or written. To the extent possible, all complaints will be treated in a confidential manner, although disclosure may be necessary to complete a thorough investigation.

If, after appropriate investigation, the district finds that a student, an employee or a third party has violated this policy, prompt corrective action will be taken in accordance with the applicable collective bargaining agreement, district policy and state and federal law.

All complainants and those who participate in the investigation of a complaint have the right to be free from retaliation of any kind.

The Superintendent of Schools shall maintain and implement regulations for reporting, investigating and remedying allegations of harassment, hazing and bullying. These regulations are to be attached to this policy. In addition, training programs shall be established for students and employees to raise awareness of the issues surrounding harassment, hazing and bullying to implement preventative measures to help reduce incidents of harassment, hazing and bullying.

The district policy shall be posted in a prominent place in each district facility and shall also be published in student registration materials, student, parent and employee handbooks, and other appropriate school publications.

~Applicable Board Policies~

Board Policy #0115: Bullying Prevention

Renumber, Second Read and Adoption: June 23, 2023

STUDENT PRIVACY

The Board of Education recognizes that student surveys are a valuable tool in determining student needs for educational services. In accordance with the provisions of the Protection of Pupils Rights Amendment (PPRA), parents/guardians have the right to inspect all instructional material that will be used for a survey, analysis, or evaluation as part of a U.S. Department of Education (DOE)–funded program. In addition, no minor student may, without written parental consent, take part in a survey, analysis, or evaluation funded in whole or in part by the U.S. DOE Education that reveals information concerning:

1. political affiliations or beliefs of the student or the student's parent;
2. mental or psychological problems of the student or the student's family;
3. sex behavior and/or attitudes;
4. illegal, anti-social, self-incriminating, or demeaning behavior;
5. critical appraisals of other individuals with whom the student has close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations, or beliefs of the student or the student's family; or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents/guardians shall also have the right to inspect, upon request, any instructional material used as part of the educational curriculum for students. Under provisions of the PPRA, “instructional material” is defined as “instructional content that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). It does not include tests or academic assessments.”

Parents/guardians and eligible students shall also have the right to inspect, upon their request, a survey created by a party other than the U.S. DOE before the survey is administered or distributed by a school to a student. Such requests must be submitted in writing to the building Principal. The building Principal must provide a response at least two (2) weeks in advance of any survey to be given.

~Applicable Board Policies~

Board Policy #5550: Student Privacy

STUDENT RECORDS

The Board of Education recognizes its legal responsibility to maintain the confidentiality of student records. As part of this responsibility, the Board will ensure that eligible students and parents/guardians have the right to inspect and review education records, the right to seek to amend education records and the right to have some control over the disclosure of information from the education record. The procedures for ensuring these rights shall be consistent with state and federal law, including the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementing regulations.

The Board also recognizes its responsibility to ensure the orderly retention and disposition of the district's student records in accordance with Schedule ED-1 as adopted by the Board in policy 1120.

The District will use reasonable methods to provide access to student educational records only to those authorized under the law and to authenticate the identity of the requestor. The district will document requests for and release of records, and retain the documentation in accordance with law. Furthermore, pursuant to Chapter 56 of the Laws of 2014, the district will execute agreements with third-party contractors who collect, process, store, organize, manage or analyze student personally identifiable information (PII) to ensure that the contractors comply with the law in using appropriate means to safeguard the data.

The Superintendent of Schools shall be responsible for ensuring that all requirements under law and the Commissioner's regulations are carried out by the district.

~Applicable Board Policies~

Board Policy #5500: Student Records

Regulation #5500-R: Student Records Regulation

Exhibit #5500-E.1: Notice Regarding Access to Student Records and Student Information

Exhibit #5500-E.2: Directory Information Designations

Exhibit #5500-E.3: Sample Directory Information Opt-Out Form

Exhibit #5500-E.3.1: Sample Notification Disclosure to the Military

Exhibit #5500-E.4: Parent's Bill of Rights for Student Data Privacy and Security

Exhibit #5500-E.4.1: Parents' Bill of Rights For Student Data Privacy And Security Third Party Contractor Supplement

Alma Mater

Alma Mater Milford High School

We are singing now of Thee

May Thy fair name dwell forever

In our fondest memory.

And when high school days are over,

And we've gone beyond your sight.

We will love Thee yet;

We'll ne'er forget

The purple and the white.

Hail, Alma Mater, to Thee

Our heads bow down.

We will sing Thy praise

Through endless days to the

Purple and the White.