



# INFORMATION GUIDE

## 2020-2021



***Gilbertsville-Mount Upton Central School District***

693 State Highway 51, Gilbertsville, NY 13776

Phone: 607-783-2207

Fax: 607-783-2254

**"It's the *Quality* of the journey that counts!"**





## Gilbertsville-Mount Upton Central School District

693 State Highway 51  
Gilbertsville, NY 13776  
Phone: 607-783-2207  
Fax: 607-783-2254

### Administration

Superintendent, Annette Hammond  
[ahammond@gmucsd.org](mailto:ahammond@gmucsd.org)  
Principal, Heather Wilcox  
[hwilcox@gmucsd.org](mailto:hwilcox@gmucsd.org)  
District Treasurer, Dorothy Iannello  
[diannello@gmucsd.org](mailto:diannello@gmucsd.org)  
District Clerk, Jarrin Hayen  
[jhayen@gmucsd.org](mailto:jhayen@gmucsd.org)

### Board of Education

President, Jeremy Pain  
[jeremypain@gmucsd.org](mailto:jeremypain@gmucsd.org)  
Vice President, Larry Smith  
[larrysmith@gmucsd.org](mailto:larrysmith@gmucsd.org)  
Member, Jed Barnes  
[jedbarnes@gmucsd.org](mailto:jedbarnes@gmucsd.org)  
Member, Sean Barrows  
[seanbarrows@gmucsd.org](mailto:seanbarrows@gmucsd.org)  
Member, Cole Covington  
[colecovington@gmucsd.org](mailto:colecovington@gmucsd.org)  
Member, Hillary Giuda-Philpott  
[hillarygiuda@gmucsd.org](mailto:hillarygiuda@gmucsd.org)  
Member, Brian Underwood  
[brianunderwood@gmucsd.org](mailto:brianunderwood@gmucsd.org)

### Our Mission

At Gilbertsville-Mount Upton Central School, we use a trauma-sensitive approach to cultivate confident individuals with the desire to take risks, experience new opportunities, and to recognize the potential within themselves. We are a student-centered learning community that values:

- A Growth Mindset
- Essential Skills for Career Readiness
- Social-Emotional Wellness
- Resilience
- Critical Thinking
- High Expectations
- Meaningful Relationships

### Our Vision

To provide an inclusive learning community which fosters life-long personal and academic growth.



## Telephone Directory

To reach specific departments at the Gilbertsville-Mount Upton Central School District, please call the main number, then dial the appropriate extension.

<b>Main Number</b> .....	607-783-2207
<b>Superintendent:</b> Annette Hammond .....	140
<b>Principal:</b> Heather Wilcox .....	103
<b>District Treasurer/School Business Official:</b> Dorothy Iannello .....	144
<b>Athletic Coordinator:</b> Greg Bonczkowski and Cierra Stafford .....	124
<b>Buildings and Grounds:</b> Alan Digsby .....	101
<b>CSE Director/Student Support:</b> Heather Wilcox .....	141
<b>CSE Office/Student Support:</b> Issy Clapp .....	141
<b>Deputy Treasurer:</b> Cindy Ketchum .....	119
<b>District Clerk/Administrative Assistant to the Superintendent:</b> Jarrin Hayen ...	140
<b>District Registrar:</b> Kristy Carey .....	103
<b>Front Desk Clerk:</b> Deb Ostrander .....	100
<b>Health Office:</b> Kelly Ingham .....	108
<b>School Counseling PK-6:</b> Lisa Ruland .....	143
<b>School Counseling 7-12:</b> Clara Tanner .....	118
<b>School Meals Manager:</b> Susan Sebeck .....	122
<b>Technology Director:</b> Eric Voorhees .....	126
<b>Transportation Supervisor:</b> Joseph Zaczek .....	115

## BOE Meetings 2020-2021

All meetings start at 6:30 p.m. Wednesday, unless noted.

• July 7: Reorganization Meeting, 7:30a	<u>2021</u>
• July 30: Regular Meeting, 7:30a	• January 13: Regular Meeting
• August 19: Regular Meeting, 7:30a	• February 17: Regular Meeting
• September 16: Regular Meeting	• March 17: Regular Meeting
• September 30: Special Meeting	• April 27: BOCES Vote
• October 14: Regular Meeting	• May 11: Budget Hearing
• November 18: Regular Meeting	• May 18: School Budget Vote
• December 16: Regular Meeting	• June 16: Regular Meeting

### Our Motto

"It's the **Quality** of the journey that counts"

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## Staff Directory

**Note:** For security reasons, the Gilbertsville-Mount Upton Central School District cannot list or post individual email addresses. To email staff members, simply write the first letter of their first name and their full last name, followed by @gmucsd.org. For example, the email address for Superintendent Annette Hammond is [ahammond@gmucsd.org](mailto:ahammond@gmucsd.org). You also may visit our online staff directory at <https://www.gmucsd.org/StaffDirectory.aspx>.

### Administration

Annette Hammond, Superintendent  
Heather Wilcox, Principal/CSE Director  
Dorothy Iannello, Treasurer/School Business Official  
Jarrin Hayen, District Clerk/  
Administrative Assistant to the Superintendent

### District

Greg Bonczkowski, co-Athletic Director  
Kristy Carey, Registrar  
Issy Clapp, CSE Office/Guidance Secretary  
Alan Digsby, Facilities Director  
Kelly Ingham, Health Office/Nurse  
Cindy Ketchum, Deputy Treasurer  
Jacqueline Marsh, Speech Therapist  
Deb Ostrander, Front Desk/Attendance  
Jaime Sherwood, Occupational Therapist  
Cierra Stafford, co-Athletic Director  
Eric Voorhees, Technology Director

### Elementary School

Becky Acla, Sixth Grade (Math/Science)  
Sara Jo Barnes, Aide  
Shari Bennett, Aide  
Theresa Bennett, Third/Fourth Grade (ELA/Social Studies)  
Samantha Carrabba, Special Education  
Stephen Cimineri, Sixth Grade (ELA/Social Studies)  
Amy Costello, Aide  
Alicia Cummings, Fifth Grade (Math/Science)  
Debra Davies, First Grade  
Pamala Davis, Aide  
Mary Hankey, Kindergarten  
Elisa Heggenstaller, Special Education  
Amy Hoyt, Aide  
Ashley Hughes, Art  
Alethea Keuhn, Aide  
Tyler Lindsley, Aide

Rebecca McMullen, Third/Fourth Grade (Math/Science)  
Anne Monaco, Music  
Amanda Musson, Aide  
Raquel Norton, Librarian/Computer Lab  
Jill O'Hara, First Grade  
Nancy Parshall, Aide  
Lisa Ruland, PK-6 Counselor  
Kari Stockdale, Aide  
Teresa Titus, Special Education  
Tammy Tom, Aide  
Darin Trass, Second Grade  
Jaclyn Turnbull, Special Education  
Lauren Weidman, Reading  
Samantha Wise, Kindergarten

### Middle/High School

Greg Bonczkowski, Business  
Yvette Cabrinety, Aide  
Kristy Carey, Main Office Secretary  
Thomas Connell, Social Studies  
Shawna DiGiorgi, Aide  
Tegan Fairbairn, Aide  
William Gilchrest, Music  
Lori Heggenstaller, Special Education  
Ashley Hughes, Art  
Katherine Izzo, Math  
Matthew Johnson, Health/Physical Education  
Jennifer McDowall, English  
Raquel Norton, Librarian/Computer Lab  
Aimee Piedmonte, English  
Danielle Rhone, Science  
Mark Seigers, STEAM  
Shania Speenburgh, Social Studies  
Cierra Stafford, Special Education  
Lynne Talbot, Math  
Clara Tanner, 7-12 Counselor  
Larisa Waghorn, Special Education  
Kaitlyn Woods, Science

### Maintenance

Jessica Barnes, Custodian  
Larry Grant, Custodian  
Kathryn Hawkins, Custodian  
Ormand Moore, Custodian  
Dave Newell, Custodian  
Terry Wilber, Custodian

### School Meals

Susan Sebeck, Cafeteria Director  
Stacey Barnes, Cafeteria  
Lisa Dibble, Cafeteria  
Jillian Dickerson, Cafeteria

### Transportation

Joseph Zaczek, Transportation Director  
Jeff Utter, Bus Mechanic  
Stacey Barnes, Bus Monitor  
Aaron Bower, Bus Driver  
Manny Button, Bus Driver  
Timothy Diters, Bus Driver  
Chuck Frank, Bus Driver  
Terry Hoke, Bus Driver  
Vicky Kemmerer, Bus Driver  
Kimberly Oliver, Bus Driver  
Pamela Rosenberg, Bus Driver  
Carolann Seha, Bus Driver  
Charles Seha, Bus Monitor  
Joe Storzinger, Bus Driver  
Jeff Zaczek, Bus Driver  
Bruce Zimmer, Bus Driver

### BOCES

Ken Held, Technology  
Deanna Perkosky, Music  
Dean Russin, Communications  
Terri Yantz, Psychologist

# GILBERTSVILLE-MOUNT UPTON DISTRICT CALENDAR

## 2020-2021 School Calendar

**FINAL**

11/4/2020

September 2020						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Staff 17 Students 13

October 2020						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Staff 21 Students 21

November 2020						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Staff 17 Students 17

December 2020						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Staff 16 Students 16

January 2021						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Staff 19 Students 19

February 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Staff 18 Students 18

March 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Staff 22 Students 22

April 2021						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Staff 16 Students 16

May 2021						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Staff 20 Students 20

June 2021						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			






Staff 18 Students 17

July 2021						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Staff 16 Students 16

August 2021						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Staff 20 Students 20

-  Half Day of School for Students
-  No School - Recess/Holiday
-  No School for Students - Conference Day
-  Regents/State Exams
-  Offices Closed

### Student Days

Sept	13	Feb	18
Oct	21	Mar	22
Nov	17	Apr	16
Dec	16	May	20
Jan	19	June	17
	86		93

Total Student Days 179

### Staff Days

Sept	17	Feb	18
Oct	21	Mar	22
Nov	17	Apr	16
Dec	16	May	20
Jan	19	June	18
	90		94

Total Staff Days 184

### September

- 07 Labor Day - No School/Offices Closed
- 08-11 Staff Development/No School for Students
- 14 First Day for Cohort Blue Students
- 15 First Day for Cohort Gold Students

### October

- 12 Columbus Day - No School

### November

- 10 Half Day for Students, Noon Dismissal
- 11 Veteran's Day - No School/Offices Closed
- 20 Half Day for Students, Noon Dismissal (Parent/Teacher Conferences)
- 25-27 Thanksgiving Recess - No School
- 25-27 Offices Closed

### December

- 23-31 Christmas Recess - No School
- 23-28 Offices Closed

### January

- 01 New Year's Day - No School/Offices Closed
- 18 Martin Luther King, Jr. Day - No School
- 26-29 Regents Exams
- 29 Half Day for Students, Noon Dismissal

### February

- 12 Winter Recess - No School for Students
- 15 Presidents' Day - Offices Closed

### March

- 04 Half Day for Students, Noon Dismissal (Parent/Teacher Conferences)
- 05 No School

### April

- 02 Good Friday - Offices Closed
- 05 Easter Monday - Offices Closed
- 06-09 Spring Recess/No School for Students
- 16 Half Day for Students, Noon Dismissal
- 19-26 ELA State Tests, Grades 3-8

### May

- 03-10 Math State Tests, Grades 3-8
- 25-27 Science Performance Test, Grades 4 & 8
- 31 Memorial Day - No School/Offices Closed

### June

- 01 Memorial Day Recess - No School for Students
- 02-04 Science Performance Test, Grades 4 & 8
- 07 Science Written Test, Grade 4 & 8
- 15 7-12 Last Day of School
- 16-24 Regents Exams
- 24 Pk-6 Last Day of School, 11 a.m. Dismissal
- 25 Regents Rating Day
- 26 Graduation





# GILBERTSVILLE-MOUNT UPTON CENTRAL SCHOOL

693 State Highway 51 • Gilbertsville, New York 13776-1104

Phone: (607) 783-2207 • Fax: (607) 783-2254

Heather Wilcox, Principal

## 2020-2021 School Profile

Gilbertsville-Mount Upton Central School is a rural school district in Upstate New York with an enrollment of approximately 350 students in grades Pre-Kindergarten through 12.

Gilbertsville-Mount Upton is located in Otsego County, although students reside in Otsego, Chenango and Delaware counties. Gilbertsville and Mount Upton are advantageously located within a 50-mile radius of major cities such as Binghamton, Utica, Cooperstown, Oneonta and Norwich. A dynamic mix of business and industry in the area includes distinguished names such as Chobani, ACCO Brands, The Raymond Corporation, Norwich Pharmaceuticals, NBT Bank, Preferred Mutual Insurance Company, Frontier and Golden Artist Colors, to name a few.

GMU prides itself on innovative courses, a multitude of STEAM resources, and its knowledgeable teaching staff. A comprehensive program of course offerings are provided for our students. Courses are available in Art, STEAM, English, Spanish, Mathematics, Science, History and Technology. Concurrent-enrollment courses that offer both high school and college credits are available in Calculus, Spanish, History, Science and Technology. Diplomas are designated with a New York State Regents seal upon successful completion of the Regents examinations in the required core areas of study in English, Math, Social Studies and Science.

GMU strongly believes in providing a wide range of activities for students in and out of the classroom. Fine arts and extra-curricular activities, as well as interscholastic sports opportunities, are available to all of our students. The district produces a musical in the fall and a drama production in the spring. The band and chorus perform throughout the school year. Students interested in law and debate can take part in our mock-trial organization. We have many opportunities in sports, including soccer, basketball, baseball, softball and track and field. If students desire to be active, they can take advantage of a multitude of activities throughout the school year.

**Accreditation:** New York State Department of Education Graduation Rate: 92.25%

**Credit:** A unit of credit is awarded on the basis of successful completion of courses that meet 42 minutes per day, five days per week, for the entire school year. Regents math and science courses have additional periods every other instruction day. Half-units of credit are awarded for courses meeting for 42 minutes for a 20-week period per year. Physical education is required for all students in attendance, except for those with medical exclusions.

**Grading:** GMU High School uses a numerical marking system. The final grade is computed as four-fifths classwork and one-fifth final exam. In courses where a Regents exam is given, the Regents exam doubles as the final exam. The passing mark is 65 percent. Concurrent-enrollment college courses are indicated on transcripts.

**Grading System:** Based upon their quarterly averages, students will be recognized for their academic achievement.

- **High Honor** 93-100 with no grade below 70
- **Honor** 87-92 with no grade below 70
- **Proficient** 65-86
- **Not passing** Below 65

**Class Rank:** Computed for all seniors in January of their graduating year and based on a seven-semester average.

**Post High School Placement:** Class of 2019

- Continuing Education: 66%
- Military: 3%
- Employment/Other: 31%

It's the **Quality** of the journey that counts.

## Adult Basic Education/ High School Equivalency

Are you interested in earning a high school equivalency diploma, or improving your reading, writing and math skills? There are free, educational services available through Afton Central School's Adult and Continuing Education program.

Afton Central School's Adult and Continuing Education program sponsors two classes per week in many area schools and libraries. You may join a class at any time. Classes are free, and the work is individualized.

For those unable to attend a class, there is a program offered through the mail called GRASP (Give Ready Adults a Study Program). This program is designed for motivated people age 21 or older who work well on their own and possess good reading skills.

For more information about classes or GRASP, call June White, Director, at 607-639-2811 or 1-800-792-2145.

Note: Individuals who have passed Regents examinations in English Language Arts, Mathematics, Science and Social Studies can substitute those passing scores for a maximum of four of the five corresponding Test Assessing Secondary Completion (TASC) subtests: reading, writing, math, science and social studies. For more information, please call June White at 607-639-2811.

## Register your child for free books!

The United Way of Delaware and Otsego Counties will continue its partnership with Dolly Parton's Imagination Library during the 2020-2021 school year.

Dolly Parton's Imagination Library gives children between the ages of 0 and 5 an opportunity to receive a high-quality book in the mail at no cost to their families.

Children in the Gilbertsville-Mount Upton Central School District are eligible to participate but must be registered to receive books. To register your child, visit the website [www.imaginationlibrary.com](http://www.imaginationlibrary.com), scroll down to the box that reads "Can I register my child?" and follow the instructions. Once registered, your child will start to receive books in approximately 60 days.

The United Way of Delaware and Otsego Counties recently received funding to open registration in September. In the first month, 782 children have been registered.

For more information, visit <https://www.unitedwaydo.org/dolly-parton-imagination-library> online.

## Important Information

### Community Relations

Notes and flyers regarding school activities are often sent home with students. The school webpage, [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.

### Emergency Closings

GMU will post information regarding emergency school closings online and contact local media, which may or may not report them.

Newspapers: The Daily Star (Oneonta), The Evening Sun (Norwich)

Radio: WCHN/WKXZ, WDOS/WSRK, WZOZ, WDLA, WDHL, WIYN, WTBD, WBKT, WCDO, WSKG, WHWK, WAAL, WWYL, WLTB

TV: News Channel 34, WBNG 12, YNN TV

All closings will be posted on our website and social media pages as well.

### Official Newspapers

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

### Parent/Teacher Communication

Parent Conferences: We believe the well-informed parent can contribute more 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 a teacher by leaving a message at the Main Office. When a parent requests a conference with a teacher, the teacher will make every effort to arrange a mutually convenient time. Such conferences will be planned around the teacher's schedule so as to not interfere with class time. Appointments may be arranged with the School Counselor or the Building Principal by contacting their secretaries.

Visit our Staff Directory online at [www.gmucsd.org](http://www.gmucsd.org) to contact teachers and other GMU staff members via email.

## Stop the spread of germs that can make you and others sick!



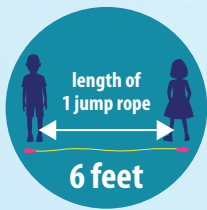
Wash your  
hands often



Wear a cloth  
face cover



Cover your coughs  
and sneezes



Keep **6 feet** of space  
between you and  
your friends



[cdc.gov/coronavirus](http://cdc.gov/coronavirus)



## Use of student images explained

The Gilbertsville-Mount Upton Central School District features photographs, videos and/or the work of our students in district and community publications on a regular basis. Names sometimes accompany these images, especially for those students who earn special recognition (awards, certificates, honors, etc.) from the district and/or outside entities.

These images may appear in printed district publications (such as brochures, calendars, newsletters, pamphlets, yearbooks, etc.); on the district's website ([www.gmucsd.org](http://www.gmucsd.org)); on the district's social media pages (Facebook and Twitter); etc.

If you object to your child's image, name or work appearing in these formats, you must submit that objection in writing to the district Superintendent.

## FERPA Notification

This Notification of Rights under the Family Educational Rights and Privacy Act (FERPA) is intended to advise you of your rights with respect to the school records relating to your student pursuant to the Federal "Family Educational Rights and Privacy Act of 1974."

Parents of a student under 18, or a student 18 or older, have a right to inspect and review any and all official records, files, and data directly related to their children or themselves, including all material that is incorporated into each student's cumulative record folder, and intended for school use or to be available to parties outside the school or school system, and specifically including, but not necessarily limited to, identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized intelligence, aptitude, and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns.

A parent of a student under age 18 or a student age 18 or older shall make a request for access to that student's school records, in writing, to the Superintendent of Schools, Guidance Counselor or Principal. Upon receipt of such request, arrangements shall be made to provide access to such records within a reasonable period of time, but in any case, not more than forty-five (45) days after the request has been received.

Parents and students are also entitled to an opportunity for a hearing to challenge the content of such records, to insure that they are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any such inaccurate misleading, or inappropriate data contained therein. Any questions concerning the procedure to be followed in requesting such a hearing should be directed to the Superintendent.

Student records and any material contained therein that is personally identifiable are confidential and may not be released or made available to persons other than parents or students without the written consent of such parents or student. There are a number of exceptions to this rule, such as other school employees and officials, and certain state and federal officials, who have a legitimate educational need for access to such records in the course of their employment.

Students with disabilities shall have the option of deciding whether to disclose the existence of their disability on their high school transcripts.

## Website Accessibility Statement

The Gilbertsville-Mount Upton Central School District is committed to ensuring the accessibility of our web content to people with disabilities. We are actively taking steps to ensure our online content conforms to ADA Compliance standards.

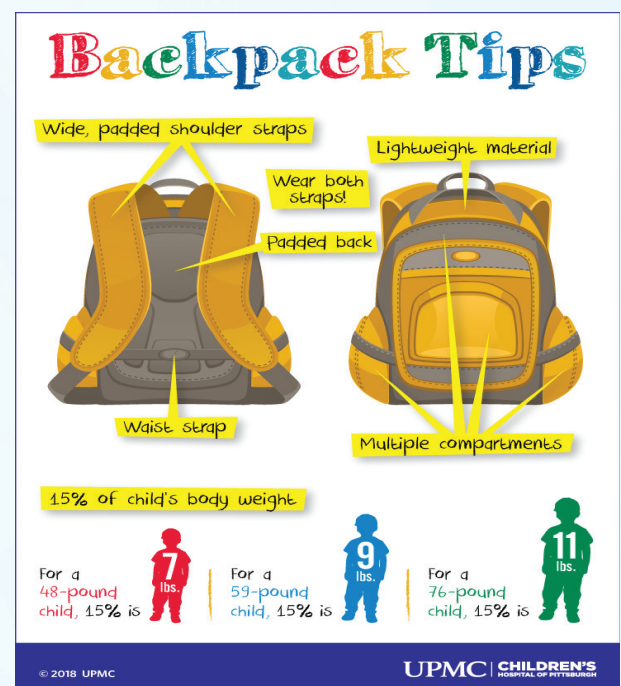
This policy applies to all new, updated and existing web content on [www.gmucsd.org](http://www.gmucsd.org) and related social-media pages. Links may be provided to outside resources that are not ADA compliant. We cannot control the accessibility of the content within these outside links.

Concerns/complaints should be submitted in writing and mailed to 693 State Highway 51, Gilbertsville, NY 13776. Please include the following information:

- Date of Concern/Complaint
- Your Name
- Your Address
- Your Email Address
- Your Phone Number
- Internet Address/Location of Accessibility Problem
- Description of Problem Encountered
- Solution Desired
- Your Signature

Accessibility issues also may be reported to the Superintendent via email at [ahammond@gmucsd.org](mailto:ahammond@gmucsd.org).

We may contact you for further information. The investigation process is typically completed within 15 working days from the date the concern/complaint is received.





## A Compact for Student Success—A Student and Parent/Guardian Compact

*In order to ensure all students' success in Gilbertville-Mount Upton Central School District*

### Student

- Go to school on time every day.
- Go to school prepared to learn, with materials needed and homework assignments completed.
- Review the results of progress reports and take an active role to improve my school performance.
- On a daily basis, give my parent(s)/guardian(s) all notices and information I receive.
- Complete work as assigned, ask for help when needed, and utilize time and resources wisely.
- Stay on task and positively and actively participate in classroom learning.
- Be a positive role model for other students.
- Show respect for all others by following student/parent Code of Conduct, classroom rules and procedures, and by being a good citizen.

### Parent/Guardian

- Make sure my child is on time and attends school on a regular basis.
- Support and monitor completion of homework and study time.
- Review my child's progress reports and follow up as needed.
- Actively communicate with my child's teacher via, but not limited to:
  - Conferences
  - Open Houses
  - Monitoring agendas or homework folders
  - Written communication
- Provide a quiet place for my child to study, read, and complete homework.
- Encourage my child to do his/her best.
- Be a positive role model.
- Show respect for all others by following student/parent Code of Conduct, adhering to school policy, and by being a good citizen.





## Student/Parent/Teacher/District Agreement

At Mount Upton Central School, all parties agree to the following:

### Teacher

- Provide student-centered instruction aligned with NYS standards.
- Maintain high expectations for all students in an encouraging and supportive manner.
- Report to parents, teachers, and students on an ongoing basis about students' progress.
- Actively communicate with parents via, but not limited to:
  - Phone calls
  - Positive post cards
  - Conferences
  - Email
- Provide a structured, well-managed classroom that invites learning.
- Provide high quality instruction based on best practices and encourage each student to do his or her best.
- Be a positive role model.
- Show respect for all others by following the teacher handbook, adhering to and enforcing school policy, and by being a good citizen.

### Gilbertsville-Mount Upton Central School

- Support high quality instruction aligned with NYS CCL standards.
- Support and acknowledge achievement.
- Clearly inform parents of New York State standards, assessments, and student performance.
- Provide opportunities for parental involvement and communication via, but not limited to:
  - Community newsletters
  - Community bulletin board
  - Newspaper
  - Letters home
- Provide a safe, structured environment, and adequate time in which students can learn.
- Provide supervision, staff development, assistance, encouragement, and materials that best meet the needs of all students.
- Foster and celebrate positive role models.
- Foster and show respect for the school community by enforcing school policies.

# Student Services

## Important COVID-19 Notice

Please note that the following information may change because of the COVID-19 pandemic. Please call the Main Office at 607-783-2207 for the most current information.

Student Services provides important information regarding graduation requirements, career options and future educational opportunities. In addition, counselors provide a variety of services and supports to aid successful educational and personal development. Students may arrange a conference with their School Counselor and, if necessary, a parent conference may be scheduled with the teacher for many reasons, including:

- Colleges, College Entrance Requirements
- Trade Schools
- Military Service
- Area Vocational School Offerings
- Exams: PSAT, SAT, ACT
- Scheduling and Course Offerings
- Personal Issues Interfering With Learning
- Scholarships
- Career Information
- Program Planning
- Test Interpretation
- Study Tips
- Test Taking Tips

## Scholarships

Upcoming scholarships will be posted in the Student Services office, and on the school website. Students are responsible for checking this information, for completing all necessary paperwork for scholarships, and for obtaining all recommendation letters, transcript requests and scholarship essays. This requires advanced planning to give teachers time to complete references, where necessary. Students must bear in mind that all scholarships have firm deadlines, and the timely submission of the applications must also allow for sufficient mailing time.

## Financial Aid Forms

Financial Aid forms are available in the Student Services office. In most cases, specific questions about Financial Aid Awards should be referred to the Financial Aid Office of the college chosen. Financial Aid Night is an opportunity for parents to gain valuable information. Financial Aid night is scheduled yearly in December in the High School Library.

## Add/Drop Course Procedures

A student may add or drop a course during the first 10 days of the course. Any schedule changes made after that time will be at the discretion of the Principal, after a meeting with the student and parent.

## Transcript and Recommendation

If a student or graduate requires a transcript to be sent for college admission, scholarship application, etc., the student must fill out a transcript request form at least one week before the date the transcript must be received. The time frame is important in assur-

ing adequate mailing time. Transcript requests must be submitted directly to the Student Services Secretary. Requests for letters of recommendation from the School Counselor must be submitted, in writing, at least one week before the requested mailing date.

## Grades 9-12 Promotion

Successful completion of all courses will assure that students will pass to the next grade level. Students experiencing academic difficulty will be passed to the next grade level according to this table:

From Grade	To Grade	Total Completed Credits
9	10	5
10	11	11
11	12	17

To be of senior status, students must have at least 17 credits and be able to complete the 22.5 credits required for graduation. Students also need passing scores on the Algebra, Living Environment, Global Studies, U.S. History, and English Regents Exams.

## Credit Recovery

It is important that students who fail a course have the opportunity to make up the course to get back on track. Students can make up credit by repeating the entire course during the school year, summer school (if offered), or through the school approved credit recovery program. Eligible students can make up credit through the school approved credit recovery program. Information regarding credit recovery classes is available through Student Services.

## National Honor Society

Gilbertsville-Mount Upton offers National Honor Society Chapters for students in grades 10-12. Students are considered for membership based on achieving a grade point average of at least 89.5 percent. 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 Honor Society selection is based on evidence of student excellence in the following areas:

- Scholarship
- Service
- Character
- Leadership

Once inducted to National 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.

## Summer School

- A. A middle/high 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 before retaking a Regents Exam in August. A student can take up to two academic courses each morning during the summer school program.



- B. Information regarding summer school classes is available through Student Services. The grading process for summer school includes the grade achieved in the course that was failed at 25-percent of the final grade. Please see Grading for Summer School for specific information on summer school grade calculations.
- C. 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.
- D. August Regents will be offered each summer at BOCES. Students must preregister if planning to retake a Regents exam in the summer. Contact your school counselor to register for August Regents exams.

### 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.

### 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 three marking periods, he/she will 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 Credit Recovery

The original failing course grade will be reconciled with a minimum of 65 upon completing and passing the credit recovery course. The final average will be determined by combining the credit recovery grade with the grade you received in that course during the year. The credit recovery grade counts for three-fourths of the final grade, and the school year grade counts for one-fourth.

### Grading 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-percent, while the summer school grade will count as 75-percent of the final grade.

### Progress Reports

Progress reports are issued every five weeks for grades 7-12, and report cards every 10 weeks. In addition to numerical grades, teacher comments are included. Teachers send information home and make phone calls to alert parents about students experiencing academic or behavioral difficulties.

### Athletic Programs

Philosophy Statement: The Mission of the GMU 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 “win at all costs”); and support the standards of excellence of the entire district.

### Athletic Programs at GMU

GMU offers the following athletic opportunities during the school year:

#### Fall Sports

- Boys’/Girls’ Modified and Varsity Soccer
- Boys’/Girls’ Cross-Country
- Boys’/Girls’ Golf

#### Winter Sports

- Boys’/Girls’ Modified, JV and Varsity Basketball

#### Spring Sports

- Boys’ Modified and Varsity Baseball
- Girls’ Modified and Varsity Softball
- Boys’/Girls’ Modified and Varsity Track and Field

**Note:** Participation in athletics may affected by the COVID-19 pandemic

### Clubs and Activities

GMU 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:

- |                   |                   |
|-------------------|-------------------|
| • Honor Society   | • Yearbook        |
| • Marching Band   | • Jazz Band       |
| • Language Club   | • Mock Trial      |
| • Ski Club        | • Student Council |
| • Color Guard     | • SADD            |
| • Drama Club      | • Technology Club |
| • Leadership Club | • Safety Patrol   |

Participation in clubs and activities may be affected by the COVID-19 pandemic.

*continued next page ➤*

## Internet Use

Internet access is available to GMU students and teachers. We believe the internet offers vast, diverse and unique resources to students and teachers. Our goal in providing this service is to promote educational excellence by facilitating resource sharing and communication.

The internet is a global network connecting thousands of computers all over the world and millions of individual users. Students and teachers have access to:

1. Electronic mail communication with people all over the world;
2. Commercial/retail product information, including the possibility of purchase capabilities;
3. Information and news from many research institutions;
4. Public domain and shareware of all types;
5. Discussion groups on a variety of topics; and
6. Many university library catalogs, such as the Library of Congress, CARL (Colorado Alliance of Research Libraries) and ERIC.

With access to computers and people all over the world comes the possibility of encountering content that may not be considered to be of educational value. GMU CSD has taken precautions to restrict access to content and/or materials of a controversial nature. However, it is impossible to control all content on a global network, so a user may discover controversial information. We believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure materials that are not consistent with our educational goals. The smooth operation of the GMU network relies on the proper conduct of users who must adhere to strict guidelines. These guidelines are provided here so users are aware of the ethical and legal responsibilities that they are required to assume.

If a GMU user violates any of these provisions, his/her access privileges will be terminated and future access may be denied.

## Graduation Requirements

Content Area	Local Diploma (Special education only with a 55-64 on regents)	Regents Diploma	Advanced Regents Diploma
English Language Arts	4 credits and regents exam	4 credits and regents exam	4 credits and regents exam
Social Studies	4 credits and 2 regents exam	4 credits and 2 regents exams	4 credits and 2 regents exams
Mathematics	3 credits and regents exam	3 credits and regents exam	3 credits and 3 regents exams
Science	3 credits and regents exam	3 credits and regents exam	3 credits and 2 regents exams
Languages Other Than English	1 credit	1 credit	3 credits and proficiency exam
Art/Music	1 credit	1 credit	1 credit
Health	0.5 credit	0.5 credit	0.5 credit
Physical Education	2 credits	2 credits	2 credits
Electives	3.5 credits	3.5 credits	1.5 credits



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## From the Health Office

Gilbertsville-Mount Upton welcomes Kelly Ingham, RN BSN as its new school nurse in 2020-2021! Kelly takes over for Carol Angelone, who retired after the 2019-2020 school year. For more information about anything listed below or that otherwise affects the health of the GMU community, email Kelly at [kingham@gmucsd.org](mailto:kingham@gmucsd.org) or call her at 607-783-2207, ext. 108.

### Physicals

School physicals are required for students in grades Pre-K, Kindergarten, 1, 3, 5, 7, 9 and 11, as well as for new students in any grade. If you chose to take your child to your own physician, a copy of the physical must be submitted to the health office within 30 days.

### Immunizations for Grades K-7

Please refer to the NYS Immunization Requirements chart in this newsletter. This chart is also available online at <https://www.health.ny.gov/publications/2370.pdf> and <https://www.gmucsd.org/HealthOffice.aspx>.

### Immunization for Grades 7 and 12

According to the Advisory Committee on Immunization Practices (ACIP), beginning September 2016, students entering grades 7 and 12 in New York State public, private and parochial schools will be required to be fully vaccinated against meningococcal disease. In anticipation of the upcoming school year's requirement, please work with your healthcare provider to ensure all adolescents are fully vaccinated against meningococcal disease. The complete adolescent meningococcal vaccine series includes a first dose at age 11 or 12 and a second (booster) dose at age 16.

### Medications

New York State law requires that:

- Parents or guardians must personally deliver all medications to the school health office (unless a self-carry order form is signed by parent and physician). All Controlled Medications must be brought by an adult.
- All medications must remain in properly labeled pharmacy containers or original over-the-counter (OTC) containers.
- A new prescription/medication form signed by the medical provider is required at the beginning of every school year.
- Parent/guardians must sign a medication permission form.
- Permission forms for medication administered must be filled out completely, meaning both parent/guardian and provider need to fill in their designated areas. Should we receive a form that is not fully completed, the form will be considered null and void. We are not responsible for obtaining signed permission from your provider; it is your responsibility as their parent/guardian.

### Mandatory Screenings

Typically, New York State mandates the annual completion of health-related screenings in our schools. However, because of the COVID-19 health crisis, New York State has waived all student screenings for hearing, vision and scoliosis for the 2020-2021 school year.

### Reporting Absences

If your child is absent from school, please provide a specific reason for the absence when notifying our Attendance Office via phone or written note. This helps us keep track of illnesses at GMU, which may prevent them from spreading.

### NYSED: Tips to beat the flu

The New York State Education Department has shared these general recommendations for preventing the flu and/or reducing its chances to spread in the GMU community.

- Wash your hands with soap and warm water or use hand sanitizer often.
- Stay home if you are sick.
- Cough and sneeze into tissues or your elbow/upper-sleeve.
- Use a no-touch trash receptacle to dispose of tissues.
- Avoid touching your eyes, nose and mouth.
- Regularly clean shared items such as phone receivers, keyboards, steering wheels, etc.

Note: For updates, tips and helpful links regarding COVID-19, visit GMU's Coronavirus Information and School Reopening pages online.

### Cold Weather Precautions

Please talk to your child about how to stay warm and safe during cold/extreme weather. Regardless of a student's age, it is important to check your child's outerwear every day. Winter jackets, hats, scarves, boots and an extra pair of dry gloves are recommended to help prevent frostbite and/or illness when cold weather strikes.

Be sure to develop an emergency cold-weather plan with your child, too, so he/she knows when to ask for help, where to find safe shelter, how to identify danger signs (body numbness, burning sensation, pain) and what to wear for protection from the elements. This is particularly important for kids who may be early or late to a bus stop, especially if any of their outerwear is cold and/or wet.



# 2020-21 School Year New York State Immunization Requirements for School Entrance/Attendance<sup>1</sup>

**NOTES:**

Children in a prekindergarten setting should be age-appropriately immunized. The number of doses depends on the schedule recommended by the Advisory Committee on Immunization Practices (ACIP). Intervals between doses of vaccine should be in accordance with the ACIP-recommended immunization schedule for persons 0 through 18 years of age. Doses received before the minimum age or intervals are not valid and do not count toward the number of doses listed below. See footnotes for specific information for **each** vaccine. Children who are enrolling in grade-less classes should meet the immunization requirements of the grades for which they are age equivalent.

**Dose requirements MUST be read with the footnotes of this schedule**

Vaccines	Prekindergarten (Day Care, Head Start, Nursery or Pre-k)	Kindergarten and Grades 1, 2, 3, 4 and 5	Grades 6, 7, 8, 9, 10 and 11	Grade 12
Diphtheria and Tetanus toxoid-containing vaccine and Pertussis vaccine (DTaP/DTP/Tdap/Td) <sup>2</sup>	4 doses	5 doses or 4 doses if the 4th dose was received at 4 years or older or 3 doses if 7 years or older and the series was started at 1 year or older	3 doses	
Tetanus and Diphtheria toxoid-containing vaccine and Pertussis vaccine adolescent booster (Tdap) <sup>3</sup>	Not applicable			1 dose
Polio vaccine (IPV/OPV) <sup>4</sup>	3 doses	4 doses or 3 doses if the 3rd dose was received at 4 years or older		
Measles, Mumps and Rubella vaccine (MMR) <sup>5</sup>	1 dose	2 doses		
Hepatitis B vaccine <sup>6</sup>	3 doses	3 doses or 2 doses of adult hepatitis B vaccine (Recombivax) for children who received the doses at least 4 months apart between the ages of 11 through 15 years		
Varicella (Chickenpox) vaccine <sup>7</sup>	1 dose	2 doses		
Meningococcal conjugate vaccine (MenACWY) <sup>8</sup>	Not applicable			Grades 7, 8, 9, 10 and 11: 1 dose  2 doses or 1 dose if the dose was received at 16 years or older
Haemophilus influenzae type b conjugate vaccine (Hib) <sup>9</sup>	1 to 4 doses	Not applicable		
Pneumococcal Conjugate vaccine (PCV) <sup>10</sup>	1 to 4 doses	Not applicable		



Department  
of Health



1. Demonstrated serologic evidence of measles, mumps or rubella antibodies or laboratory confirmation of these diseases is acceptable proof of immunity to these diseases. Serologic tests for polio are acceptable proof of immunity only if the test was performed before September 1, 2019 and all three serotypes were positive. A positive blood test for hepatitis B surface antibody is acceptable proof of immunity to hepatitis B. Demonstrated serologic evidence of varicella antibodies, laboratory confirmation of varicella disease or diagnosis by a physician, physician assistant or nurse practitioner that a child has had varicella disease is acceptable proof of immunity to varicella.
2. Diphtheria and tetanus toxoids and acellular pertussis (DTaP) vaccine. (Minimum age: 6 weeks)
  - a. Children starting the series on time should receive a 5-dose series of DTaP vaccine at 2 months, 4 months, 6 months and at 15 through 18 months and at 4 years or older. The fourth dose may be received as early as age 12 months, provided at least 6 months have elapsed since the third dose. However, the fourth dose of DTaP need not be repeated if it was administered at least 4 months after the third dose of DTaP. The final dose in the series must be received on or after the fourth birthday and at least 6 months after the previous dose.
  - b. If the fourth dose of DTaP was administered at 4 years or older, and at least 6 months after dose 3, the fifth (booster) dose of DTaP vaccine is not required.
  - c. For children born before 1/1/2005, only immunity to diphtheria is required and doses of DT and Td can meet this requirement.
  - d. Children 7 years and older who are not fully immunized with the childhood DTaP vaccine series should receive Tdap vaccine as the first dose in the catch-up series; if additional doses are needed, use Td or Tdap vaccine. If the first dose was received before their first birthday, then 4 doses are required, as long as the final dose was received at 4 years or older. If the first dose was received on or after the first birthday, then 3 doses are required, as long as the final dose was received at 4 years or older.
3. Tetanus and diphtheria toxoids and acellular pertussis (Tdap) adolescent booster vaccine. (Minimum age for grade 6: 10 years; minimum age for grades 7 through 12: 7 years)
  - a. Students 11 years or older entering grades 6 through 12 are required to have one dose of Tdap.
  - b. In addition to the grade 6 through 12 requirement, Tdap may also be given as part of the catch-up series for students 7 years of age and older who are not fully immunized with the childhood DTaP series, as described above. In school year 2020-2021, only doses of Tdap given at age 10 years or older will satisfy the Tdap requirement for students in grade 6; however, doses of Tdap given at age 7 years or older will satisfy the requirement for students in grades 7 through 12.
  - c. Students who are 10 years old in grade 6 and who have not yet received a Tdap vaccine are in compliance until they turn 11 years old.
4. Inactivated polio vaccine (IPV) or oral polio vaccine (OPV). (Minimum age: 6 weeks)
  - a. Children starting the series on time should receive a series of IPV at 2 months, 4 months and at 6 through 18 months, and at 4 years or older. The final dose in the series must be received on or after the fourth birthday and at least 6 months after the previous dose.
  - b. For students who received their fourth dose before age 4 and prior to August 7, 2010, 4 doses separated by at least 4 weeks is sufficient.
  - c. If the third dose of polio vaccine was received at 4 years or older and at least 6 months after the previous dose, the fourth dose of polio vaccine is not required.
  - d. Only trivalent OPV (tOPV) counts toward NYS school polio vaccine requirements. Doses of OPV given before April 1, 2016 should be counted unless specifically noted as monovalent, bivalent or as given during a poliovirus immunization campaign. Doses of OPV given on or after April 1, 2016 should not be counted.
5. Measles, mumps, and rubella (MMR) vaccine. (Minimum age: 12 months)
  - a. The first dose of MMR vaccine must have been received on or after the first birthday. The second dose must have been received at least 28 days (4 weeks) after the first dose to be considered valid.
  - b. Measles: One dose is required for prekindergarten. Two doses are required for grades kindergarten through 12.
  - c. Mumps: One dose is required for prekindergarten. Two doses are required for grades kindergarten through 12.
  - d. Rubella: At least one dose is required for all grades (prekindergarten through 12).
6. Hepatitis B vaccine
  - a. Dose 1 may be given at birth or anytime thereafter. Dose 2 must be given at least 4 weeks (28 days) after dose 1. Dose 3 must be at least 8 weeks after dose 2 AND at least 16 weeks after dose 1 AND no earlier than age 24 weeks (when 4 doses are given, substitute "dose 4" for "dose 3" in these calculations).
  - b. Two doses of adult hepatitis B vaccine (Recombivax) received at least 4 months apart at age 11 through 15 years will meet the requirement.
7. Varicella (chickenpox) vaccine. (Minimum age: 12 months)
  - a. The first dose of varicella vaccine must have been received on or after the first birthday. The second dose must have been received at least 28 days (4 weeks) after the first dose to be considered valid.
  - b. For children younger than 13 years, the recommended minimum interval between doses is 3 months (if the second dose was administered at least 4 weeks after the first dose, it can be accepted as valid); for persons 13 years and older, the minimum interval between doses is 4 weeks.
8. Meningococcal conjugate ACWY vaccine (MenACWY). (Minimum age for grade 7: 10 years; minimum age for grades 8 through 12: 6 weeks)
  - a. One dose of meningococcal conjugate vaccine (Menactra or Menveo) is required for students entering grades 7, 8, 9, 10 and 11.
  - b. For students in grade 12, if the first dose of meningococcal conjugate vaccine was received at 16 years or older, the second (booster) dose is not required.
  - c. The second dose must have been received at 16 years or older. The minimum interval between doses is 8 weeks.
9. Haemophilus influenzae type b (Hib) conjugate vaccine. (Minimum age: 6 weeks)
  - a. Children starting the series on time should receive Hib vaccine at 2 months, 4 months, 6 months and at 12 through 15 months. Children older than 15 months must get caught up according to the ACIP catch-up schedule. The final dose must be received on or after 12 months.
  - b. If 2 doses of vaccine were received before age 12 months, only 3 doses are required with dose 3 at 12 through 15 months and at least 8 weeks after dose 2.
  - c. If dose 1 was received at age 12 through 14 months, only 2 doses are required with dose 2 at least 8 weeks after dose 1.
  - d. If dose 1 was received at 15 months or older, only 1 dose is required.
  - e. Hib vaccine is not required for children 5 years or older.
10. Pneumococcal conjugate vaccine (PCV). (Minimum age: 6 weeks)
  - a. Children starting the series on time should receive PCV vaccine at 2 months, 4 months, 6 months and at 12 through 15 months. Children older than 15 months must get caught up according to the ACIP catch-up schedule. The final dose must be received on or after 12 months.
  - b. Unvaccinated children ages 7 through 11 months are required to receive 2 doses, at least 4 weeks apart, followed by a third dose at 12 through 15 months.
  - c. Unvaccinated children ages 12 through 23 months are required to receive 2 doses of vaccine at least 8 weeks apart.
  - d. If one dose of vaccine was received at 24 months or older, no further doses are required.
  - e. PCV is not required for children 5 years or older.
  - f. For further information, refer to the PCV chart available in the School Survey Instruction Booklet at: [www.health.ny.gov/prevention/immunization/schools](http://www.health.ny.gov/prevention/immunization/schools)

For further information, contact:

**New York State Department of Health  
Bureau of Immunization  
Room 649, Corning Tower ESP  
Albany, NY 12237  
(518) 473-4437**

**New York City Department of Health and Mental Hygiene  
Program Support Unit, Bureau of Immunization,  
42-09 28th Street, 5th floor  
Long Island City, NY 11101  
(347) 396-2433**

New York State Department of Health/Bureau of Immunization  
[health.ny.gov/immunization](http://health.ny.gov/immunization)

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## District Communication Guidelines

Frequently, parents and other community members request help in knowing the best way to communicate with the school. The communication guideline chart below will serve as a helpful resource. By contacting the following people in the prescribed order, questions will be answered.

For Questions About:	1st Contact	2nd Contact	3rd Contact	Contact
Academics	Teacher	School Counselor	Building Principal	Superintendent
Athletics	Coach	Athletic Director	Building Principal	Superintendent
Behavior	Teacher	Building Principal	Superintendent	
BOE Policies	District Clerk	Superintendent	Board of Education	
Budget	District Treasurer	Superintendent		
Building Use	District Secretary	Building Principal	Building and Grounds Supervisor	Superintendent
Cafeteria	School Food Manager	Building Principal	Superintendent	
Classroom Procedures	Teacher	Building Principal	Superintendent	
Co-Curricular	Advisor	Building Principal	Superintendent	
Curriculum	Teacher	Building Principal	Superintendent	
Facilities	Building and Grounds	Supervisor	District Treasurer	Superintendent
Health Office	Nurses Office	Building Principal	Superintendent	
Scheduling	Student Services	Building Principal	Superintendent	
Special Education	Special Ed. Teacher	Director of Special Education	Superintendent	
Transportation	Bus Driver	Transportation Supervisor	Building Principal	Superintendent

***“It’s the Quality of the journey that counts”***