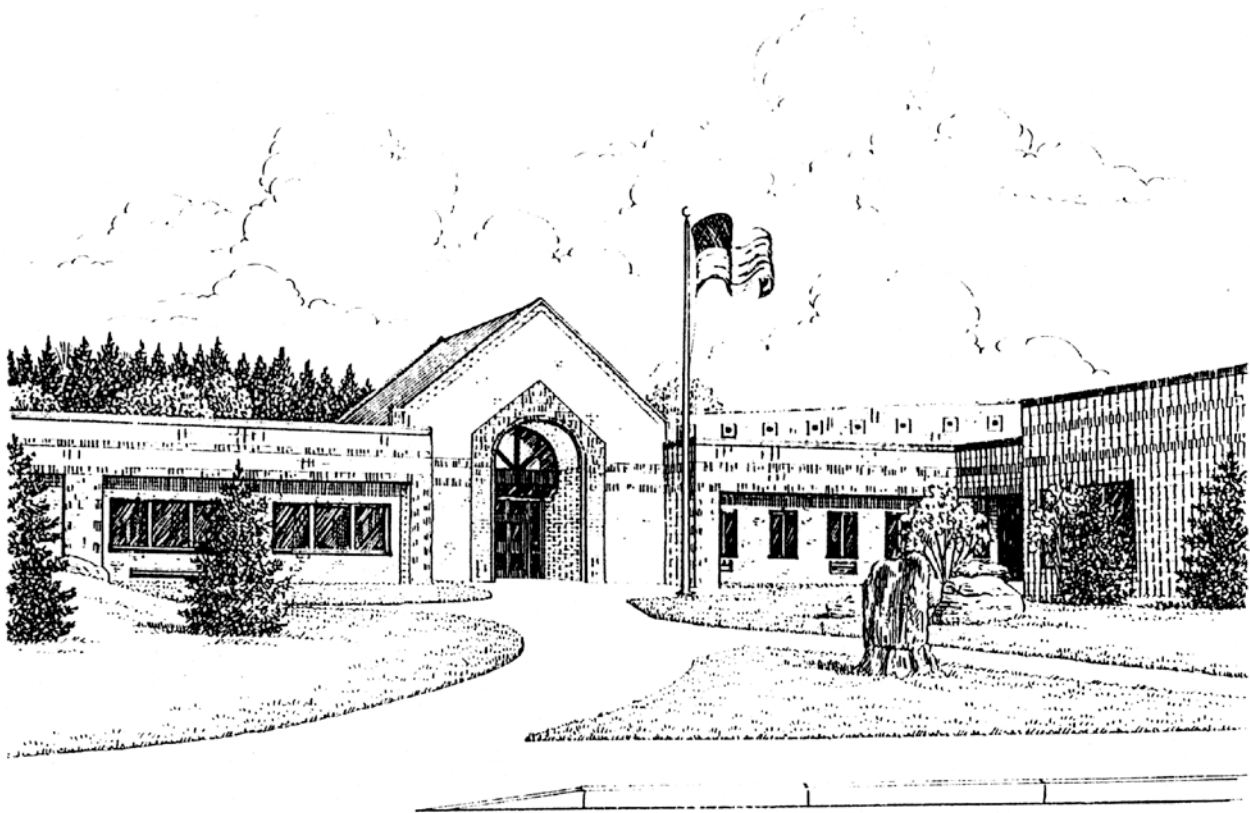


**Elementary
Student & Parent Handbook
2011-2012**



Gilbertsville-Mount Upton Central School
693 State Highway
Gilbertsville, New York 13776
Phone: 783-2207
Fax: 783-2254
www.gmucsd.org

WELCOME

On behalf of the entire staff of the Gilbertsville-Mt. Upton Elementary School, we would like to take this opportunity to welcome you. It is our hope that the 2011-2012 school year will be one filled with excitement and academic growth for your child.

The information in this handbook is designed to answer questions that you may have about our school. We hope that you will take time to review this handbook with your child. We also encourage you to become actively involved in your child's education by visiting our school or calling to discuss any concerns that you may have. We hope that keeping the lines of communication open will help to foster a spirit of cooperation that will make this school year the best ever for all of us.

Sincerely,

Mrs. Karen L. Volpi
Elementary Principal

Elementary Faculty

Mission Statement

The Gilbertsville-Mt. Upton School District is committed to an educational environment that assures equitable opportunity for all individuals to become responsible, productive members of society. We will encourage individual excellence by students of all ages that they may gain a lifelong enthusiasm for work and learning.

Therefore, we understand that:

- ◆ “A Student is the most important person ever in the school, in person, on the telephone, or by mail.
- ◆ A Student is not dependent on us...we are dependent on the Student.
- ◆ A Student is not an interruption to our work...the Student is the purpose of it.
- ◆ A Student is a person who brings us his or her readiness to learn. It is our job to handle each Student in a manner which is beneficial to the Student and ourselves.”

These fundamental beliefs underlie our vision for our district as embodied in the statement below.

Our Vision:

Excellence

Everyone can learn

People are our greatest strength

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Community Relations

Public Information

Parents and members of the community are encouraged to attend Board of Education meetings. These meetings are generally held on the first and third Tuesdays of each month at 7 p.m. in the High School Library. Please see the school calendar or the school website for exact dates.

Notes and flyers regarding school activities are often sent home with students. The school web page, www.gmucsd.org also updates information regularly. Parents and community members wishing to obtain further information about the school should inquire through the District Office.

School Newsletter

The school newsletter is published monthly, and contains school-related information. Some items that may be included are upcoming events, lunch menus, activities in which students have been involved with, changes in the calendars, etc.

Telephone Contacts

The main number for the district is: (607) 783-2207. Specific offices may be reached at the extensions noted below:

◆ Athletic Coordinator	Mr. James Johnson	124
◆ Attendance	Ms. Amy Costello	100
◆ Buildings and Grounds	Mr. Alan Digsby	101
◆ District Office/Superintendent	Mrs. Amber Birdsall/Mr. Glenn Hamilton	140
◆ Business Office	Mrs. Dorothy Iannello/Mrs. Tammy Osborne	144
◆ Elementary Office	Mrs. Donna Taylor/Mrs. Karen Volpi	102
◆ Guidance Office 9-12	Mrs. Yvette Cabrinety/Ms. Kristy Cable	141
◆ Health Office	Mrs. Carol Angelone, R.N.	108
◆ MS/HS Office	Mrs. Debbie Ostrander/Mrs. Annette Hammond	103
◆ School Meals Manager	Mrs. Martha Dibbell	122
◆ Student Services Office	Mrs. Issy Clapp/Mrs. Karen Volpi	120
◆ District Enrollment	Mrs. Yvette Cabrinety	141
◆ Technology Director	Mr. Eric Voorhees	126
◆ Transportation Supervisor	Mr. Joe Zaczek	115

Visitors to the School

Visitors must sign in at the desk in the lobby when they enter the building and obtain a visitors permit. The visitors permit is to be displayed at all times. When leaving, visitors are to sign out.

