

EAST SIDE SCHOOL
2007-2008
STUDENT HANDBOOK



Mrs. Victoria L. Day, Principal

Welcome!

WHO TO CONTACT AT GOUVERNEUR CENTRAL SCHOOL

(Always call the school that your child is attending first)



Superintendent: Christine J. LaRose, 287-4870
Secretary: Tatia Kennedy

Assistant Superintendent: Gary West, 287-4870
Secretary: Lori Jenness

East Side Elementary: 287-2260 FAX: 287-2410

Principal: Victoria Day
Secretary: Lisa Rich Sheen
Clerical/Attendance: Nicole Bacon-Ward
School Counselor: Michele Abplanalp & Bridget Dolan
Nurse: Rita Saidel, 287-4952
Parent/Teacher Organization: Ellen Carr, 287-9693

West Side Elementary School: 287-3200 FAX: 287-7222

Principal: Janine Manley
Secretary: Lynn Nicholl
Clerical/Attendance: Tracy White
School Counselor: Kelly Finnerty
Nurse: Marla Shampine, 287-4300
Parent/Teacher Organization: Crystal Austin, 287-4972

Fowler Elementary School: 287-1949 FAX: 287-2350

Principal: Cammy Morrison
Secretary: Vicky Wahl
School Counselor: Bridget Dolan
Nurse: Marilyn Maine
Parent/Teacher Organization: TBA

Middle School: 287-1903 FAX: 287-2666

Principal: Lauren French
Secretary: Melissa Raymo

High School: 287-1900 FAX: 287-7963

Principal: John Dixon
Secretary: Patsy McIntyre

Bus Garage: 287-0650
School Lunch Office: 287-1690
Special Education Office: 287-4972
Guidance Department: 287-4914
Health and Athletics: 287-1902



WELCOME TO EAST SIDE ELEMENTARY SCHOOL!

The Faculty and Staff at East Side Elementary School warmly welcome all students and look forward to an exciting, challenging, and productive year. A planner has been provided to grade 3 through 6 and multi-age students by East Side Elementary School. Students are expected to have and use their planner every day. If, by chance, a planner is lost, a new one will need to be purchased through the office for \$5.00. Additional planners are available in the main office throughout the year. The reason for all grade 3 – 6 students using the same planner is a good one: **IF STUDENTS PLAN TO LEARN, THEY MUST LEARN TO PLAN.**

The following information is the student handbook, and explains what all students need to know. We strongly encourage students and parents take the time to go over this information together. Knowing the rules and expectations gives parents, students, and teachers the opportunity to work together as a team to make the school year successful.

GUIDELINES FOR GOOD SCHOOL CITIZENSHIP

Each student is expected to follow the guidelines for school citizenship:

In order to ensure a safe and orderly learning environment, we have established five basic rules that all are expected to observe. They are:

1. **RESPECT** people and property.
2. **LISTEN** to others.
3. **FOLLOW DIRECTIONS.**
4. Be **RESPONSIBLE.**
5. Be **HONEST.**

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.



STARTING TIME AND DISMISSAL

School starts at 8:05 a.m. If your child is a walker, please see that he/she does **not arrive before 7:45 a.m.** Walkers enter the building through the parking lot entrances. Parents who are driving their children drop them off at the circle drive entrance to the school. For safety reasons, please do not use the side parking lot for drop off and pick up of students. Students are to go to the cafeteria if teachers are not in their rooms. Cooperation in this matter will provide a safer environment for our students.

Our Academic Day begins at 8:05 a.m. and continues until 2:25 p.m.

One of our goals for students is to help them become confident, organized and independent. Therefore, we recognize such morning tasks as taking care of backpacks, handing in lunch/milk money and hanging up coats as their responsibility.

In order to help our students adjust to the rules and routines at school we ask that parents who want to walk their child to his or her classroom limit that to the first two weeks of school. If you feel that your child is having difficulties adjusting beyond the first two weeks, please talk to his or her teacher. All parents should depart from the classroom prior to the start of our academic instructional period; which begins at 8:05am.

Parents are reminded that after the first two weeks they may not accompany their child to his or her classroom unless a meeting has been scheduled in advance. We appreciate your cooperation.

DISMISSAL PROCEDURES

Dismissal times are as follows:

- ◆ 2:25 – picked-up students are dismissed to the gym where they are picked up by their parent
- ◆ 2:25 – bus students are dismissed to the buses
- ◆ 2:30 – buses depart.
- ◆ 2:35 – walkers are dismissed

Safety always drives our decisions at East Side School. For the safety of your children and compliance with the adoption of the New York State SAVE legislation and policy of the Gouverneur Central School district, we have adopted the following dismissal procedures.

