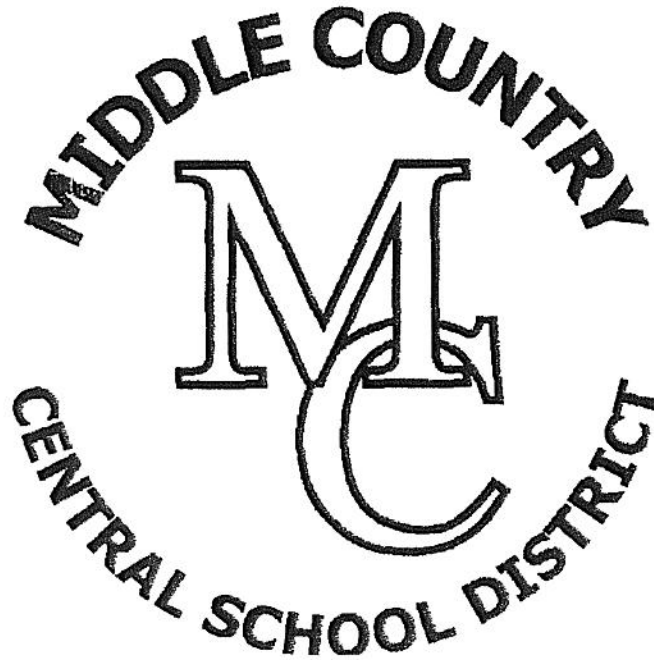


MIDDLE COUNTRY CENTRAL SCHOOL
DISTRICT at Centereach



Plain Language Summaries of the...

DISTRICT-WIDE SCHOOL SAFETY PLAN,
CODE OF CONDUCT,
ATTENDANCE POLICY,
and
BUILDING-LEVEL SAFETY PLAN.

SY 2019-2020

MIDDLE COUNTRY CENTRAL SCHOOL
DISTRICT
DISTRICT-WIDE SAFETY PLAN
SUMMARY INTRODUCTION

The MIDDLE COUNTRY CENTRAL SCHOOL DISTRICT is committed to promoting safe and healthy learning environments where students are secure in their pursuit of educational success, free from the distracting incidence of violent behaviors by others in their school setting. These acts include bullying, threats or intimidation, disruptive behavior in class, the carrying of weapons, fighting, physical assaults and other behaviors that impede learning.

Students and staff should be secure as well from the emergencies that sometimes arise from outside the school in the forms of organized violence, natural disasters and technological malfunctions.

Toward those ends, the MIDDLE COUNTRY CENTRAL SCHOOL DISTRICT'S Board of Education has adopted a Code of Conduct governing the behavior of students, staff and visitors to the district, and safety plans for responding to school emergencies consistent with the requirements of the SAVE legislation (Chapter 181 of the Laws of NY 2000). These documents are summarized below:

The plan includes:

- ♪ Policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel, and visitors to the schools.
- ♪ Policies and procedures for responding to acts of violence by students, teachers, other school personnel, and visitors to the school.
- ♪ Appropriate prevention and intervention strategies such as:
 - o Collaborative arrangements with local and state law enforcement officials, designed to ensure that teachers, school safety officers and other security personnel are adequately trained to de-escalate potentially violent situations;
 - o Non-violent conflict resolution training programs;
 - o Peer mediation programs and youth courts;
 - o After-school and other safety programs.
- ♪ Policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident.
- ♪ Policies and procedures for contacting parents, guardians or persons in parental relation to the students of the district in the event of a violent incident.
- ♪ Policies and procedures relating to building security, including, where appropriate, the use of school safety officers and/or security devices or procedures.
- ♪ Policies and procedures for the dissemination of information materials regarding the early detection of potentially violent behaviors, including but not limited to the identification of personal, family, community and environmental factors to those persons deemed appropriate to have such information.
- ♪ Policies and procedures for annual school safety training for staff and students.
- ♪ Protocols for responding to bomb threats, hostage-takings, intrusions and kidnappings.
- ♪ Strategies for improving the communication among students and between students and staff in the reporting of potentially violent incidents.
- ♪ A description of the duties for hall monitors and any other school safety personnel and the procedures for screening, recruiting, training and supervising such personnel whether employed on a full-time or *ad hoc* basis.

NOTE: Persons wishing to review the complete document may do so by written request to the school or district office.

THE MIDDLE COUNTRY CENTRAL SCHOOL DISTRICT
CODE OF CONDUCT SUMMARY

The Code includes:

- Provisions regarding conduct, dress and language deemed appropriate and acceptable on school property including school functions, and conduct, dress and language deemed *unacceptable and inappropriate* on school property, and the range of penalties associated with violating these provisions.
- Standards regarding acceptable, civil, and respectful treatment of teachers, school administrators, other school personnel, students, and visitors on school property, and include the range of penalties associated with violating these provisions.
- Provisions defining the roles of teachers, administrators, other school personnel, boards of education and parents.
- Standards and procedures to assure security and safety of students and school personnel.
- Provisions for removal from the classroom and from school property, including school functions, of students and other persons who violate provisions of the code.
- Disciplinary measures to be taken in incidents involving the possession or use of illegal substances or weapons, physical force, vandalism, violation of the civil rights of others, and threats of violence.
- Provisions for detention, suspension, and removal of students, which are consistent with federal, state, and local laws, including provisions for school authorities to establish policies and procedures to ensure the maintenance of educational programming and activities for students removed from the classroom or suspended from school.
- Procedures by which violations are to be reported, determined, and by which disciplinary measures are imposed and carried out.
- Provisions ensuring that the codes, and the enforcement thereof, are in compliance with state and federal laws relating to students with disabilities.
- Provisions setting forth the procedures by which local law enforcement agencies will be notified of code violations that constitute a crime.
- Provisions setting forth the circumstances under, and procedures by which, parents will be notified if their child violates the code.
- Provisions setting forth the circumstances under, and procedures by which, criminal court complaints, juvenile delinquency petitions or person in need of supervision petitions will be filed.
- Circumstances under and procedures by which referral to appropriate human service agencies shall be made.
- Procedures by which minimum suspension periods will be set for students who are substantially disruptive of the educational process or substantially interfere with teacher's authority over the classroom, provided that the suspending authority may reduce such period on a case by case basis to be consistent with any other state or federal law or regulation.
- Provisions for minimum suspension periods for acts that would qualify the pupil to be defined as a violent pupil, provided that the suspending authority may reduce such period on a case by case basis to be consistent with any other state or federal law or regulation.



ATTENDANCE POLICY **PLAIN LANGUAGE SUMMARY**

In accordance with the NYS Commissioner's Regulations Section 104.1, each school district's Board of Education is required to adopt an Attendance Policy. The purpose of developing an Attendance Policy is to encourage daily attendance by all students, to ensure adequate attendance records and establish mechanisms to reduce absences, tardiness and early dismissals (ATEDs).

To be successful in this endeavor, it is imperative that all members of the school community are aware of this policy, its purpose, procedures and the consequences of non-compliance. Attending school regularly and on time is important to student progress. This also has an impact on district programs since state financial aid is provided on the basis of student attendance.

Excused and Unexcused Absences

Absences, tardiness, and early dismissals (ATEDs) from class or school are defined as:

- ✓ personal illness
- ✓ illness or death in the family
- ✓ impassable roads or inclement weather
- ✓ religious observance
- ✓ quarantine
- ✓ required court appearances
- ✓ attendance at health clinics
- ✓ school-approved college visits
- ✓ school-approved cooperative work programs
- ✓ military obligations
- ✓ school-approved alternative education activities, including attendance at school sponsored activities
- ✓ personal reasons upon confirmation by parent(s)/guardian(s) and with prior approval by the district (not to exceed five days)
- ✓ or such other reasons as may be approved by the appropriate building administrator (including, but not limited to, absences due to circumstances related to homelessness).

All other ATEDs are considered unexcused absences.

It is the parent's responsibility to notify the school office within at least 24 hours when they know their child will be absent, late, or other legal reasons.

If a child is absent or late to school, parent(s)/guardian(s) are required to provide a written excuse upon the child's return. Written excuses must state specific date(s), and the reason for the absence(s) or tardiness, and must include the signature of a parent/guardian. If written documentation is not provided within three (3) school days of the student's return to school, the absence(s) in question will be recorded as unexcused by the school. In case of extended absences, parents are asked to make arrangements with the guidance counselor or teacher so their child may make up missed schoolwork.

School staff will notify by telephone and/or mail the parent(s)/guardian(s) of a student who is absent, tardy or dismisses early without proper excuse.

At periodic intervals, throughout the school year, school staff will contact parent(s)/guardian(s) whose children have accumulated a number of absences, tardiness, or early dismissals (ATEDs) to stress the importance of class attendance and appropriate interventions/strategies. Excessive lateness and excessive absences will be referred to administration for disciplinary action.

While this policy applies to all students Pre-K-12, it has special significance for middle and high school students given that at the middle school and high school level any student with excessive absences may not receive credit for the course.

A parent(s)/guardian(s) may request a review of their child's attendance record upon request.

NOTE: The Attendance Policy and Regulations (5100), in their entirety, are available on the District's website at <https://www.boarddocs.com/ny/mccsd/Board.nsf/Private?open&login#>. Any person wishing to obtain the complete copy of the policy, may do so by contacting the school or District Office.

Revised: 8/2/18

**MIDDLE COUNTRY CENTRAL SCHOOL
DISTRICT
BUILDING LEVEL SCHOOL SAFETY PLAN
SUMMARY**

This plan is developed by each Building Safety Team within the Middle Country Central School District to meet the requirements of PROJECT SAVE legislation (Laws of N.Y. §21100, Chap.181) and to comply with the Middle Country Central School District-Wide Safety and Emergency Response Plan. It delineates specifics for dealing with a variety of crises and/or emergencies, which could endanger staff and students, and includes the following elements stipulated in the legislation:

1. Policies and procedures for the safe evacuation of students, teachers, other school personnel as well as visitors to the school in the event of a serious violent incident or other emergency, which shall include evacuation routes and shelter sites and procedures for addressing medical needs, transportation and emergency notification to persons in parental relation to a student.
 2. Designation of an Emergency Response Team comprised of school personnel, local law enforcement officials, and representatives from local regional and/or state emergency response agencies, other appropriate incident response teams, and a post-incident response team that includes appropriate school personnel, medical personnel, mental health counselors and others who can assist the school community in coping with the aftermath of a violent incident.
 3. Procedures for assuring that crisis response and law enforcement officials have access to floor plans, blueprints, schematics or other maps of the school interior, school grounds and road maps of the immediate surrounding area.
 4. Establishment of internal and external communication systems in emergencies.
 5. Definition of the chain of command in a manner consistent with the National Interagency Incident Management System/Incident Command System.
 6. Coordination of the School Safety Plan with the statewide plan for disaster mental health services to assure that the school has access to federal, state and local mental health resources in the event of a violent incident.
 7. Procedures for review and the conduct of drills and other exercises to test components of the emergency response plan.
 8. Policies and procedures for securing and restricting access to the crime scene in order to preserve evidence in cases of violent crimes on school property.
- This plan also incorporates coordination with the district-wide safety plan and local fire and police agencies and are also supplemented by Emergency Response Guides and building specific safety and security procedures.
 - Due to the sensitive nature of the actual tactical response plans, only this summary will be made available for public disclosure.