- ◆ Students attending other schools and wish to visit GMU must obtain approval in advance, from the Building Principal. These visits will be granted only under special circumstances as they disrupt the instructional focus.
- ◆ Parents are asked to make appointments **in advance** when wishing to visit teachers, counselors, and administrators to discuss student progress or program.

Official Newspaper

The Oneonta Daily Star and the Norwich Evening Sun are the official newspapers for the Gilbertsville-Mt. Upton Central School District.

Emergencies

The determination to close school is made by the Superintendent and will be announced on the following radio stations: WKXZ, WCDO, WDOS, WZOZ, WSKG, and by WBNG Channel 12. Notice will also be posted on our website. We will be sending students to the person/location you indicated on the Student Information Form that is sent home the first day of school. We will not be contacting each family individually, therefore, please be very specific as to where you want your child transported on your Student Information Sheet.

School Board and Administration

Board of Education Members

Mr. Gerald Theis, President
Mr. Larry Smith, Vice President
Mr. Harold Button
Mr. Jose Gonzalez

Mr. Mark Muller
Mr. Zachary Proskine
Mrs. Katherine Schmidt
Mrs. Amber Tilt, District Clerk

District Administration and Staff

Administration

Mr. Glenn Hamilton, Superintendent
Mrs. Annette Hammond, Secondary Principal
Mrs. Karen Volpi, Elementary Principal &
Special Education Supervisor

Guidance Staff

Ms. Kristy Cable, Director, 5-12

Health Office

Mrs. Carol Angelone, R.N.

Business Staff

Mrs. Dorothy Iannello, School District Treasurer
Tammy Osborne, Deputy Treasurer

Custodial Staff

Mr. Alan Digsby, Supervisor
Miss Jessica Barnes
Mr. Joseph DeLong
Mr. Ormand Moore
Mr. Roy Mudge
Mr. Terry Wilber
Mr. Vernon Williams

Clerical Staff

Mrs. Amber Birdsall, District Secretary
Mrs. Debbie Ostrander, Middle/High School Secretary
Mrs. Donna Taylor, Elementary Secretary
Mrs. Issy Clapp, CSE Secretary
Mrs. Yvette Cabrinety, Guidance Secretary & Enrollment
Ms. Amy Costello, Attendance Clerk

School Meals Staff

Mrs. Martha Dibbell, Supervisor
Ms. Jillian Dickerson
Mrs. Linda Eastwood
Mrs. Karen Owens
Mrs. Bert Spathelf

Transportation Staff

Mr. Joseph Zaczek, Supervisor
Mr. John Nolan, Mechanic
Mr. Tim Diters
Mr. Herman "Chuck" Frank
Mr. Terry Hoke
Mr. William Izard
Mr. Henrick "Rick" Lauvas
Mr. Dan Mabie
Mr. Thomas Meade
Ms. Pam Rosenberg
Ms. Carol Seha
Mr. Robert Sharkey
Mr. Edward Wilson
Mr. Jeffrey Zaczek

Substitute Drivers

Ms. Jan Ireland
Mr. Tom Parkhurst
Mr. Joe Storzinger
Mr. Bruce Zimmer

Bus Monitors

Mrs. Joanne Krut
Mrs. Sandra Marble
Mr. Duane Bliss

Recess Monitors

Mrs. Kristy Carey
Mrs. Joanne Krut
Mr. Andy Skrobanski

Faculty and Staff

Pre-K-5 Faculty

Pre-Kindergarten	Ms. Jessica Gauda
Kindergarten	Ms. Zoe Carkuff Mrs. Deb Davies
First Grade	Mrs. Karen Hill Mrs. Jamie Privitera
Second Grade	Mrs. Mary Hankey Mrs. Bobbi Stensland
Third Grade	Mrs. Theresa Bennett
3/4 Multiage	Mrs. Rebecca McMullen
Fourth Grade	Mr. Darin Trass Mrs. Alicia Cummings
Fifth Grade	Mr. Steve Cimineri

Special Areas

Library	Mrs. Raquel Norton
Art	Mrs. Cheri Theis
Computer Lab	Mr. Andrew Skrobanski
Music/Band/Chorus	Mrs. Anne Monaco
Physical Education	Ms. Cheryl Zehr Ms. Tina Cole

Support Staff

Ms. Leah Burch - Reading Teacher	Mrs. Nicole Christian – Aide (Pre-K)
Mrs. Erin Marinelli - Support Teacher	Mrs. Nicole Harris - Aide
Mrs. Kristin Slater - Support Teacher	Mrs. Margaret Lackos - Aide
Mrs. Sue Lum - Speech Therapist (BOCES)	Mrs. Sandy Marble - Aide
Mrs. Penny Cypress – Occ. Therapist (BOCES)	Mrs. Nancy Parshall - Aide
Mrs. Terry Yantz – Psychologist (BOCES)	Ms. Cindy Ketchum - Aide
	Mrs. Donna Stoutenberg - Aide
	Mrs. Sue Rowe - Library Aide

**A Compact for Student Success
Gilbertsville - Mount Upton Central School District
A Student/Parent/Teacher/District Agreement**

In order to ensure all students' success in Gilbertsville - Mount Upton Central School, all parties agree to the following:

Student	Parent/Guardian	Teacher	Gilbertsville - Mount Upton Central School
Go to school on time every day.	Make sure my child is on time and attends school on a regular basis.	Provide student-centered instruction aligned with NYS standards.	Support high quality instruction aligned with NYS standards.
Go to school prepared to learn, with materials needed and homework assignments completed.	Support and monitor completion of homework and study time.	Maintain high expectations for all students in an encouraging and supportive manner.	Support and acknowledge achievement.
Review the results of progress reports and take an active role to improve my school performance.	Review my child's progress reports and follow up as needed.	Report to parents, teachers, and students on an ongoing basis about students' progress.	Clearly inform parents of New York State standards, assessments, and student performance.
On a daily basis, give my parent(s)/guardian(s) all notices and information I receive.	Actively communicate with my child's teacher via, but not limited to: <ul style="list-style-type: none"> ➤ Conferences ➤ Open Houses ➤ Monitoring agendas or homework folders ➤ Written communication 	Actively communicate with parents via, but not limited to: <ul style="list-style-type: none"> ➤ Phone calls ➤ Positive post cards ➤ Conferences ➤ Email 	Provide opportunities for parental involvement and communication via, but not limited to: <ul style="list-style-type: none"> ➤ Community news letters ➤ Community bulletin board ➤ News paper ➤ Letters home
Complete work as assigned, ask for help when needed, and utilize time and resources wisely.	Provide a quiet place for my child to study, read, and complete homework.	Provide a structured, well-managed classroom that invites learning.	Provide a safe, structured environment, and adequate time in which students can learn.
Stay on task and positively and actively participate in classroom learning.	Encourage my child to do his/her best.	Provide high quality instruction based on best practices and encourage each student to do his or her best.	Provide supervision, staff development, assistance, encouragement, and materials that best meet the needs of all students.
Be a positive role model for other students.	Be a positive role model.	Be a positive role model.	Foster and celebrate positive role models.
Show respect for all others by following student/parent Code of Conduct, classroom rules and procedures, and by being a good citizen.	Show respect for all others by following student/parent Code of Conduct, adhering to school policy, and by being a good citizen.	Show respect for all others by following the teacher handbook, adhering to and enforcing school policy, and by being a good citizen.	Foster and show respect for the school community by enforcing school policies.

Important Reminders

Unannounced visits to classrooms prior to the start of the school day or during the school day to speak with staff cannot be accommodated as such visits interfere with instruction and planned meetings/activities. Minor interruptions can have a major impact on instruction. Staff will gladly schedule a meeting with you during their prep time or after school.

Items such as lunch, snacks, homework, sneakers, musical instruments, etc. may be brought to the front desk. We will see that your child receives forgotten items. Please label these items.

Dress Code:

Students may not wear hats, bandanas, spaghetti strap tops or dresses, or tops that show any part of the midriff (stomach area). Undergarments must be covered by outer clothing. Skirts, skorts, & shorts must be longer than the length of your arms hanging at your sides. Wheels can not be in the Heeley's while at school.

Morning Drop Off:

Please acknowledge that there is no supervision of students prior to **7:50 a.m.** therefore, we request that students not be dropped off, without adult supervision, prior to 7:50 a.m.

Bus Notes:

Please send in a bus note with your child if they are not riding their regular bus to or from school at any point. Bus notes must be specific and give the following information:

1. Student's first and last name
2. Full name of person they are going to (ie. Jane Doe, NOT Grandma Jane)
3. Address of person they are going to or bus number/animal
4. Date or dates that this will occur (ie. Sept. 27 or MWF until further notice)

- We will not allow anyone to pick up your child that is not on the pick-up list or without a note from you.

- We cannot take phone call changes for bussing – notes or faxes by 1:30 are acceptable.

Please understand that all bus note rules are for the safety of your child.

Communication:

If you or your child is having a problem with something occurring in the classroom or not understanding something, please contact the teacher and make an appointment to talk with them. Establishing a positive, open communication line is important for parents, teachers, and students.

Nutrition:

Please acknowledge that we do not allow elementary students to have soda or gum in school. More healthy alternatives are water, milk or juice.

Students must have money on their account or money with them in order to receive breakfast or lunch.

Students may not purchase a snack if they owe money on their account. Snack money will be applied to what is owed on the student's account.

Address and Phone Changes:

Please notify Mrs. Taylor of any changes in address or phone number.

Custody Agreements:

On occasions the school has been asked by a custodial parent to restrict the right of a non-custodial parent to receive school records, to pick the child up from school, to conference with teachers or other rights or privileges a parent would enjoy. Unless such restrictions are part of a court document that specifically restricts these rights and privileges, the school cannot honor these requests. A copy of any custody agreement should be brought to school so that a copy can be made to place in the child's file. Appropriate staff members will be notified of any restrictions that do apply.

Radios, Headsets, Electronic Games and Skateboards

Radios, ipods, headsets, electronic games, etc. are disruptions to the learning process. These items are prohibited in school. All such equipment will be confiscated and held until a parent comes in to pick it up, or until the end of the school

year. The school is not responsible for these items when brought in by a student. Skateboards are not allowed on school property at any time.

Transportation

No elementary student can be dropped off at a house without an adult or high school student at the house.

Bringing Toys to School

Although we do not encourage it, students may bring toys, non-electronic games, etc. to school for play during recess; however, the student will assume all responsibility for any items brought to school that are lost or stolen. Items should have the student's name on them.

Family Trips

Absences from school deprive a student of the classroom interactions, practice and opportunities for additional assistance necessary for academic growth. There is concern regarding the loss of instructional time due to family trips scheduled while school is in session, considered unexcused, are defined as illegal according to State Education Law. In the event of such an absence, teachers are not required to provide work prior to the trip. It is the parent's responsibility, working with the teacher, to make certain that any assignments and tests be completed in an agreed amount of time. It is extremely important your child be at school on time during New York State testing weeks (see school calendar). Should your child miss these tests, your child loses out on the diagnostic value of the assessment. Please avoid taking family vacations during testing weeks.

Class Assignments/ Parent Requests

Please understand that parent requests for teachers will not necessarily be granted. Teachers and staff put a great deal of time and discussion into making classroom decisions based on student learning styles, teaching styles, personalities and classroom make-up.

Student Progress and Instruction

Report Cards/Progress Reports

Report cards and progress reports are provided to parents as a means of communicating information regarding their child's academic growth during the school year. Report cards are issued every 10 weeks. In addition to grades, teacher comments are included. Teachers send progress reports home to alert parents about students experiencing academic or behavioral difficulties. Positive reports can be sent to students doing excellent work. These forms are used anytime a teacher feels information should be communicated to parents regarding their child's progress in school.

Dates

1st 10 weeks
2nd 10 weeks
3rd 10 weeks
4th 10 weeks

Marking Periods End

November 10, 2011
January 27, 2012
March 30, 2012
June 15, 2012

Report Cards Go Home

Conferences: November 17, 2011
February 3, 2012
April 5, 2012
June 22, 2012

Parent Conferences

Conferences are scheduled November 17th from 12:45 p.m.-7:00 p.m. & March 8th from 12:45 p.m.-7:00 p.m. Parents may also initiate a conference by calling the school office and making an appointment with the teacher. When a parent requests a conference with a teacher, the teacher will arrange a mutually convenient time. Such conferences will be planned around the teacher's schedule so as not to interfere with class time. We would like to encourage you to attend and schedule conferences whenever necessary. Your participation is very important to us.

Honor Roll

Four times each year, after report cards are issued, an Honor Roll for students in Grades 4-5 will be developed based upon grades received during the quarter. Honor Roll lists will be published in the school newsletter. Students are eligible for the Honor Roll if they receive "A's" in all of their courses and no more than one "B" (special area grades will be averaged for one grade). Students who are eligible for the Honor Roll are recognized at the Soaring Eagles Assembly following the end of the marking period.

Merit Roll

Merit Roll students will be allowed up to three “B’s” with the remainder of grades being “A’s” (special area grades will be averaged for one grade).. No “C’s” or lower will be acceptable. Merit Roll listings will be provided to the school newsletter for publication. Students will receive certificates and be recognized at the Soaring Eagles Assembly following the end of the marking period.

Year End Ceremony

June 20, 2012 – PK Moving Up – 8:30 a.m.

June 21, 2012 – K-5: 8:30 a.m.

Morning Raiders (PK-2)

Morning Raiders is a Pre-K-2 gathering that is held Mondays, Wednesdays, and Fridays in the Auditorium beginning at 8:25 a.m. It is designed to promote self-esteem, creative expression, and a positive sense of community among primary school students. Families and friends are always welcome and encouraged to attend. Our first Morning Raiders will be on Monday, September 12, 2011. The last Morning Raiders will be Friday, June 4, 2012.

Soaring Eagles Program (Grades 3-5)

Selection of the Soaring Eagles Student of the Month proposes to enhance self-esteem by recognizing individual students’ talents and character in a variety of non-academic areas.

Students considered need to:

1. Meet the specific criteria set forth in each month’s individual category or theme.
2. Criteria will vary monthly due to the theme of the month. Students selected will be recognized at the Soaring Eagles Assembly that is held once a month in the Auditorium.
- 3.

<u>Month</u>	<u>Theme</u>	<u>Criteria</u>	<u>Date of Assembly</u>
September	<i>Giving:</i>	Show a positive attitude toward others Display a willingness to cooperate with other students	September 29, 2011
October	<i>Motivation:</i>	Not give up Work hard	October 27, 2011
November	<i>Understanding:</i>	Show humor in a positive manner Exhibit a give-and-take attitude (laughed with people, not at them)	November 17, 2011
December	<i>Responsibility:</i>	Complete class work and homework on time Be prepared for class with supplies and materials	December 22, 2011
January	<i>Artistic Creativity:</i>	Show exceptional originality in one or more areas of the Arts	January 26, 2012
February	<i>Initiative:</i>	Use time wisely and seek assistance when needed Access resources as needed and find alternative solutions to problems	February 23, 2012
March	<i>Dependability:</i>	Be a positive member of the school community Take part in activities that made our school a better place in which to learn	March 29, 2012
April	<i>Enthusiasm:</i>	Show a positive attitude toward academics and	April 26, 2012

social interaction
Inspire others to make positive contributions

May **Respect:** Been polite, considerate, and shown appreciation for others, their property and their differences May 31, 2012
Displayed acts of concern for the environment

June **Sportsmanship:** Show positive attitudes as team players and/or spectators May 31, 2012
Inspire others by setting a positive attitude in group activities

Student Planners

Students in grades 3, 4, and 5 will be given student planners in which to record daily homework assignments. Teachers will use the planners to communicate with parents when necessary. Parents should check the planners each evening in order to be aware of the expected homework, to see any messages from the teacher, and should sign the agenda signifying that they have seen the assignments and/or messages. Parents can also use the planner to communicate messages to the teacher.

Homework Policy

The Gilbertsville-Mount Upton School District recognizes homework as an important component of the learning process. Homework activities should be part of the students' learning process beginning in kindergarten and continuing through 12th grade. It is understood that this is a developmental process that begins with basic skills in the primary levels continuing through advanced practices at the upper secondary. Ultimately, it contributes to preparation for skills needed beyond high school.

Good homework activities provide students with additional learning practices in support of everyday classroom instruction. Homework helps build the foundation for skills and practice that develop good work habits. Regular practice of these skills can lead to increased academic achievement. In turn, homework promotes academic success by reinforcing learning, providing enrichment opportunities and developing much needed academic study skills. Furthermore, enlightening homework activities can help foster school-community relations by connecting students to resources outside of the school environment.

Homework Outcomes

The purpose of a consistent homework policy/program is to:

1. Help students become self-directed decision makers
2. Teach students to become organized problem solvers
3. Foster responsible citizens
4. Improve skill mastery
5. Encourage self-esteem
6. Extend learning and creativity for all students
7. Facilitate improved home-school communication.

Although homework may not be assigned each night, time should be spent reading, writing, studying math facts, reviewing for tests, etc.

Homework Guidelines

These guidelines for homework are based on current research and best practices regarding homework. Effective homework is short in duration.

Variations in individual study habits and abilities may lengthen or shorten homework times. If a student consistently needs more time for assignment completion, the teacher should be notified.

Grade Level	Time per Night	# of Nights per Week
K-1st:	10 minutes	3

2nd:	20 minutes	3
3rd:	30 minutes	3
4th:	40 minutes	3
5th:	50 minutes	3

Late homework: Homework is expected to be submitted by the assigned date. Teachers will notify parents of consistently late/missing homework assignments. Students' grades will be affected by late/missing homework assignments in grades 5 and 6.

Parent Checklist for Helping Your Child With Homework

1. Show You Think Education and Homework Are Important

Do you set a regular time everyday for homework?

Does your child have the papers, books, pencils and other things needed to do assignments?

Does your child have a fairly quiet place to study with lots of light?

Do you set a good example by reading and writing yourself?

Do you stay in touch with your child's teachers?

2. Monitor Assignments

Do you know what your child's homework assignments are?

How long they should take? How the teacher wants you to be involved?

Do you see that assignments are started and completed?

Do you sign off on your child's agenda (gr. 3-6) when you have reviewed the completed assignments?

Do you read the teacher's comments on assignments that are returned?

Do you make sure to go through your child's Friday Folder to review class work and check for school/home communication?

Is TV viewing cutting into your child's homework time?

3. Provide Guidance

Do you understand and respect your child's style of learning?

Does s/he work better alone or with someone else? Does s/he learn best when s/he can see things, hear them, or handle them?

Do you help your child to get organized?

Does your child need a calendar or assignment book or a bag for books or a folder for papers?

Do you encourage your child to develop good study habits (e.g., scheduling enough time for big assignments; making up practice tests)?

Do you talk with your child about homework assignments? Does s/he understand them?

Do you help your child with their homework and not do it for them?

4. Talk With Someone at School When Problems Come Up

Do you meet the teacher early in the year **before** any problems arise?

If a problem comes up, do you meet with the teacher?

Do you cooperate with the teacher and your child to work out a plan and a schedule to fix homework problems?

Do you follow up with the teacher and with your child to make sure the plan is working?

If you have questions regarding homework assignments, contact your child's teacher at 783-2207 ext. 102.

Student Policies and Procedures

Homebound Instruction (tutoring)

Homebound Instruction (tutoring) is provided to students who are unable to attend school due to medical difficulties. In this event, the parent must notify the Principal or Guidance Counselor immediately. The parent must obtain a written medical request for homebound instruction from the child's physician. No tutor can be assigned until the physician's request is received.

Elementary students receive the equivalent of one hour of tutoring instruction per day. Students receive credit for their work while on homebound instruction.

Attendance or Tardiness:

Regular and punctual attendance is essential for the optimum growth and developments of students. Learning builds day by day. A child who misses a day of school misses a day of learning. A student's regular attendance assures that they will have adequate time to reach and achieve state mandated educational standards. Being late for school hurts a child's learning, too. A student who is 10 minutes late every day will miss 30 hours of instruction during the year.

G-MU has adopted a Comprehensive Attendance Policy. The objectives of this policy are:

1. to ensure sufficient pupil attendance of classes so that pupils may achieve State mandated education standards;
2. to accurately track the attendance, absence, tardiness and early departure of students to and from the school;
3. to track student location for safety reasons and to account to parents regarding the location of children during school hours.

A student who arrives late (after **7:55 a.m.**) must bring a written note signed by the parent/ guardian upon arrival to school. The note must be submitted to the Front Desk when the student signs in.

- ◆ It is the responsibility of the parent/guardian to notify the school between 8:00 - 9:00 AM when a child will not be in school/class. The school will contact the parent/guardian at home or work if a student is absent, and we have not heard from the parent/guardian.
- ◆ If a student must leave school during the school day because of sudden illness or any other reason he/she must report first to the Health Office. The school nurse will determine the necessary steps. The school nurse is authorized to release a student through the verbal directive of a parent in an emergency situation.
- ◆ Students leaving the building for any reason must sign out at the front desk in the presence of the adult who is picking the student up.
- ◆ A student who needs to be released from school early must bring a written note signed by their parent/guardian. The note will be submitted to the front desk.
- ◆ A student who is returning from being absent must bring a written note signed by their parent/guardian. The note must be submitted to the teacher and will be forwarded to the front desk.

Parent notes submitted for any attendance issue must include:

1. The date of the absence, late arrival, or early dismissal
2. The specific time of the absence (if not for the whole day)
3. The specific reason for the absence
4. The signature of the parent/guardian

Definitions: As defined within the Comprehensive Attendance Policy, the following terms mean:

Excused: Any absence, tardiness or early departure for which the pupil has a valid school approved excuse. Such excused non appearance shall include: personal illness, illness or death in the family, religious observance, quarantine, required court appearances, attendance at health clinics or other medical visits, approved college visits, military obligations, counseling, disciplinary interventions, field trips, absences approved in advance by the Principal, and other reason as may be approved by the Commissioner of Education.

Unexcused: Any absence, tardiness or early departure for which the pupil has no valid school approved excuse. Such unexcused non appearance shall include: shopping trips, family vacation, oversleeping, skipping class, and any other absence that is not excused.

Please note that we will no longer be giving a Perfect Attendance Award. Although we feel strongly that attendance is important and directly relates to one's work ethic, the standards for this award are very difficult to set and often come into question.

NOTE: Persons arriving to pick up students for specific appointments must sign in at the front desk. The person at the desk will notify the teacher, and **the student will be sent to the front desk**. No student will be released from school without a signed parent/guardian request.

Student Dismissal

- ◆ Parents who plan on picking up their child from school before 3:00 p.m. should *send a note to school with their child on that morning*. The note should include the name of the child, teacher, regular bus number, time to be picked up, and reason for absence from school.
- ◆ If a child is to be picked up by another individual or ride a different bus, a note must be sent to school with your child that morning.
- ◆ Students will not be allowed to go home with any individual without a note including signed parental consent.
- ◆ All notes or faxes must be into the office by 1:30 p.m. for any bus changes.
- ◆ Parents must report to the front desk and sign out their child in the Sign In/Sign Out Log. The front desk secretary will then call the classroom teacher to release the student.
- ◆ A student will be released directly to either parent at any time the parent requests the release of a student. Certified copies of court orders documenting specific custody limitations must be provided to the district if access to the student by the non-custodial parent has been restricted. District personnel will not be able to refuse access to the student without proper documentation.

Emergency Release

In the event of an emergency, the Building Principal or Superintendent may release a student to an individual not appearing on the approved list, only if the parent has been notified and has approved the release, and the Building Principal or Superintendent determines that an emergency does exist.

School Accidents

If medical treatment is necessary for a student who is injured in school or at a school sponsored activity, parents must follow the procedures below:

1. Contact the Health Office Staff immediately and inform them of the accident
2. Submit claims to your own primary health insurance provider
3. Submit proof of payment or claim denial from your health insurance provider to the G-MU's Student Accident Insurance Provider. Forms can be obtained from the GMU Business Office.

GMU covers only the costs not covered by your own insurance.

Health Office Guidelines - Elementary School:

If your child is absent, please call the front desk at 783-2207 to inform the school and follow up by sending in a written note. This will help keep our attendance records up to date.

If your child is ill, running a fever, vomiting or has diarrhea, please keep him/her home until symptom free for 24 hours.

If your child is too ill to go outside for more than 2 days, send in a note from your doctor.

If your child has injuries or is ill and cannot participate in gym, the doctor must send a note stating "no gym" for a specific amount of time. If your child cannot participate in gym, they will not be able to participate in recess.

If a child becomes ill during school hours (s)he must be released by the school nurse who will make the appropriate contact with the parent/guardian. The parent, guardian, or emergency contact person must sign the student out at the front desk. Students may not be released to anyone that is not documented on the Student Information Form provided by the parent/guardian.

Health and Extra-curricular Activities: If your child participates in school related extra-curricular activities, they must be healthy and in attendance for a minimum of a half-day of school (read on for further definition) in order to participate in the after school activity. If your child has an appointment and must leave for part of the day, then they may participate in the after-school activity; if your child comes to school, becomes ill and is sent home, they may NOT return for the after-school activity. Any incident that involves less than a full day of school for a child on a day that there is an extra-curricular school related activity attendance must be pre-approved by the Principal.

If prescription or over the counter medication such as Benadryl, Tylenol or Advil is to be given at school, a medication authorization form from the health office will need to be signed by a parent/guardian and a written doctor's order will be required for the administration of medication. Medication needs to be sent in an original container that will remain at school. The pharmacy will prepare a bottle for the school if asked. **Medications need to be brought to the Health Office by an adult.** Medication that is to be given four times a day or at a specific time will be given only with the signed medication form and doctor's orders. Forms are available in the Health Office. The school's healthcare staff will provide emergency care for students in accidental or unexpected medical situations.

If medical treatment is necessary for a student who is injured in school or at a school sponsored activity, parents must follow the procedure below:

1. Contact the Health Office staff immediately
2. Submit claims to your own health insurance provider
3. Submit proof of payment or claim denial from your health insurance provider to the Business Office

The school covers only the costs not covered by your own insurance.

If your child is sent home with head lice, you will need to follow the instructions of the lice treatment and cleaning procedures. The day after treatment your child(ren) must be brought to school by a parent/guardian. Your child(ren) need to go directly to the Health Office and have his/her hair examined **BEFORE** going to their classroom(s). In order to maintain good health for all students, we have a "NO NIT" policy for students returning to school. If any nits are found you will need to take your child(ren) home and remove the nits before (s)he returns to school. If your child(ren) should get head lice, please notify the Health Office so the other children in the classroom may be checked. This prevents further spread. Thank you for your cooperation in these health matters. If you have any questions please contact the Health Office at 783-2207 ext. 108.

Lost and Found

All found items will be placed in the Health Office. On the last Friday of the month it will be displayed on a table outside of the Health Office. The school cannot assume responsibility for students' losses. Proper marking with permanent marker on tags of personal property can help reduce these losses. Please be sure to check this table whenever possible.

Fire Drills

Fire drills are to be held at irregular intervals during the school year. All occupants are to follow the directions posted in the room at the time of the drill. All occupants should move quickly, in an orderly manner, and quietly out of the building. **THERE IS TO BE NO TALKING DURING A FIRE DRILL.**

School Meals Program

All students are given an account with the School Meals Programs.

Students must have a permission note/form signed by their parent or guardian stating that they are allowed to charge snack and/or extras to their account. Accounts are to be used as debit accounts. Money is to be placed on the accounts before charging is allowed. If your child does not have money on their account they cannot charge breakfast or lunch nor can they purchase a snack.

Transportation Regulations and Guidelines

Transportation is a privilege provided to students who live within the school district. All students are expected to behave on the buses in a manner that is respectful to the rights of others. No student will be allowed to act in a manner that creates an unsafe situation on the buses of the Gilbertsville-Mt. Upton School District.

All students are governed by the expectations of the Student Code of Conduct while on buses. Behavior that is disruptive on school buses threatens the life and safety of all students and will not be tolerated. In an effort to assure safe transportation:

- ◆ All drivers will make every attempt to deal with situations that arise among students while they are riding on the bus.
- ◆ Drivers will only give students one warning about infractions.
- ◆ A Bus Discipline Referral will be filed with the Transportation Supervisor/Building Principal if a student continues to violate rules despite warnings.
- ◆ A Bus Discipline Referral will be filed with the Transportation Supervisor/Building Principal immediately for a violation that seriously endangers other passengers.

The Transportation Supervisor and Building Principal will respond to discipline referrals through the range of penalties listed in the Student Code of Conduct. Consultation with the driver prior to the disciplinary response will be initiated if circumstances require.

Students receiving more than three write-ups will face a transportation review. This review will include the student, parent, Building Principal, and the Director of Transportation. Suspension of bus privileges will occur if students persist in unsafe behavior. If a student is suspended from bus privileges, it becomes the parent's responsibility to transport the child. *Attendance is still mandatory.*

Rules of School Bus Safety

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms and head inside the bus.
5. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
6. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms and head inside the bus at all times.
7. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
8. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
9. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
10. Never run back to the bus, even if you dropped or forgot something.

Video Cameras on School Buses

The Board of Education recognizes its responsibility to ensure the safety and welfare of staff and students on school transportation vehicles. Video cameras are used to monitor student behavior on a school vehicle transporting students to and from school or extra - curricular activities.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational rights and Privacy Act (FERPA), a federal law, requires that the Gilbertsville-Mt. Upton Central School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Gilbertsville-Mt. Upton may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include this type of information from your child's education records in certain school publications. Examples include:

- a playbill, showing your student's role in a drama production
- the annual yearbook
- honor roll or other recognition lists
- graduation programs
- sports activity sheets, such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, New York State Education Law § 2-a and two federal laws require the School District receiving assistance under the Elementary and secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with student names, addresses and telephone listings - unless parents have advised the school district that they do not want their student's information disclosed without their prior written consent. New York State Education Law § 2-a also permits disclosure.

If you do not want Gilbertsville-Mt. Upton to disclose some or all directory information from your child's education records without your prior written consent, you must notify the District in writing within two weeks of your child(ren) starting school. Gilbertsville-Mt. Upton has designated the following information as directory information: *(Note: the School District may, but does not have to, include all the information listed below.)*

- Student's name, address and telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended
- Degrees, honors and awards received
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams

Model Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education.

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of -

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use -

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

A parent who wishes to inspect and review instructional material shall submit a request in writing to the building principal. Upon receipt of such request, arrangements will be made by the building principal to provide the parent access to instructional materials requested within 30 calendar days after the request has been received by the principal.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

5/17/06

Terms and Conditions for Use of Internet

Internet access is now available to students and teachers in the Gilbertsville-Mt. Upton Central School District. We believe the Internet offers vast, diverse and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in the Gilbertsville-Mt. Upton Central School by facilitating resource sharing and communication.

Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies on the proper conduct of the users who must adhere to strict guidelines. These guidelines are provided here so that users are aware of the responsibilities they are about to assume. Efficient, ethical and legal utilization of the network resources are required.

If a Gilbertsville-Mt. Upton Central School District user violates any of these provisions, his or her access privileges will be terminated and future access may be denied.

1. **Acceptable Use:** The use of access privileges must be in support of education and research and consistent with the educational objectives of the Gilbertsville-Mt. Upton Central School District. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use of commercial activities is prohibited. Use for product advertisement or political lobbying is also prohibited.
2. **Privileges:** The use of Internet is a privilege, and inappropriate use will result in a cancellation of those privileges. Each student who receives access privileges will be part of an ongoing discussion with a Gilbertsville-Mt. Upton Central School District faculty member pertaining to the proper use of the network. The system administrator will determine what is inappropriate use and his/her decisions are final. The system administrator may cancel any access privileges at any time as required. The administration, faculty, and staff of Gilbertsville-Mt. Upton Central School may request the system administrator to deny, revoke or suspend specific user access privileges.
4. **Etiquette:** All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - ◆ Be polite, and do not be abusive in your messages to others.
 - ◆ Use appropriate language at all times.
 - ◆ Do not reveal your personal address or phone numbers or those of other students.
 - ◆ Electronic mail (e-Mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities.
 - ◆ Do not use the network in such a way that would disrupt the use of the network by other users.
 - ◆ All communications and information accessible via the network should be assumed to be private property.
 - ◆ Illegal activities are strictly forbidden.
5. **No Liability:** Gilbertsville-Mt. Upton Central School makes no warranties of any kind, whether expressed or implied, for the service it is providing. Gilbertsville-Mt. Upton Central School will not be responsible for any damages. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or users' errors or omissions. The Gilbertsville-Mt. Upton Central School specifically denies any responsibility for the accuracy or quality of information obtained through the network.
5. **Security:** Security on any computer system is a high priority, especially when the system involves many users. If a call identifies a security problem on Internet, the user must notify a system administrator. Do not demonstrate the problem to other users. Do not use another individual's access privileges. Attempts to log in to Internet as a

system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.

6. **Vandalism:** Vandalism will result in cancellation of privileges and may lead to other administrative action, including notification of law enforcement authorities. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks. This includes, but is not limited to, the uploading or creation of computer viruses.
7. **Agreement:** All terms and conditions as stated in this document are applicable to all users. These terms and conditions reflect the entire agreement and supersede all prior oral or written agreements and understandings. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of New York and the United States of America.

Student Discipline and Code of Conduct

Student Discipline

Education is a cooperative effort in which teachers and students are brought together for learning to take place. An environment which permits order and efficiency must be provided. One of our goals is to instill a sense of self-discipline in students so that individuals do not allow themselves to infringe upon the rights of others as they seek an expression of their own.

The responsibility for development and maintenance of this self-discipline falls to the combined effort of students, parents, teachers, administrators, and the community that established the value system we accept. When self-discipline fails, regulations for management of school behavior must be outlined by those responsible for education.

Students are required to behave properly, respecting others and property. This includes traveling to and from school. Respect of all school employees and fellow students is expected. Consequences for failure to follow school rules may include loss of school privileges, parent notification, and in or out-of-school suspension.

Each classroom teacher has established rules and procedures. Students must realize that failure to follow classroom rules will result in consequences. A detailed explanation of school rules can be found in the Code of Conduct.

Code of Conduct (Adopted by BOE on May 21, 2001)

I. Introduction

Consistent with our mission statement, the Board of Education is committed to providing a safe and orderly school environment where students may receive, and district personnel may deliver, quality educational services without disruption or interference. Responsible and respectful behavior by students, teachers, other district personnel, parents and other visitors is essential to achieving this goal.

The district has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity. The board recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline when necessary is administered promptly and fairly. To this end, the board adopts this code of conduct ("code").

Unless otherwise indicated, this code applies to all students, school personnel, parents and other visitors when on school property or attending a school function.

II. Definitions

For purposes of this code, the following definitions apply.

"Disruptive student" means any student who substantially interferes with the educational process or the teacher's authority over the classroom.

"Parent" means parent, guardian or person in parental relation to a student.

"School property" means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of the school, or in or on a school bus.

"School function" means any school-sponsored extracurricular event or activity.

"Weapon" means a firearm as defined in 18 USC §921 for purposes of the Gun-Free Schools Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death when used to cause physical injury or death.

III. Student Rights and Responsibilities

A. Student Rights

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

1. Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender or sexual orientation or disability.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
- ◆ Access school rules and, when necessary, receive an explanation of those rules from school personnel.
- ◆ A challenging education, free of disruption.

B. Student Responsibilities

All district students have the responsibility to:

1. Come to school on time and ready and willing to learn.
2. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
3. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
4. Attend school every day unless they are legally excused and be in class on time, and prepared to learn.
5. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
6. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
7. Work to develop mechanisms to control their anger.
8. Ask questions when they do not understand.
9. Seek help in solving problems that might lead to discipline.
10. Dress appropriately for school and school functions.
11. Accept responsibility for their actions.
12. Students must recognize that younger students look up to them and follow their leadership. Therefore, they should hold themselves to the highest standards of conduct.

IV. Essential Partners

It is expected that parents, Board of Education members, teachers and administrators will work together to educate the children of GMU as a collaborative responsibility.

All parents/guardians are expected to:

1. Recognize the importance of their child(ren)'s education and to send them to school regularly, on time and ready to learn.
2. Instill in their children a supportive attitude towards the programs and rules of the school and promote positive relationships with others.
3. Maintain open communication between the home and school.

All school personnel are expected to.

1. Create and maintain a climate of mutual respect and dignity which will strengthen a student's self-concept and promote confidence to learn.
2. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
3. Maintain open communications between the school and home.

V. Student Dress Code

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Parents, teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments such as tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back) and see-through garments are not appropriate.
3. Ensure that underwear is completely covered with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include the wearing of hats, bandanas or other headwear in the school.
6. Not include items that are vulgar, obscene, libelous or negatively refer to others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
7. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

VI. Prohibited Student Conduct

The board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct.

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

A. Engage in conduct that is disorderly or disruptive. Some examples of disorderly/disruptive conduct are:

1. Using language or gestures that are profane, lewd, vulgar or abusive.
2. Engaging in any willful act which disrupts the normal operation of the school community.
3. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate web sites; or any other violation of the district's acceptable use policy.
4. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.

B. Engage in conduct that is insubordinate. Some examples of insubordinate conduct are:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.

2. Lateness for, missing or leaving school without permission.
3. Wearing inappropriate/offensive clothing in school

C. Engage in conduct that is violent. Some examples of violent conduct are:

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

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

Some examples of such conduct are:

1. Lying to school personnel.
2. Using vulgar or abusive language, cursing or swearing.
3. Stealing the property of other students, school personnel or any other person on school property or attending a school function.
4. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harms the reputation of the person or the identifiable group by demeaning them.
5. Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation or disability as a basis for treating another in a negative manner.
6. Harassment, which includes a sufficiently severe action or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be, or which a reasonable person would perceive as, ridiculing or demeaning.
7. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
8. Selling, using or possessing obscene material.
9. Smoking a cigarette, cigar, pipe or using chewing or smokeless tobacco. Possessing, consuming, selling, distributing, exchanging or being under the influence of alcoholic beverages, illegal substances or materials purposefully designed to represent an illegal substance.

VII. Reporting Violations

All students are expected to promptly report violations of the code of conduct to a teacher, guidance counselor, the building principal or his or her designee especially when observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function.

The building principal or his or her designee must notify the appropriate local law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of a school as soon as practical, but in no event later than the close of business the day the principal or his or her designee learns of the violation. The notification may be made by telephone, followed by a letter mailed or faxed on the same day as the telephone call is made. The notification must identify the student and explain the conduct that violated the code of conduct and constituted a crime.

VIII. Disciplinary Penalties

Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student's age.
2. The nature of the offense and the circumstances which led to the offense.
3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Information from parents, teachers and/or others, as appropriate.
6. Other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to additional discipline.

A. Penalties

Students who are found to have violated the district's code of conduct may be subject to the following penalties, either alone or in combination.

1. Oral warning
2. Written warning
3. Written notification to parent including parent conference
4. Detention
5. Suspension from transportation
6. Suspension from athletic participation
7. Suspension from social or extracurricular activities
7. Suspension of other privileges
8. In-school suspension
10. Removal from classroom by teacher
11. Short-term (five days or less) suspension from school education
12. Long-term (more than five days) suspension from school
13. Permanent suspension from school

B. Minimum Periods of Suspension

- 1. Any student found guilty of bringing a weapon onto school property will be subject to suspension from school for at least one calendar year. Before being suspended, the student will have an opportunity for a hearing pursuant to Education Law §3214. The superintendent has the authority to modify the one-year suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the following:**
 - a. The student's age
 - b. The student's grade in school
 - c. The student's prior disciplinary record
 - d. The superintendent's belief that other forms of discipline may be more effective
 - e. Input from parents, teachers and/or others
 - f. Other extenuating circumstances.

2. **Students who commit violent acts other than bringing a weapon to school shall be subject to suspension from school for one to five days. The superintendent has the authority to modify the minimum suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.**
3. Any student who repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom will be suspended from school for one to five days. The superintendent has the authority to modify the minimum suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

IX. Discipline of Students with Disabilities

To address disruptive or problem behavior, the board recognizes that students with disabilities have certain legal protections whenever school authorities intend to impose discipline upon them. The board is committed to ensuring that the procedures followed for suspending, removing or otherwise disciplining students with disabilities are consistent with applicable laws and regulations.

X. Student Searches

The board authorizes the superintendent, building principals, and district security officials to conduct searches of students and their belongings 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.

Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means that student lockers, desks, computer files and e-mail, and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

XI. Visitors to the Schools

The board encourages parents and others to visit the district's schools and classrooms to observe the work of students, teachers and other staff. Since schools are a place of work and learning, however, certain limits must be set for such visits. The building principal or his or her designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors to the school must report to the front desk in the lobby upon arrival at the school. They will be required to sign the visitor's register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds.
3. Visitors attending school functions that are open to the public, such as musical performances or other large public gatherings, are not required to register.
4. Visitors who wish to observe a classroom while school is in session are required to arrange such visits in advance with the building principal so that class disruption is kept to a minimum.
5. Teachers are expected not to take class time to discuss individual matters with visitors.
6. Any unauthorized person on school property will be reported to the principal or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
7. All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct.

XI. Public Conduct on School Property

For purposes of this section of the code, "public" shall mean all persons when on school property or attending a school function including students, teachers and district personnel. The purpose of this code is to maintain public order and prevent abuse of the rights of others.

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose for which they are on school property.

A. Prohibited Conduct

No person, either alone or with others, shall:

1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or destroy school district property or the personal property of a teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
3. Disrupt the orderly conduct of classes, school programs or other school activities.
4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
5. Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability.
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
7. Obstruct the free movement of any person in any place to which this code applies.
8. Violate the traffic laws, parking regulations or other restrictions on vehicles.
9. Possess, consume, sell, distribute, exchange or be under the influence of alcoholic beverages or controlled substances on school property or at a school function.
10. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the school district.
11. Loiter on or about school property.
12. Gamble on school property or at school functions.
13. Refuse to comply with any reasonable order of school district officials performing their duties.
14. Willfully incite others to commit any of the acts prohibited by this code.

B. Penalties

Persons who violate this code shall be subject to the following penalties:

Their authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection.

If necessary, local law enforcement authorities will be contacted to assist in removing the person.

****Gilbertsville Mt. Upton Alma Mater****

Verse 1 (with spirit):

Hail to our school of Blue & Gold, To it may we be true!
For life long learning, excellence are goals of G.-M.-U.

Chorus:

We will remember youthful days, good times, and our friends too. To do our best to reach success it's all at
G.-M.-U.!

Verse 2:

Here's to the years at G.-M.-U. They quickly flee a-way!
Each day is filled with memories from which we cannot stray!

Chorus:

We will remember youthful days, good times, and our friends too. To do our best to reach success it's all at
G.-M.-U.!