Students being picked up by a parent or guardian:

1. All picked up students will be dismissed from classrooms at 2:25pm.
2. All students being picked up will report to the gymnasium through the locker room doors and will be released to parents, guardians, or other specified adults from the lobby.
3. Parent must ask the lobby supervisor to release their child.

Students having changes to their regular transportation routine:

1. If a child is being picked up, parents must send a signed note to school including the specific name of the individual who will be picking up the child and date(s) this will take place. The lobby supervisor may request I.D. for verification.
2. Unless the parent has forwarded a signed note stating otherwise, children will be released only to those individuals authorized on the Emergency Contact form.
3. If a child is taking a different bus, or debarking at a different location, the note must specify the address of the drop off point, and the name and phone number of the person residing at the location and the date(s) this is to take place.
4. Parents must send written notes to school with the child for any changes.
5. Any last minute changes must be received in the office by 2:00pm
6. No changes will be accepted over the telephone.

Students walking home:

1. Walking students are dismissed from classrooms when the buses have cleared the parking lot (approximately 2:35pm.)
2. All walkers must exit through the side doors next to the large parking lot.

Again, these procedures are for the safety of our children and compliance with the adoption of the New York SAVE legislation and policy of the Gouverneur Central School District.

EARLY DISMISSAL

In the event of an unplanned, early dismissal, students must follow the instructions parents have provided on their student information form. The information on this form will override any parent notes for that day unless the note specifically states that it should be followed even if there is an early dismissal. Due to the number of students, it is not possible to call parents to notify them of an early dismissal. If any information changes during the year, it is the responsibility of the student's parents/guardians to contact the office in writing. Changes cannot be accepted over the phone. Please note that the times given by the radio and tv are for the high school. Elementary schools dismiss approximately 20-25 minutes earlier than the time announced.

IS THERE SCHOOL TODAY???

If school is closed because of bad weather, sickness, or any other non-scheduled reason, notice will be given over WGIX Oldies 95.3FM, WSLB 1400AM, WPAC 93FM, WTNV Z93FM – Froggy97, WSLU, Canton, WSNN 99 Hits FM, radio stations or local TV stations, if possible, before 7:00 a.m.

ATTENDANCE:

Attendance is a critical factor in school success for students. Consistent school attendance has been proven to correlate directly with students' academic success and their ability to successfully complete school. When a child is absent from school, the parent/guardian must send a note to the student's teacher the morning they return back to school. This note should indicate the exact date(s) and reason for the absence **A child's absence will be considered illegal, regardless of the reason, until a written explanation is brought to school.**

Legal Absences would include absences for personal sickness, sickness or death in the family, impassable roads, religious observance, quarantine, required to be in court, superintendent's

conference, approved college visits or any other justifiable reason that meets with the approval of the Administration.

Illegal Absences: Examples of illegal absences include, but are not limited to, working during the school day, vacations conflicting with the published school calendar, appointments other than medical, legal or administratively approved (i.e. hair appointment), non-educational trips, shopping, lack of day care, running errands, helping at home, missing the school bus or any other absence not related to illness or an emergency situation.

Please note that excessive absences may be grounds for educational neglect.

STUDENTS EXCUSED FROM SCHOOL

All students are expected to attend school and class regularly and on time. Parents may request that their child be excused from school all or part of a school day. However, only the Main Office may legally excuse the child. A written excuse must be furnished by the student's parent/guardian stating the reason for being excused from school. This written explanation must be given to the classroom teacher on the day your son/daughter is to be excused from school. .

- ◆ **Please note:** medical and dental appointments should be scheduled after the school day or during school vacation periods, whenever possible. This is to ensure that your child is provided with the maximum amount of instructional time available.
- ◆ Students late for school must first report directly to the main office with a written excuse. Students will then be given a tardy pass to present to their teacher. Students are reminded that they **ARE NOT** to wander around the school building. Repeated tardiness will result in parents being notified and subsequently requested to visit the school for a conference.
- ◆ No student may leave school for any reason from the time he/she arrives in the morning until the end of the school day unless he/she has permission from the Main Office. A written request, **signed by the parent/guardian** for permission to leave school must be presented to the Main Office. Remember, a telephone number should be written on the permission slip to permit the school to verify the request.
- ◆ Other reasons for permission slips:
 1. If your child is to go home early.
 2. If a parent/guardian is going to pick a child up at school and he/she is not going to ride the school bus.
 3. If he/she is going to ride a different bus or get off at a different place other than home.
 4. Students who are absent/tardy from school must bring in an excuse, which states reason for absence, date of absence and parent/guardian signature.

You must send us a note. Changes cannot be accepted over the phone.

***** Whenever a student is not in school between the hours of 8:05am and 2:25pm when school is in session, a written note will be required from the parent/guardian explaining the reason for the student's absence. The school is required to keep these notes on file.**

Reminder to all parents: When you are coming to the school to pick up your child during the school day, you are to **REPORT TO THE MAIN OFFICE**. It will be the school's responsibility to dismiss your child from the office. **YOU ARE NOT TO GO DIRECTLY TO YOUR SON/DAUGHTER'S CLASSROOM.** **At the end of the day you may pick your child up at the lobby.**



WHAT MAY I WEAR TO SCHOOL???

The administration and staff recognize that students have different tastes in clothing and follow different fashion trends. However, students must use good taste in selecting appropriate clothes to wear to school. Good taste involves cleanliness, neatness, and proper fitting clothes. Students are expected to be appropriately dressed in such a manner so as not to disrupt the educational environment. If a student's clothing is determined to be inappropriate by a staff member, the student will be sent to the office, and then to the nurse's office. The student may be asked to turn his/her shirt inside out or borrow one from the nurse for the day.

Students and their parents/guardians have the primary responsibility for acceptable student dress and appearance. Examples of inappropriate clothing are extremely brief garments such as tube tops, net tops, halter-tops, lewd or offensive messages on T-shirts, plunging necklines (front and/or back), and see-through garments. Hats and/or headgear of any variety are not to be worn in the building except for medical, religious purposes, or designated school activities during the academic day. Exterior clothing (coats, jackets, parkas, mittens) should be in the student's locker and not worn to class. Due to the danger of injury and infection, everyone must wear proper footwear at all times. Each building principal or his/her designee is responsible for informing all students and their parents of the student dress code contained in the Code of Conduct at the beginning of the school year, and of any revisions to the dress code made during the school year.

SCHOOL LUNCH PROGRAM



Breakfast is available daily. If school is delayed by two hours, breakfast for the day is automatically canceled. Lunch is available. Milk is included in the price of any meal. If your child brings his/her lunch, he/she may purchase milk. A la carte items, such as ice cream and chips, are also available. On a scheduled half day, lunch will be served before dismissal.

According to state law, there are a number of foods and beverages that cannot be sold by us. Soft drinks and carbonated beverages are included on this list, and all elementary schools further prohibit their presence in the elementary cafeterias at all. Students are not allowed to have soft drink in the cafeteria. When our monitors see a student, teacher or other visitor bringing soft drinks to the cafeteria, the individual is instructed not to do so again. If at all possible, we will try to return the soft drink home with the child. Children will still be reminded in their classes that they will not be able to have carbonated beverages at lunch. Please assist us by providing other appropriate beverages for your children if they do not wish to purchase milk from our cafeteria.

A "Free Lunch Application" will be sent home for you to fill out. Please fill out this form if it applies to you. If your child receives free lunch, he/she is also entitled to a free breakfast.

Sometimes money is lost or misplaced. We allow a child to charge a maximum of three(3) meals in a row. If the child has more than three charges a cold standard lunch(no selection) will be served. Breakfast will not be served with outstanding charges. Notification of charges will be sent home after the second charge.

Prices:

Lunch Full Price	\$1.35
Lunch Reduced	.25
Milk	.30
Juice	.30
Snacks	.25 – 1.00
Breakfast-Full Price:	.70
Breakfast-Reduced:	.25

Full-Priced Lunch for the Semester:	\$96
Reduced Lunch for the Semester:	\$20
Full-Priced Breakfast for the Semester:	\$50
Reduced Breakfast for the Semester:	\$20

1st Semester: Sept. 7th – Jan. 25th
2nd Semester: Jan. 28th – June 26th

\$\$\$\$SENDING MONEY TO SCHOOL\$\$\$

For your protection, any money which you send to school with your child should be enclosed in an envelope and have the following information on the outside – Student's name, amount of money enclosed, and the purpose of the money.

PRE-PACKAGED SNACK POLICY

Often times during the school year parents wish to send snacks to their child's classroom. Parents are requested to only send pre-packaged snacks and treats. Some examples of pre-packaged snacks that would be great are: pre-packaged cookies, crackers, pudding cups, yogurt, store-bought bakery items, pre-packaged vegetables and fruit (mini carrots, apples oranges, bananas), unopened cheese and pepperoni, peanut butter for crackers, potato chips and pretzels. If you are questioning if an item can be sent in, please contact your child's teacher ahead of time.



TUNES AND OTHER STUFF!

Radios, tape recorders, walkmans, video games, Ipods, MP3 players, digital cameras, headsets, stereo/CD players, skateboards, any card collections, and other non-required items should not be brought to school. They are often valuable and easily stolen or misplaced. They serve no educational purpose and should be left at home. **The school will not be held responsible for losses or thefts.**

The use of cell phones is very disruptive and distracting to our learning environment. If you child has a cell phone, it should be kept at home. We ask that parents contact the main office if they need to contact their child during the school day. If a child is found with a cell phone, the phone will be confiscated and the school will contact the parents.

NEED TO CALL HOME ???

In order to use the school telephone, students must first get permission from their teacher. It will be the responsibility of the teacher to determine if the situation warrants a telephone call. The teacher will provide the student with a pass to the office.

NO STUDENT WILL BE PERMITTED TO USE A PHONE WITHOUT A PASS FROM HIS/HER TEACHER

The pay phone is available for student use in the lobby after 3:00 p.m.



RIDING THE BUS TO SCHOOL

All students are considered a bus student or a walking student depending on their home address. All bus students are expected to ride assigned buses to and from school at all times. When it is necessary to ride a different bus or get off at a different location, students must bring a note from their parents to the office. The office will issue a signed bus pass for the student to give to the bus driver or monitor. Bus drivers are instructed not to allow any student to ride a different bus without a pass.

CHANGES IN BUS TRANSPORTATION

If a child is going home with another bus student, or if he/she needs to be dropped off someplace other than his/her regular drop off point (home or babysitter's), **the office must be notified IN WRITING**. **Requests must include the student's name, the date (or dates) of change, the complete address of where the student is going (including the road name or street name), the name and phone number of the person whose place he/she is going to, and must be signed by the parent or legal guardian.**

******NO CHANGES will be accepted OVER THE PHONE****.**

Students are expected to follow the driver and monitor's instructions, and the following bus rules:

1. Students are expected to speak in a normal conversational volume.
2. No food or drink may be consumed on the bus unless authorized by the transportation supervisor.
3. Everyone has the right to be treated with respect.
4. Remain seated, and keep your arms and legs within your own space while the bus is in motion.
5. All tobacco products are prohibited.
6. Insubordination, profanity, or threats to the driver and/or the monitor will not be tolerated.
7. Students will not endanger the safety of self and others.
8. Excessive noise, pushing, shoving, and fighting will not be tolerated.

ALL SCHOOL POLICIES APPLY ON THE BUS!

Violation of the rules will result in either a verbal warning or written referral by the driver or monitor. Continued violation of the rules will result in more serious consequences. Managing student behavior is the responsibility of the bus driver and/or monitor. Excessive noise, pushing, shoving, and fighting will not be tolerated. Consequently, the drivers and the monitors have been given the authority to enforce these rules. When a behavior incident arises, the driver or bus monitor will attempt to handle the problem. In the event they cannot correct the situation, the discipline problem will be reported to the building principal or his/her designee. When necessary, the parent will be involved. In certain situations where the child will not behave on the bus, it may be necessary for the child to be denied the privilege of riding the bus. The child's parents will then be responsible for transporting him/her to and from school. We hope that this type of situation will not happen.

Late Bus Run

A late bus run for students who have stayed after school for school related activities is provided. Late bus passes will be available through the main office for transportation home. Students will not be

allowed to board the bus without a late bus pass. The late bus will depart from the East Side School at approximately 3:50 p.m.. **All school policies apply to the late bus.**

LOCKERS

Lockers are provided by the school for student use and the administration has the right to search lockers without a search warrant and without notice. A student may have exclusive use of a locker as far as other students are concerned, but he/she does not have such exclusivity over the locker as against the school authorities. A warning need not be given to the student to whom the locker was assigned before a search may be made.

HALL RULES

Students should be in the halls only during the passing of a class. At any other time, a student must have a pass. While in the hall, students are expected to:

1. Walk in a quiet, orderly manner. Running, pushing, wrestling, playing, etc. are not permitted.
2. Use the shortest, most direct route to your class.
3. Loitering in the halls is not permitted.



HOMEWORK

Parents need to help children develop independence and responsibility by: asking the student each night if any homework was assigned for the next day in his/her homework folder or student planner, providing a specific place to do homework that is quiet, has enough work space, and is properly lit for good vision, and asking to see completed homework if you think it is necessary. Please refer to the district homework policy for elementary classes at the back of this handbook.

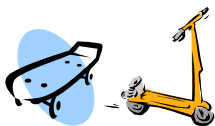


PLAYGROUND RULES

All school policies apply on the Playground.

1. Walk in an orderly fashion when going to and from the playground
2. No double swinging and no jumping off the swing.
3. No fighting, pushing, hitting, or throwing of objects
4. Stay off the roofs of the playhouse, gazebo, etc.
5. Use equipment as intended, i.e. not running up the slide

Please do not bring younger children to the playground during school hours; which are 7:45am to 2:25pm.



RIDING BIKES, SCOOTERS, OR ROLLER BLADES TO SCHOOL

Riding bikes to school is only permitted when the bike racks are out. According to State Law, students are required to wear helmets when they ride their bikes, scooters, or roller blades to and from school. Parents are responsible for students who do not wear a helmet. **A student will not be allowed to ride his/her bike, scooter, or roller blades home without a helmet.**

Skateboards or Heelys are not allowed as a means of transportation. They are not allowed on the school grounds at any time, day or night.

CAN I BRING MY PET TO SCHOOL?



We are often asked by children to bring a pet to school, especially if it is a new addition to the family. Pets enrich our lives in many ways, and often they can be effective and valuable teaching aids. However, they also bring risks of allergic reactions, infection, or injury to other children. Certain animals are not allowed in the school setting due to health and safety guidelines. Teachers are required to take several precautions in other cases. Please contact the school office and your child's teacher before bringing any type of animal to school.

CHANGE IN ADDRESS OR PHONE NUMBER

It is requested that you contact the school office of a change of address or phone number immediately so that we may keep our records current and accurate.

MOVING OUT OF THE AREA?

If you plan on moving out of the area, please notify the school as soon as possible. Paperwork will be started to make the registration of your child in his/her new district easier. Your child's complete records will be sent on to the new school upon their request. Records cannot be "hand-carried" by the parent.

WHAT VISITORS NEED TO KNOW

This procedure is to ensure the continuation of a safe and inviting learning environment for all at East Side. The Board encourages parents and other district citizens 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/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 office of the principal upon arrival at the school. There, 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. The visitor must return the identification badge to the principal's office before leaving the building.
3. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
4. Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher(s), 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/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 the District Code of Conduct.

PARENT INVOLVEMENT

East Side School provides opportunities for parents to become involved in their child's education. We need and would appreciate your help. You might consider: reading lab, chaperoning trips, classroom parties, reading to children, involvement in teacher appreciation, conferences, musicals and performances, book fairs, Authors' Teas, Military Day, Grandparents' Breakfast, community presentations, art Shows, science and academic Fairs, classroom newsletters, Fall and Spring Open Houses, parent interest surveys, school calendar, school pictures, book fairs, ice cream social, and any other activities that the school has planned. We would greatly appreciate any time you could spend with us. ***Please contact your child's teacher for more information or call the PTO representative listed on the inside of the front cover.***

PARENT CONFERENCES

The faculty at East Side School encourages the participation of parents in their child's academic and school progress. Parent conferences are held at the end of the 1st marking period. We encourage parents to contact the teacher to set-up further parent-teacher conferences. Please contact your child's teacher to make an appointment to discuss your child's progress throughout the year.

REPORT CARDS AND PROGRESS REPORT DATES

October 5 th	5-week progress reports go home
November 8 th & 9 th	10-week reports sent home with parents during conferences
December 14 th	15-week progress reports sent home
February 1 st	20-week report cards sent home
March 7 th	25-week progress reports sent home
April 25 th	30-week report cards sent home
May 23 rd	35-week progress reports sent home
June 26 th	final report cards go home with next year's teacher assignment listed

AWARDS AND ACADEMIC RECOGNITION

There are academic assemblies scheduled throughout the school year for third through sixth grade students. Please check the school calendars for the dates of these assemblies. School calendars are sent home with students and can also be found on our website: <http://gcs.neric.org/eastside>

The categories for academic awards is as follows:

- Academic Excellence: average of 97-100
- High Honors: average of 93 – 96
- Honors: average of 87 – 92



MEDICATIONS

New York State guidelines require that medications can only be administered in school by the school nurse when a doctor's order (prescription) and parent's written permission is provided. This includes "over the counter drugs" (i.e. aspirin, cough drops, cough medicine, etc.). In addition, the family must provide the medication in a labeled bottle, tube or container that clearly indicates date, name of child and physician, dosage and frequency. Parents are requested to inform the school immediately if there is any change in the course of treatment or in the medication. Please do not send medication of any kind on the child's bus or in his/her book bag.

IMMUNIZATION PROGRAM

The school health service staff cooperates with the Public Health Department in carrying out a complete immunization program. Public Health law, Section 2164 requires evidence of sufficient immunization against measles, rubella diphtheria, polio, Hepatitis B and Varicella, and mumps. This means that every child upon entering school must present one or more certificates indicating that he/she has been immunized against all of these diseases or a statement from a physician indicating that the immunization might be detrimental to the child's health.

PHYSICALS

All kindergarten, 2nd, 4th, 7th, 10th grade and new students are required by the State Education department to have a physical. Students can have a private physical or a physical by the school physician. Parents are notified before physicals are given.

HEALTH SCREENING

Screening is done yearly on all students for vision, hearing, height and weight. If any problems are discovered, the parents will be notified in writing.

ALLERGIES

For your child's safety, please make sure you speak with the school nurse in regards to food, medicine or environmental allergies.

FIRST AID

When a child is ill or injured in school, first aid is given. The child remains in the health office while the parent or designated responsible person is called to transport the child home. Medical care beyond first aid remains the parents' responsibility. In cases of emergency, illness, or injury, the school nurse will first contact the parents to call the family physician. If the parents are not available, the school nurse will then proceed with further emergency procedures. Please advise the school nurse's office of any changes of physician, telephone numbers, or person to be contacted.

GYM EXCUSES

Please notify the school nurse if your child is under medical care and especially if the physician has recommended limited activity when the child returns. Written requests from a physician are necessary for any exemption from physical education for any period beyond three days.

CODE OF CONDUCT

The major goal of our district is to educate students. Each student has the right to an orderly and safe environment in which to learn. Students are reminded that they must adhere to the student behavior code not only for their own benefit, but for the benefit of others as well. 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 of Education (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”).

Students are expected to show respect for adults, fellow students, themselves, and school property. For purposes of this code, the following definitions apply. “Disruptive student” means an elementary or secondary student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with 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 a public elementary or secondary school, or in or on a school bus, as defined in Vehicle and Traffic Law S142.

“School function” means any school-sponsored extra-curricular event or activity.

“Violent student” means a student under the age of 21 who:

1. Commits an act of violence upon a school employee, or attempts to do so.
2. Commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at the school function, or attempts to do so.
3. Possesses, while on school property or at a school function, a weapon.
4. Displays, while on school property or at a school function, what appears to be a weapon.
5. Threatens, while on school property or at a school function, to use a weapon.
6. Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function.
7. Knowingly and intentionally damages or destroys school district property.

** a summary of Gouverneur Central School’s Code of Conduct is located at the back of this handbook.

DISCIPLINARY PROCEDURES

The following disciplinary procedures are designed to meet the needs of our students. We, the Faculty and Staff, have a responsibility to educate our students not only in academics, but also in proper behaviors. Equally important is the need to ensure safety and protect the educational atmosphere for all in our school. In following these procedures, students will be disciplined, in such a way as, to encourage improved behavior and adherence to school rules.

The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment. The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as, the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students’ ability to grow in self-discipline.

Students may be subject to disciplinary action, up to and including suspension from school, when they engage in conduct that is disorderly, insubordinate, disruptive or violent. 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. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process.

The following behaviors are strictly prohibited:	Range of Consequences
A. Engage in conduct that is disorderly.	Oral warning – any member of the district staff
B. Engage in conduct that is insubordinate.	Written warning – bus drivers, hall and lunch monitors, coaches, guidance counselors, teachers, principal, superintendent
C. Engage in conduct that is disruptive.	Written notification to parent – bus driver, hall and lunch monitors, coaches, guidance counselors, teachers, principal, superintendent.
D. Engage in conduct that is violent.	Suspension from transportation – principal, superintendent.
E. Engage in any conduct that endangers the safety, morals, health or welfare of others.	Suspension from athletic participation – coaches, principal, superintendent
E. Engage in any conduct that endangers the safety, morals, health or welfare of others.	Suspension from social or extracurricular activities – activity director, principal, superintendent.
F. Engage in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on district buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated.	Suspension of other privileges – principal, superintendent.
F. Engage in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on district buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated.	Removal from classroom by teacher – teachers, principal.
F. Engage in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on district buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated.	Short-term (five days or less) suspension from school – principal, superintendent, Board of Education.
F. Engage in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on district buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated.	Long-term (more than five days) suspension from school - superintendent, Board of Education.
F. Engage in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on district buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated.	Permanent suspension from school – superintendent, Board of Education.
G. Engage in any form of academic misconduct.	

Reporting Violations

1. All students are expected to promptly report violations of the code of conduct to a teacher, guidance counselor, the building principal, or his/her designee.
2. Any student observing or having knowledge of a student possessing a weapon, alcohol, or illegal substance on school property or at a school function should report this information immediately to a teacher, the building principal, the principal's designee, or the Superintendent.
3. All district staff who are authorized to impose disciplinary sanctions are expected to do so in a prompt, fair and lawful manner. District staff who are not authorized to impose disciplinary sanctions are expected to promptly report violations of the code of conduct to their supervisor.
4. The building principal or his/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/her designee learns of the violation.
5. Parents will be notified of Code violations by telephone, followed by a copy of the referral outlining the violation.

TEACHER DISCIPLINARY REMOVAL OF DISRUPTIVE STUDENTS

A student's behavior can affect a teacher's ability to teach and can make it difficult for other students in the classroom to learn. The Gouverneur School District supports three alternatives to students remaining in the classroom. Such practices may include, but are not limited to:

- a. short-term "time out" in an elementary classroom or in an administrator's office
- b. sending a student to the principal's office for the remainder of the class time only
- c. sending a student to a guidance counselor or other district staff member for counseling

For purposes of this Code of Conduct, a disruptive student is a student who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom. A substantial disruption of the educational process or substantial interference with a teacher's authority occurs when a student demonstrates a persistent unwillingness to comply with the teacher's instructions or repeatedly violates the teacher's classroom behavior rules.

An elementary classroom teacher may remove a disruptive student for a maximum of 45 minutes for each incident. Based on the student's behavior and teacher recommendation, the principal may extend the removal time. If the removal time is extended by the principal; the teacher, principal or designee, student, and whenever possible the parents or guardians will conference before the student returns to class. If more than two incidents occur, the teacher, principal or designee, student, and parent or guardian will conference before the student returns to class.

Within 24-hours after the student's removal, the principal or another district administrator designated by the principal must notify the student's parents, in writing, that the student has been removed from class and why. The notice must also inform the parent that he or she has the right, upon request, to meet informally with the principal or the principal's designee to discuss the reasons for the removal.

The principal or the principal's designee may overturn the removal of the student from class if the principal finds any one of the following:

- a. the charges against the student are not supported by substantial evidence
- b. The student's removal is otherwise in violation of law, including the district's Code of Conduct
- c. The conduct warrants suspension from school pursuant to Education Law 3214 and a suspension will be imposed

Any disruptive student removed from the classroom by the classroom teacher shall be offered continued educational programming and activities which shall include alternative educational programs appropriate to individual student needs, until he or she is permitted to return to the classroom.

ELEMENTARY LEVEL HOMEWORK POLICY

Philosophy

Homework is an integral part of a student's education. In addition to the knowledge of subject matter derived from doing homework and the reinforcement of school learning, completion of such develops independent thinking and good work habits. Homework, along with regular study and review of class materials, is essential for making the most of one's educational opportunity.

Purpose

The Board of Education resolves that meaningful homework is assigned to students for the purpose of reinforcing, supplementing, and/or reviewing concepts that have been or will be taught (School Law §14.32). Teachers should share with the students the purpose of the homework assignment. Teachers should consider the following when assigning homework:

- *What is the knowledge I want students to acquire?*
- *What level of students' learning will completing the project require?*
- *Is this project worth the students' time¹?*

Homework should be varied and interesting, and at an appropriate level of difficulty. Research suggests that homework assignments should be designed so that students can independently complete most of the task successfully². Modifications will be extended to students in accordance with Individual Educational Plans.

Teacher Responsibilities

It is the teacher's responsibility to assign homework. The amount and nature of homework will be appropriate for age and grade level at all times, without sacrificing quality for quantity. Homework shall not be punitive or used as a disciplinary measure. Coordination and collaboration among grade level teachers to manage overall levels of student homework are encouraged.

Parent Responsibilities

The Gouverneur Board of Education believes that homework provides an opportunity for parental understanding of the school's educational goals. Teachers should provide parents with appropriate guidelines for helping their child with homework. Parents are expected to support, encourage, and monitor homework assignments and to provide conditions that are conducive to their successful completion. If parents feel that their child is having difficulty with the content or quantity of homework, parents should discuss the matter with their child's teacher.

Guidelines for Homework

It is important that students and parents understand that students should be assigned homework regularly and consistently. It is easier to get students in the habit of doing homework when schools and teachers establish a pattern³. It should be understood that homework, as defined above, means more than just written assignments. Students also have a responsibility to read and study. Homework will be flexible. Rules, such as not assigning homework on weekends or prior to school vacations, can be overly restrictive⁴. These are often ideal times for students to work on extended projects or to work with parents.

To maximize its effectiveness, homework should be reviewed, collected, and returned to the students for study purposes. Research shows that students who received specific feedback on their homework errors outperformed students who received only scores on their assignments⁵.

Types of Homework

Type	Purpose	Examples
Completion	To finish classroom work assigned during the school day	-Reading short sections of text -Completion of math problems -Completion of exercises, such as comprehension questions in science and social studies -Continue work on writing projects
Preparation	To prepare for future learning, or for specific learning activities for the following day	-Gather information, such as pictures from magazines related to a topic of study -Conduct personal interviews -Use of planner to organize and manage tasks -Study for quizzes and exams
Practice and application	To reinforce specific skills or to transfer learning to new concepts or situations	-Review and drill of math operations -Review and drill of spelling words -Being read to, reading aloud, or reading independently to develop vocabulary and fluency
Extension/Enrichment	To enrich learning experiences, enhance problem-solving skills, and/or to integrate skills	-Project work, research, independent study -Creative illustrations, drama -Powerpoint presentations

Grading

A student must be given the opportunity to make up graded homework assignments that are used in the calculation of the student's academic average.

Time Frames

The time frames given are guidelines to promote mutual understanding as to the time expectations for each grade level. These guidelines are established to ensure that all students within a grade level or subject are given similar amounts of work. The time increments gradually increase from one grade to the next to promote consistent academic expectations and growth. The various guidelines for homework for elementary students are listed in the chart in this section. These guidelines represent an average only. The Board of Education believes that for students who wish to truly excel academically, these guidelines should be considered minimum recommended amounts of time.

Grade Level	Recommended
Kindergarten	
Grade 1	10 minutes
Grade 2	20 minutes
Grade 3	30 minutes
Grade 4	40 minutes
Grade 5	50 minutes
Grade 6	60 minutes

CODE OF CONDUCT – SUMMARY

(a complete copy of the Code of Conduct is available in the school office.)

Introduction

The Board of Education of Gouverneur Central School 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 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.

Definitions

For purposes of this code, the following definitions apply.

“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 a public elementary or secondary school, or in or on a school bus, as defined in Vehicle and Traffic Law §142.

“School function” means any school-sponsored activity or extra-curricular event. Rules apply whether or not the function is on school grounds.

“Disruptive student” means an elementary or secondary student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher’s authority over the classroom.

“Violent student” means a student under the age of 21 who:

1. Commits or attempts to commit an act of violence upon a school employee.
2. Commits or attempts to commit while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at the school function.
3. Possesses, while on school property or at a school function, a weapon or any instrument that appears capable of causing physical injury or death.
4. Displays, while on school property or at a school function, what appears to be a weapon.
5. Threatens, while on school property or at a school function, to use a weapon.
6. Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function.
7. Knowingly and intentionally damages or destroys school district property.

“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.

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.

B. Student Responsibilities

All district students have the responsibility to:

1. Use class and study hall time for studying and learning to prepare all assignments and complete all required class work.
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. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

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. 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. Not be lewd or offensive, nor contain sexually explicit messages, nor be material allowing another to see through to undergarments, nor to be otherwise determined by administration to be insufficient to properly cover a student. Examples of such insufficient garments may include shorts, tube tops, net tops, and halter tops.
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 in the classroom except for a medical or religious purpose or designated school activities during the academic day.
6. Not include items that are vulgar, obscene, and libelous or denigrate 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.
8. Not be clothing, jewelry, symbols, etc. that are determined by the Administration to indicate membership in a group that exists to intimidate or threaten the safe and orderly operation of the school and/or the health and welfare of the staff and/or students.

Each building principal or his or her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year. 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 discipline, up to and including out of school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

Prohibited Student Conduct

The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior.

District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

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. Examples of disorderly conduct include but not limited to the following:

1. