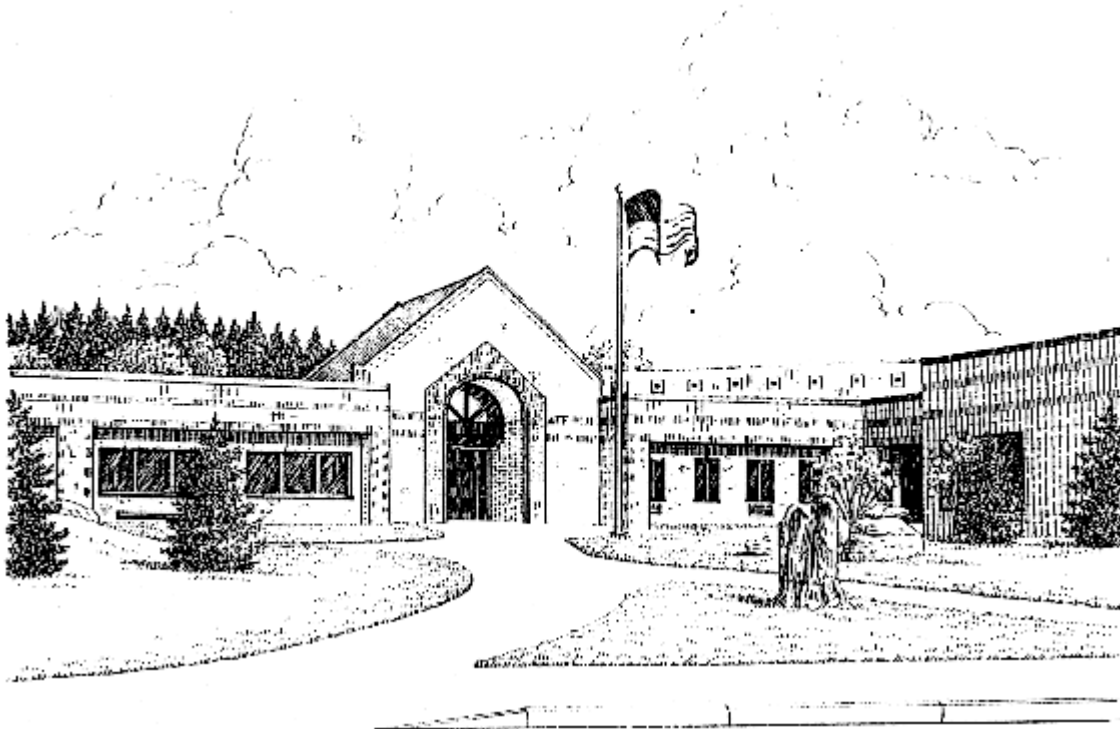


*Gilbertsville - Mount Upton Central School*  
**Middle School**  
**Student/Parent Handbook**  
**2011-2012**



*693 State Highway 51*  
*Gilbertsville, NY 13776*  
*Phone: 783-2207*  
*Fax: 783-2254*  
*[www.gmucsd.org](http://www.gmucsd.org)*

**Gilbertsville – Mt. Upton Central School  
District**



Our Mission:

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 phone, 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 to 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

“It's the quality of the journey that counts”

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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 Tuesday of each month at 7 pm in the Board Meeting Room to the left of the main entrance. Please see the school calendar or website for exact dates.

Notes and flyers regarding school activities are often sent home with students. The school web page, [www.gmucsd.org](http://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 in the newsletter are upcoming events, lunch menus, activities in which the students have been involved, and changes to the school calendars. An archive of school newsletters may be found on our website.

### 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. Jim Johnson	124
❖ Buildings and Grounds	Mr. Alan Digsby	101
❖ District Office/Superintendent	Mrs. Amber Birdsall/Mr. Glenn Hamilton	140
❖ District Enrollment	Mrs. Yvette Cabrinety	141
❖ Business Office	Mrs. Dorothy Ianello	144
❖ Elementary Office	Mrs. Donna Taylor/Mrs. Karen Volpi	102
❖ Guidance Office 5-12	Mrs. Yvette Cabrinety/ Ms. Kristy Cable	141
❖ Health Office	Mrs. Carol Angelone	108
❖ High School Office	Mrs. Deborah Ostrander/Mrs. A. Hammond	103
❖ School Meals Manager	Ms. Martha Dibbell	122
❖ Student Services Office	Mrs. Issy Clapp/Mrs. Karen Volpi	142
❖ Technology Director	Mr. Eric Voorhees	126
❖ Transportation Supervisor	Mr. Joe Zaczek	115

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 who attend other schools and wish to visit GMU must obtain approval from the Building Principal in advance. These visits will be granted only under special circumstances as they disrupt instructional focus.
- Parents are asked to make appointments whenever possible if wishing to meet with teachers, counselors, and administrators to discuss student progress or programs.

### Official Newspapers

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 to our website.

## School Board, Administration, Supervisors, and Support Staff

### **Board of Education Members**

Mr. Gerald Theis, President  
Mr. Larry Smith, Vice President  
Mr. Harold "Manny" Button  
Mr. Zachary Proskine

Mrs. Katherine Schmidt  
Mr. Jose Gonzalez  
Mr. Mark Muller  
Mrs. Amber Birdsall, District Clerk

### **District Administration and Staff**

#### Administration

Mr. Glenn Hamilton, Superintendent  
Mrs. Annette Hammond, Middle/High School Principal  
Mrs. Karen Volpi, Elementary Principal, Supervisor of CSE

#### Technology Coordinator

Mr. Eric Voorhees

#### Business Office Staff

Mrs. Dorothy Ianello, School Business Official/Dist. Treasurer  
Mrs. Tammy Osborne, Business Clerk

#### Guidance Counselor

Ms. Kristy Cable, 5-12

#### School Nurse, Pre-K-12

Mrs. Carol Angelone, RN

#### Buildings and Grounds 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. Yvette Cabrinety, Guidance Secretary  
Mrs. Donna Taylor, Elementary Secretary  
Mrs. Issy Clapp, Student Support Services  
Mrs. Deborah Ostrander, Middle/HS Secretary

#### School Meals Staff

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

#### Transportation Staff

Mr. Joseph Zaczek, Transportation Supervisor  
Mr. John Nolan, Mechanic

#### Drivers

Mrs. Pamela Rosenberg	Mr. Henrik "Rick" Lauvas
Mr. Tim Diters	Mrs. Carol Seha
Mr. Robert Sharkey	Mr. Edward Wilson
Mr. Herman "Chuck" Frank	Mr. Jeffrey Zaczek
Mr. Terry Hoke	Mr. Joe Zaczek
Mr. William Izard	Mr. Dan Mabie
	Mr. Thomas Meade

#### Substitute Drivers

Mr. Joe Storzinger  
Ms. Jan Ireland  
Mr. Robert Sharkey  
Mr. Tom Parkhurst

#### Bus Monitors

Ms. Joanne Krut  
Mrs. Sandy Marble  
Mr. Duane Bliss

## Middle School Faculty and Staff

### **ART**

E104 Mrs. Mary Krupp  
E102 Mrs. Cheri Theis

### **ENGLISH**

C118 Mr. John Grenier

### **FAMILY CONSUMER SCIENCE**

E108 Miss Karley Morgans

### **FOREIGN LANGUAGE**

C104 Mrs. Maria Sakoulas

### **HEALTH**

C120 Ms. Nancy Estabrook

### **LIBRARY STAFF**

Mrs. Raquel Norton  
Mrs. Susan Rowe; Aide

### **MATH**

C105 Ms. Renae TerBush

### **MUSIC**

F137 Mr. Matt Oram  
F103 Ms. Anne Monaco  
F103 Ms. Winifred Sortman

### **PHYSICAL EDUCATION**

F117 Ms. Nancy Estabrook  
F117 Mr. James Johnson, Athletic Dir.

### **PSYCHOLOGIST**

D115 Mrs. Theresa Yantz

### **SCIENCE**

C107 Mr. Mark Seigers

### **SOCIAL STUDIES**

C124 Mr. Rick Mohrien

### **STUDENT SUPPORT SERVICES**

C119 Mr. Gerrit Bakhuizen, LTA  
C119 Mrs. Pamela Davis, Aide  
C123 Ms. Kimberly Pineau  
C119 Mr. Aaron Sorensen

### **TECHNOLOGY**

E107 Mr. Kenneth Held

### **Sixth Grade**

C106 Ms. Becky Banks  
C122 Mrs. Meghan Benoit  
D109 Mr. Andrew Skrobanski  
F 119 Ms. Cheryl Zehr and Ms. Tina Cole

## Instruction

### **Health/ Physical Education/ AIDS Instruction**

Each student in grades 6-8 must successfully complete the Physical Education Course during each year of attendance in school. Students must have the following change of clothing for P.E. classes: sneakers, t-shirt, socks, and shorts. Clothing for Physical Education must comply with the dress code.

In compliance with the Regulations of the Commissioner of Education, the district will provide classroom instruction concerning Acquired Immune Deficiency Syndrome (AIDS) as part of a sequential and comprehensive Health Program for all students K-12. The school provides age appropriate instruction which must include the following information: the nature of the disease, methods of transmission of the disease, and methods of prevention of the disease (stressing abstinence as the most effective and appropriate protection against AIDS).

A copy of the course outline is available through the teachers. Parents may request to have their student excused from the segment of AIDS instruction regarding the methods of prevention of the disease by filing a request with the Superintendent of the school. The request must give assurance that instruction will be given at home.

### **Summer School**

A middle school student who fails a course may be eligible for summer school to earn course credit. Some students may also attend summer school for a review session prior to retaking a Regents Exam in August. A student can take up to two academic courses each morning during the summer school program.

Information regarding summer school classes is available through the Guidance Office. The grading process for summer school includes the grade achieved in the course that was failed at 25% of the final grade. Please see **Grading for Summer School** for specific information on summer school grade calculations.

Transportation is provided by the district from GMU School to the summer school site. Parents are responsible to transport their students to and from GMU. All school rules and student conduct expectations are in effect during summer school. Students who fail to adhere to the transportation safety rules will be dismissed from the program.

### **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.** Students under the age of compulsory attendance are provided tutoring if they are unable to attend school due to disciplinary action. Secondary students receive the equivalent of two (2) hours of tutoring instruction per day. Students receive credit for their work while on homebound instruction.

### **Assemblies**

Student assemblies are scheduled to broaden the overall educational program in diverse ways. Faculty will escort students in single file to all assemblies. Students should treat presenters with courtesy and respect. Expectations for student conduct include:

1. Quietly take assigned seats with your teacher
2. Do not speak (in an emergency speak only in a whisper)
3. Pay attention to the speaker/performer(s)
4. Applaud only when appropriate

## Field Trips

Field trips are arranged by teachers to strengthen student learning through activities not available in the classroom. Preparation work in advance and reflection following the trips are required. Students who miss other classes to attend field trips are expected to secure assignments and notes missed during class.

## Terms and Conditions for Use of Internet

Internet access is 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.

3. **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.

4. **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, nondeliveries, misdeliveries, 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.

## Academic Integrity Procedures

It is essential that every student's work and ideas are her or his own. While collaborative work is encouraged, there is a bold distinction between collaboration and copying. Additionally, the internet and other resources, unfortunately, often offer students a tempting and all too easy way out of an exam, research paper, or major project. Academic dishonesty, or cheating, not only robs the student of the skills and knowledge she or he was meant to learn, but it means the student has failed to live up to the high ethical standards at GMU. Middle school is a crucial period for our students to not only learn, but to develop an appreciation for learning and the hard work that goes with it. As such, below are practical examples of academic dishonesty.

- ❖ Plagiarism (Plagiarism is the representation of words, images, and/or ideas of another's work as one's own.)
- ❖ Copying another student's homework or class work
- ❖ Providing another student with one's homework or class work to be copied
- ❖ Cheating on an exam or project
- ❖ Aiding another student in cheating on an exam or project
- ❖ Misrepresenting an assignment
- ❖ Representing purchased materials as your own
- ❖ Using unauthorized materials during an exam (i.e. cheat sheet)
- ❖ Improperly citing on a final draft (after having received teacher corrections on an earlier draft)
- ❖ Altering the grade on an assignment or examination
- ❖ Forgery
- ❖ Stealing an exam or exam data
- ❖ Sabotaging or destroying another's work

## Academic Consequences

It is GMU's intent that middle and high school are a learning period for students, particularly when it comes to honesty and integrity. However, in college, work, and beyond, the penalties for dishonesty are severe. Therefore, GMU will treat every instance of academic dishonesty as a serious matter. It is not simply copying. It is academic dishonesty. In general, penalties will be based on chronic academic dishonesty. Second and third offenses will receive far sterner disciplinary measures. In all instances, the secondary principal will make the final determination of the appropriate consequence based on the scope of the incident. However, the below consequences are offered as a guideline:

- |  |                               |
|--|-------------------------------|
| ❖ First offense and/or moderate academic dishonesty: | zero for the assignment       |
| ❖ Second offense and/or major academic dishonesty:   | 50 for the marking period     |
| ❖ Third offense and/or severe academic dishonesty:   | loss of credit for the course |

For all offenses, a discipline referral will be written and placed in the student's permanent record.

## **Academic Success Policy For Grades 6-8**

The Academic Success Policy is designed to support struggling students in the achievement of academic success. Academics must be a priority as students prepare to enter a competitive work force in uncertain economic times. Each student must take responsibility for achieving academic success. Through working with teachers, students gain opportunities to develop effective study habits, a strong work ethic, and the desire to succeed.

### **Probation:**

The first period of each day is a tutorial to which all students are assigned. Students who are failing any class will be on Probation and will spend their tutorial period with the teacher of that class, after first checking into their regular tutorial for attendance.

### **Restriction:**

Students failing any class for 2 consecutive weeks will be placed on Restriction the following week until they achieve a passing grade in that class. The list of restricted students will be generated weekly via PowerSchool grade pull on Monday. Students and teachers will be notified of those on restriction on Tuesday mornings in Tutorial.

- Students failing **any** class may leave study hall **only** with a pre-signed pass from the teacher whose course they are failing.
- Restricted students may not participate in any extracurricular activities, including sports, clubs, dances, movie nights, school plays, and other school sponsored activities until passing grades are achieved.

The only way a student gets off of Restriction is when they are passing their classes and not before a student's academic status is assessed each Tuesday.

## **Grading System**

Grades are used to indicate achievement and development in each class or subject area in which a student is enrolled. Student's grades will reflect what they earned during each marking period. If a student gets below a 50 for any of the first 3 marking periods, they have the opportunity to earn a 50 in that marking period by passing the marking period that follows. For example, if a student earns a 45 in the first marking period and gets a 65 in the second marking period, the first marking period grade will be changed to a 50. This procedure maximizes a student's opportunity for success. In the fourth marking period, a student's grade cannot be changed to a 50 if it is below a 50.

## **Grading for Summer School**

A student who completes but fails to pass a 1-unit course during the school year is eligible to attend summer school to earn a passing grade in the course. The grade earned during the school year will be combined with the summer school grade to achieve the final grade for the course. The school year grade will count as 25%, while the summer school grade will count as 75% of the final grade.

## **Promotion**

Grades 6-8: Successful completion of all courses will assure that students will pass on to the next grade level. If a student fails any course(s), his/her overall performance will be reviewed by a team of teachers and the Counselor. Recommendations will be made to the Building Principal and may include:

- Recommend Summer School
- Require Summer School
- Specific program adjustments and supports for the coming year
- Repeat the entire grade level

## **Report Card/Progress Reports**

Progress reports are issued every 5 weeks and report cards every 10 weeks for grades 6-8. In addition to numerical grades, teacher comments are also included. Teachers send information home and make phone calls to alert parents about students experiencing academic or behavioral difficulties.

## **Guidance Program**

The Guidance Office provides important information regarding graduation requirements, career options, and future educational opportunities. In addition, the counselors provide a variety of services and supports to aid successful educational and personal development. Students may arrange a conference with the Guidance Counselor and, if necessary, a parent conference may be scheduled with the teacher.

## **Parent/Teacher Communication**

**Parent Conferences:** We believe the well-informed parent is more able to contribute to the success of our students. For this reason, parent/teacher contacts are encouraged via written communication, telephone conferences and/or personal meetings.

Parents may initiate a conference with the teacher or Middle School Team by leaving a message at the middle/high school office requesting that the teacher(s) contact them.

When a parent requests a conference with a teacher or team, the teacher/team 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. Appointments may be arranged with the Guidance Counselor or the Building Principal by contacting their secretaries.

**Parents may also use email to contact teachers directly and maintain communication. Links to**

**individual teacher email addresses can be found on the school website: [www.gmucsd.org](http://www.gmucsd.org). Click on the parents button, and then offices and staff button to get an email directory.**

### **Student/Parent Concerns**

Successful partnerships between students, parents, and school personnel are essential to the goal of student success. There may be times when students voice concerns that leave parents wondering what they can do to help. At such times we encourage students to take responsibility for solving the problem or concern. The protocol below will encourage students to participate in the problem solving, while assuring that if they are not successful, there is help to solve the problem.

*Step 1:* Parent encourages student to speak to the teacher directly, coaching the student how to approach the problem.

*Step 2:* If the student is not successful, the parent contacts the teacher to discuss the situation.

*Step 3:* If the parent is not successful, the student and/or parent contacts the building principal to share the concern in an effort to solve the problem.

### **Teacher/Extra Help**

Whenever possible, teachers are available to provide help to students. This includes opportunities before school, during study halls, and after school. Each teacher will post available times in each classroom to encourage students to seek help.

## **Student Policies and Procedures**

### **Academic Intervention Services**

Academic Intervention Services is a requirement for any student at-risk of not passing a state assessment. Eligibility for AIS will be determined based upon a student's class performance, standardized test results, attendance record, and teacher and/or parent recommendations.

Services and interventions available to students may include:

1. additional assigned time with teachers to work on improving basic academic skills
2. additional supports in the classroom

\* Upon request, parents may ask for a copy of the Secondary AIS Handbook.

### **Attendance Policy**

#### **A. Objectives of the Attendance Policy are:**

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

#### **B. Strategies/Incentives that encourage student attendance:**

##### **1. Minimum Attendance for Course Credit**

a. A student must be noted as present at 85% of a course's scheduled classes in order to earn credit for the course. Any excused absence, for which the student has completed assigned make-up work, will not be counted as an absence for the purposes of determining whether the student has attended sufficient classes to receive course credit under this provision.

- ❖ For purposes of minimum attendance requirements, a student shall not be counted as present for a class if the student misses more than 50% of the class time, whether through tardiness or early departure.
- ❖ Students *of* compulsory attendance age suspended from school instruction may not be marked as absent unless they fail to attend scheduled alternative education on that day.
- ❖ Students *over* the compulsory attendance age suspended from school instruction will be marked absent unless they have been assigned alternative education. If alternative education has been assigned, only failure to attend scheduled alternative education shall count as an absence.

b. In order to prevent loss of credit for failure to attend, the district will take the following steps. When a student is approaching the limit of absences for losing course credit, the district shall notify the student and his parents/guardians, according to the chart below. The notice will include the current date, the school's attendance for credit policy, the maximum absences allowed, and the actual number of classes the student has missed:

<i>Course Length</i>	<i>Maximum Absences</i>	<i>Parent Phoned by Teacher</i>	<i>Warning Letter Sent</i>	<i>Letter Rescinding Credit Sent</i>
40 weeks	28	10	20	29
20 weeks	14	5	10	15

- ❖ When a student is in jeopardy for losing credit for excessive absences the Building Principal shall be responsible for reviewing attendance records, determining eligibility for make-up work for excused absences, and arranging student make-up opportunities with teachers, including deadlines for submission of work.

2. Notice of Absences: The pupil's parents/guardians shall be notified of a pupil's nonattendance, unexcused absence, tardiness or early departure.

- ❖ Where a pupil has not been marked as present for the first period of scheduled instruction and the school has not been previously notified of the absence, the district shall attempt to contact the pupil's parents/guardians to learn the nature of the pupil's absence and notify the parent that the pupil has not arrived at school;
- ❖ Where a pupil has been marked as present, fails to report to an assigned class, and cannot be located in the building the district shall attempt to contact the pupil's parents/guardians to notify them of the pupil's absence.

3. Disciplinary Procedures: The student may be subject to disciplinary procedures for unexcused absence, tardiness, or early departure, including verbal and written warnings, detentions, in school suspensions, and loss of extra-curricular privileges, as described in the Code of Conduct.

4. Counseling: The District shall provide appropriate counseling to students with chronic attendance problems.

### **Attendance Procedures**

**Students are expected to be in class no later than 8:00 a.m. Please note: students should not be dropped off to school prior to 7:30 a.m. as doors are not unlocked until then. Students arriving early are not allowed to sit in the halls due to fire and safety regulations. The cafeteria will be opened for students who wish to complete work before school officially starts.**

- ❖ Students arriving to school after 8:00 will be marked tardy and must report to the attendance clerk. Excessive tardiness will result in disciplinary action. They must bring a written note signed by the parent/guardian upon arrival to school. The note must be submitted to the Attendance

Clerk. Students who are late and do not bring a note will be given one day to bring in a note. Failure to do so will result in their being referred to the Principal.

- ❖ It is the responsibility of the parent/guardian to notify the school Attendance Clerk between 8:00 - 9:00 a.m. 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.
- ❖ A student who is not in school and whose parent/guardian expects them to be in school is considered truant and will receive a disciplinary response. This includes participation in senior skip day.
- ❖ A student under the compulsory age of attendance who is absent from school with parent/guardian approval, but is not absent for a legal reason, is considered truant. Disciplinary responses and notification of the authorities will occur if a student is habitually absent for illegal reasons despite the approval of a 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 with the Attendance Clerk in the presence of the adult who is picking the student up.
- ❖ A student who wishes to be released from school early must bring a written note signed by his/her parent/guardian to the main office. The note will be submitted to the Attendance Clerk with the daily attendance.
- ❖ A student who is returning from being absent the day before must bring a written note signed by their parent/guardian. The note must be submitted to the main office and will be forwarded to the Attendance Clerk.
- ❖ Health and Extra-curricular Activities: If a student participates in school related extra-curricular activities, they must be healthy and in attendance for a minimum of a half-day of school in order to participate in the after school activity. If a student has an appointment and must leave for part of the day, then they may participate in the after school activity; if a student comes to school, becomes ill and is sent home by the school nurse, they may NOT return for the after-school activity. Any incident that involves less than a full day of school for a student on a day that there is an extra-curricular school related activity attendance must be pre-approved by the Principal.

Parent notes submitted for any attendance issue must include:

1. The date of the absence, late arrival, or early dismissal
2. The specific reason for the absence
3. The signature of the parent/guardian

**Note:** Persons arriving to pick up students for specific appointments must sign in at the front desk and report to the Attendance Clerk. No student will be released from school without a signed parent/guardian request. In the event a parent/guardian directs release of a student to a person other than those listed on the Student Information Sheet, the Attendance Clerk must verify the request (by phone) prior to releasing the student.

### **Sign-In/Out Procedure**

The staff at the Gilbertsville-Mt. Upton Central School takes the safety of the students seriously. The student entry and dismissal procedures below are strictly enforced.

- ❖ Parents provide a list of individuals to whom district personnel are authorized to release a student. This is done each year on the Student Information Form. 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 on the Student Information Form filled out by the parent.

- ❖ 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 a student without proper documentation.
- ❖ Someone seeking the release of a student from school must report to the school Attendance Clerk and present satisfactory identification. If any questions arise regarding release of a student, the Building Principal or Superintendent will be contacted before the student is released.
- ❖ If your child has an appointment that he/she will be driving to, parents must send a written release, which includes a phone number where parents may be contacted for verification.
- ❖ The person seeking the student's release must sign in and out at the register in the front lobby.

### **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. This will be done **only** if the parent has been notified and has approved the release and the Building Principal or Superintendent determines that an emergency does exist.

### **Class Attendance Procedures**

Any student who is tardy to class must obtain a pass from the **previous teacher** stating either the reason for tardiness, or that the student was excused on time.

- ❖ Any student who has cut a class will receive no credit for any class work from that class (test, quiz, homework assignments due, written reports, term paper, oral presentation, speech, projects, etc.).
- ❖ Any student who misses 50% or more of the class will be considered absent from the class.
- ❖ Any student who is in violation of the district's 85% minimum attendance policy may not receive credit for the course.

<h2><b>Family Educational Rights and Privacy Act ( FERPA)</b></h2>
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The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the Gilbertsville-Mt. Upton Central School District, with certain expectations, 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 heights 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 ring 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

<b>Model Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)</b>
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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.

## **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.
3. Access school rules and, when necessary, receive an explanation of those rules from school personnel.
4. 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, and 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.

### **To Be More Specific:**

1. Shoulder straps on shirts or tank tops should be the equivalent of three fingers wide.
2. Shorts or skirts should fall below the length of the student's fingertips when the arms are hung straight down the side of the body.
3. Shirts should at all times be of a length so as to cover the waistband of the pants or skirt whether the student is sitting or standing.
4. Flip-flops can produce a hazard in certain classes- for example technology lab and can cause cold wet feet in the case of an early morning fire drill.
5. Not include items that are vulgar, obscene, and libelous or negatively refer to others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
6. Not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.
7. There is no headgear (hats, bandanas, etc.) to be worn in the building or electronic devices (iPods, MP3 players, cell phones), allowed in the building. Any student with headwear (work or not) during the school day (8:00-3:00) will have the item confiscated.
8. Any coat or jacket must be removed and stored in a locker once the student arrives in the school building.
9. Hoods may not be worn over the head.

## **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.
5. Reckless endangerment.
6. Minor altercations.
7. Criminal mischief.

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. Violating the school dress code.
4. Riot
5. False alarms/bomb threat

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

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.

1. 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.
2. Displaying what appears to be a weapon.
3. Threatening to use any weapon.
4. 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.
5. Intentionally damaging or destroying school district property.
6. Assault with or without physical injury.
7. Violent acts such as: homicide, sexual offense, robbery, arson, kidnapping, or threats of such

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 of 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 or exchanging or being under the influence of alcoholic beverages, illegal substances or materials purposefully designed to represent an illegal substance.
10. Menacing or bullying.

**Please note: For safety and fire regulations at no time prior, during, or after school may students sit in the hallways on the floor.**

### **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
8. Suspension of other privileges
9. 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.
8. No student will be allowed a visitor during the school day unless they have permission from the Principal.

## **XII. 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 public must follow all school rules as defined in the code of conduct.

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.

# **Student Behavior**

## **Classroom Discipline**

- ❖ Each teacher will display and use a discipline plan.
- ❖ Each plan will be posted and taught to students.
- ❖ A letter will be sent to parents the first week of school regarding classroom discipline. Parents must sign and students must return the letter. Semester courses will send home the letters each semester.
- ❖ If the contract letter is not returned, the parent will be called and the plan will be read over the phone and a verbal signature will be taken.
- ❖ Copies of the "verbally signed" contract letter will then be sent to parent/guardian.
- ❖ Teachers will systematically teach and consistently and fairly enforce the plan.

## **Detention**

Students who have made poor behavioral decisions may be assigned a lunch detention by an administrator. The following rules must be adhered to:

- ❖ Students must bring sufficient work, academic study material, or assigned reading.
- ❖ Students are not allowed to doodle, play games, talk, etc.
- ❖ Students must sit in assigned seats.
- ❖ Students reporting late or failing to report for an assigned detention will face further, more progressive disciplinary action.

## **In-School Suspension (ISS) Procedures/Expectations**

Students assigned in-school suspension must bring all books and materials and report to the room at the appointed time. In-school suspension is not available every day.

Students who have a pending in-school suspension assignment are not to break the Student Code of Conduct and receive another referral prior to serving the suspension.

If the pupil receives another referral during that period, he/she may receive an out of school suspension. Rules for in-school suspension are based on the expectation that the room is designed for students who have to accept responsibility for their actions without falling behind on schoolwork.

Students must:

- ❖ Come prepared to work- no sleeping.
- ❖ Work silently for the full assigned period
- ❖ Sit in the seat assigned by the monitor
- ❖ Refrain from eating or drinking, except for lunch.
- ❖ Complete any work assigned by the monitor.
- ❖ Students may not participate in any extra-curricular activities on the day or days on which they are assigned any in-school suspension.

### **Instruction Upon Suspension (OS)**

While serving out-of-school suspension, a student may not come on to school grounds either during school hours or for any after school activity that occurs on or off school grounds. The only exception to this would be based on assigned, on-campus tutoring times as determined by the Principal.

### **Public Displays of Affection**

Personal or intimate actions other than handholding prove distracting to both the participants and those sharing the building with them. Such public displays of affection are not permitted under the Code of Conduct. Students are asked to use good judgment and avoid the embarrassment that may be involved when a teacher, administrator, or other school employee has to speak to you about your behavior.

Parents of repeat offenders will be called and the Building Principal will take appropriate disciplinary action.

## **Sexual Harassment/Discrimination of Students**

It is the policy of the Gilbertsville-Mt. Upton Central School District that all members of its school community have a right to work, learn, or visit in a harassment-free environment. In the Gilbertsville - Mount Upton Central School District, sexual harassment in any form is unacceptable and will not be tolerated. The District will take all necessary steps to ensure that the District shall be free from sexual harassment.

**A. District Responsibility:** The district shall take steps to prevent sexual harassment from occurring, such as affirmatively raising the subject, expressing strong disapproval, developing appropriate sanctions, informing students and employees of their rights to raise and how to raise issues of sexual harassment under Title VI and Title IX, and developing methods to educate and sensitize the school community.

**B. Definitions:** The following unwelcome behaviors can constitute sexual harassment:

- ❖ Unwelcome verbal conduct
- ❖ Sexual advances or propositions
- ❖ Jokes of a sexual nature
- ❖ Demands of a sexual nature
- ❖ Unwelcome physical conduct
- ❖ Verbal threats of a sexual nature
- ❖ Sexual innuendoes or suggestive comments or telephone calls
- ❖ Sexually degrading words to describe an individual or an individual's body
- ❖ Whistling or obscene gestures of a sexual nature

**C. Complaint Procedure:** If you believe you have been sexually harassed by a student or staff member, the first step is to make a report to the Building Principal. The building principal may refer the report to the School Sexual Harassment Officer.

**D. Reprisals:** The District will follow-up with the complainant to ensure that there is no harassment or retaliation following the investigation.

Any individual who retaliates against any person who reports alleged sexual harassment or who retaliates against a person who testifies, assists or participates in an investigation, proceeding or hearing relating to sexual harassment complaint may become the subject of disciplinary action. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment

## Homework Procedure

The Gilbertsville-Mt. Upton School 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 and continues through advanced practice in the upper secondary levels. Ultimately, it contributes to preparation for skills needed beyond high school.

### Homework Guidelines

- ❖ The following homework guidelines are based on current research and best practices regarding homework. The guidelines may or may not apply to special long-term projects or rote drills. Variations in individual study habits and abilities may lengthen or shorten homework times. If a student consistently needs more time for assignment completion his/her teacher should be notified.
- ❖ Middle school teachers will coordinate frequency and duration of homework assignments with other teachers.
  - Maximum time: 80 minutes per night (total)
  - Minimum days: 3 times per week
- ❖ Incomplete homework: On a day a student comes in with incomplete homework, they will be assigned to a mandatory academic support period opposite their lunch period.
- ❖ Parent/Guardian(s) will be notified of late/missing assignments through a phone call from their child or the Principal.

### Illness Clause

Short-term illness (1-3 days) - The student or parent/guardian is responsible for getting and completing assignments. The student is expected to call a classmate to get the assignment(s). For absences longer than 2 days they may contact the High School Office. Students are to complete and submit their work within 24 hours of their return to school. Teachers have the option to modify assignments and set an appropriate time line for due dates where appropriate.

Long-term illness (4 or more consecutive days) -The student will be given 3 school days, from the last day they were absent, to complete missed homework assignments. Assignments may be secured through the High School Office, or classmates. The student is responsible for completing assignments.

Teachers have the option to modify assignments and timelines where appropriate. For longer illness (1 week or more consecutive days), with the appropriate doctor's note, tutoring can be requested for the student.

### Securing Assignments

When students miss 1-2 days of school they are expected to contact classmates for the assignment. If a parent becomes aware that a student will miss 3 or more consecutive days, **due to illness**, they may contact the High School Office **before 10:0 a.m.** to request assignments. Teachers will be asked to submit assignments to the High School Office by 3:30 p.m. for pick up by parents. If calls come in after 10:00 a.m. we will make every effort to secure assignments by 3:30 that day, but we cannot guarantee it. **Email links on our website ( [www.gmucsd.org](http://www.gmucsd.org) ) can easily be used for direct contact with teachers.**

Only legal parents/guardians or those people listed on the student information sheet may pick up assignments and secure necessary books from lockers. Students are responsible for making their own requests for assignments if they are being requested due to vacations. The Guidance Office will not facilitate this collection

## **Transportation Regulations/Guidelines**

Transportation is 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. All students are governed by the expectations of the 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 give students only one warning about infractions.
- ❖ If a student continues to violate rules, despite warnings, a Bus Discipline Referral will be filed with the Principal.
- ❖ A Bus Discipline Referral will be filed with the building principal immediately following a violation that seriously endangers other passengers.
- ❖ Drivers will verbally notify students that their behavior is being reported.

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

Students receiving more than three referrals 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. Students suspended from bus transportation are required to be in school. Transportation of students while suspended from the bus is the responsibility of the parent/guardian.

### **Authorized Transportation**

Students may only leave school grounds with authorized transportation. This involves students' own bus and bus stop, or riding with individuals who have been identified as accepted by parents/guardian on the Student Information Form.

Students not going to their normal after school location are required to provide the Secondary Office with a note, signed by their parent/guardian, stating where they are going and how they are getting there. This is necessary even if the person they are riding with is identified on their Student Information Form.

Note: We are not able to take parent requests over the phone. A parent's signature is required. Notes faxed to the school including a parent's signature are accepted.

If we are unable to contact the parent, the child will have to resume his/her normal means of transportation as the request will not be honored.

### **After School Activities/Transportation Sign Up**

Students staying after school for **ANY** reason are to sign up in the office. Students are required to provide the office with their first and last name, regular bus number, town you live in or person you are riding home with and supervisor (teacher/coach/advisor) with whom you are staying.

\* Sports/Club Participants - Once a specific list of participants has been given to the Middle/High School secretary those students do not have to sign up to stay after for that event.

### **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 will be used to monitor student behavior on a school vehicle transporting students to and from school or co-curricular activities.**

## **General Procedures**

### **Honors and Recognition**

#### **Honor and High Honor Roll**

Quarterly averages are computed by the guidance office at the end of each quarter and are weighted according to course credit; physical education grades are not included in the weighted average.

Based upon their quarterly averages, students will be recognized for outstanding academic achievement. Students earning a quarterly average of 85-89 will be listed on the Honor Roll; students earning a quarterly average of 90-100 will be listed on the High Honor Roll.

#### **National Junior Honor Society**

Gilbertsville – Mt. Upton has a Junior Honor Society Chapters for students in grades 7 – 9. Students are considered for membership based on achieving a minimum grade point average of 89.5% or higher.

Once students are notified of their eligibility, they are asked to provide additional information about themselves so that the selection committee can make informed decisions regarding membership.

National Junior Honor Society (NJHS) selection is based on evidence of student excellence in the following areas:

- ❖ Scholarship
- ❖ Character
- ❖ Service
- ❖ Leadership

Once inducted to Junior Honor Society, students are expected to maintain the standards of excellence. Students failing to maintain these standards may be subject to a warning, a probationary period, or dismissal.

NJHS membership does not automatically mean National Honor Society (NHS) membership. Continued evidence of excellence in scholarship, character, service, and leadership is expected and used to determine membership in NHS.

#### **Care of School Property/Materials Loaned to Students**

While at Gilbertsville-Mt. Upton, students are loaned textbooks, instruments, calculators and other school materials. These materials will be the student's responsibility to take care of until they are returned at the end of the semester/school year. Parents will be billed for lost or damaged materials.

All students must show respect for school property. Any damage of property should be reported to the High School Office or the appropriate teacher.

Acts of vandalism are crimes against the school district and the community. Students who willfully destroy, damage, or deface school property shall be subject to disciplinary action and may be prosecuted to the fullest extent possible under the law.

If a student damages school property, such student and/or his/her parent or guardian shall be required to pay the district for the value of the damaged property up to the limit of the law.

**All food and drink is to be consumed in the cafeteria. Teachers may make special arrangements for special classroom events with the approval of the Building Principal.**

### **Employment of Students**

Students under 18 who are interested in working papers may pick up applications in the High School Office. The Guidance Office staff can offer assistance in finding summer employment.

Despite the attraction of having a part time job after school hours, students should give careful consideration to the amount of time and energy such a job can demand. Although the income creates opportunity for purchasing items now, please focus on success in school as it is an investment that pays dividends in the form of higher salaries throughout your lifetime.

### **Fire Drills**

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

### **Health Services**

- ❖ If your child is absent due to illness for more than 3 days, please send him/her with a doctor's note for re-entry into school.
- ❖ If your child is absent, please call the attendance clerk 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 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 a child becomes ill during school hours the school nurse who will make the appropriate contact with the parent or guardian to release him. Students may not use the pay phone to call a parent for release. 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.
- ❖ 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 to release the board and its employees of liability 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.
- ❖ The school nurse 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: contact Health Office staff immediately, submit claims to your own health insurance provider, submit proof of payment or claim denial from your health insurance provider to the business office. The school covers only the cost not covered by your own insurance.

Thank you for your cooperation in these health matters. If you have any questions contact the Health Office at 783-2207 ext. 108.

## **Lockers**

Lockers will be assigned to each student and may not be changed without permission. The locker is the property of the school. Keep your locker clean and neat; it will be inspected periodically without notice. Students are to note the following:

- ❖ Locker combinations will **NOT** be changed during the school year.
- ❖ Memorize locker combinations, and do **NOT** share the combination with anyone. This will prevent things from being stolen from your locker.
- ❖ If students are having a problem with their locker (combination or jam), please come to the office and let the secretary know what the problem is so she can help you.
- ❖ Be prepared for class or study hall so that you do not have to go to your locker.
- ❖ Refrain from placing money or valuables in the locker.
- ❖ Be sure your locker is closed and locked when leaving your locker area.

Proper care of lockers is expected. There should be no markings or defacement of any kind inside or outside the locker.

## **Passes**

**Students must carry passes when in the halls to show they have legitimate reasons to be there. All staff members will use the pass system to assure the safety of all students. Students, who cannot produce a viable pass for a staff member, will be placed on pass restriction.**

## **Phones**

A pay phone is located in the hallway near the gym. Having a phone available is a privilege. It is up to everyone to insure the following rules are enforced:

- ❖ The pay phone is not to be used during a student's class time.
- ❖ The pay phone will be available to students at lunchtime, before and after school only.
- ❖ The pay phone will not accept incoming calls.
- ❖ One student at a time will use the pay phone.
- ❖ Students will not be permitted to hang around the pay phone area. Phone calls are to be kept to a minimum time frame. Be considerate of others who may want/need to use the phone.

**\*The Office Phones are for emergency use only. Use of the phone will be allowed at the discretion of office personnel.**

## **Radios, Beepers, Cellular Phones, Electronic Devices, and Skateboards**

Radios, boom boxes, headsets, beepers, cellular phones, electronic devices, skateboards, 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.

## **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 in the account before charging is allowed.

If a student owes more than five dollars (\$5.00) on their account, they will be unable to charge snacks or extras until the account is brought current.

## **Student Complaints and Grievances**

Students who feel they have a complaint/grievance should report to the high school office and explain the situation. Then they will be given the proper form to file their complaint/grievance. The completed form will then be directed to the proper authorities for review.

Formal complaints may be submitted to initially report a complaint or as a follow-up to an unsatisfactory resolution of an informal attempt to resolve a complaint. Students may also present concerns directly to the Student Council Grievance Committee.

### **Student Records**

The procedures for the confidentiality of student records shall be consistent with federal statutes, including the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementing regulations and the Commissioner's Regulations. (See FERPA, and PPRA.)

### **Study Hall Procedures**

The purpose of study hall is to provide a quiet time for study, as well as an opportunity to receive academic assistance. To achieve this focus:

- ❖ Students are to arrive on time. Students are to study for the full period, so they should plan enough work in advance. This includes bringing books, pencils, papers, or other materials with them.
- ❖ After attendance is taken, eligible students may ask to sign out to the library or computer lab, or present a pre-signed pass from other teachers. Students may not leave until the teacher/monitor provides a hall pass for them. Honor Society members are allowed to sign out to approved locations without pre-signed passes.
- ❖ Students on Academic Restriction may not sign out of study hall without a teacher. Students who have demonstrated responsibility may be allowed to sign out (one at a time) to their locker or the restroom. Students may not sign out more than one time per 40-minute study hall.
- ❖ No general conversation is allowed. Students may work together only if they request and receive permission of the teacher/monitor to do so.
- ❖ Cards/games, radios, beepers, cellular phones, electronic devices, and skateboards are prohibited.

**All 6-8 students are not to enter the Elementary Wing without the written consent of the Elementary Principal.**

## **Clubs and Activities**

### **Co-Curricular and Extracurricular Activities**

Gilbertsville-Mt. Upton Central School recognizes the educational values inherent in student participation in the co-curricular life of the school for such purposes as building social relationships, developing interests in an academic area, and ongoing understanding of the responsibilities of good citizenship.

The following activities are available to students:

Student Council	Yearbook	Ski Club
Jr. Honor Society	SADD	Foreign Language Club
Color Guard	Jazz Band	Acceptance Alliance
Drama Club	Marching Band	

### **Student Fund Raising**

All clubs, classes, and organizations must have prior approval through the Principal for any fund raising efforts. No fund raising activities will be allowed to take place without this approval.

### **Posters/Postings in School**

The Middle/High School Principal will approve posters and their placement before they are put on display. Posters, both in school and out must be collected as soon as the event which they announce has taken place. At all times posters must be neat, of good taste and design, and grammatically correct.

## **Dances**

- ❖ Chaperones will consist of at least 2 faculty chaperones and at least 3 parents of students sponsoring the dance.
- ❖ Students may invite a guest to a school dance provided they are enrolled in another school district and they have secured a dance pass from the High School Principal in advance. Guest passes need to be returned to the high school office no later than noon two days before the dance is held.
- ❖ Dances will not begin prior to 7:00pm and must end by 10:00pm.
- ❖ Dances will be confined to the cafeteria/gym wing of the building.
- ❖ Students absent from school the day of the dance, on Academic Restriction, or suspended, may not attend the dance.
- ❖ All school rules and regulations are in effect.
- ❖ Building Use Form must be approved at least 2 weeks prior to the dance and must include the names of the proposed chaperones.
- ❖ Chaperones must be approved by Building Principal before Building Use Form is approved.
- ❖ Dance Rules:
  - All students must sign in upon arriving at the dance.
  - Students leaving the building may not return. Students departing the dance before its scheduled end must sign out, indicating their time of departure.
  - Food and drinks are not permitted in the gymnasium.
  - All school rules and regulations (student code of conduct) are in effect at all dances.
    - Violations of the code of conduct will result in removal from the dance and a disciplinary referral.

## **Student Council**

Students are elected to offices within the student government structure based on their leadership, organizational, and communication skills. Each club and class elects officers, who then have the responsibility and authority to communicate for the good of their constituents. Most elections are held in the spring, with some clubs electing to wait until the fall.

The Student Council has the responsibility and authority to speak for the good of the entire student body. Issues that affect all students, ideas for new student activities, suggestions for school events, etc. should be voiced through your student government representatives. These elected officials have direct access to the Building Principal, and are the best avenue for addressing issues in the school setting.

## **Yearbook**

The yearbook is published annually, and requires a tremendous number of staff members. Students are strongly encouraged to join yearbook as the skills learned link directly to some excellent career opportunities i.e. graphic design, marketing, publishing, etc.

## Athletic Program Guidelines

### **Philosophy Statement**

The Mission of the G-MU Interscholastic Athletic Program is to foster the quest for excellence by creating an educational and competitive experience with an atmosphere of sportsmanship. We strive to develop and realize individual and team potential by promoting high standards of competence, character, civility and citizenship.

### **Belief Statement**

Involvement in athletics at GMU should:

- ❖ Emphasize academic and athletic performance
- ❖ Be open to all students
- ❖ Promote physical and emotional well being
- ❖ Support lifelong athletic involvement in sports activities
- ❖ Develop an understanding of friendly competition, not a "win at all costs" attitude
- ❖ Support the standards of excellence of the entire district

### **Athletic Programs**

GMU has interscholastic teams in the following areas:

#### Fall Sports

- ❖ Boys'/Girls' Modified and Varsity Soccer
- ❖ Boys/Girls Cross Country

#### Winter Sports

- ❖ Boys'/Girls' Modified, JV and Varsity Basketball

#### Spring Sports

- ❖ Boys'/Girls' Modified and Varsity Baseball/Softball
- ❖ Boys'/Girls' Modified and Varsity Track

Students who choose to participate in our Athletic Programs will receive an Athletic Handbook from their coach.

**Go Raiders!**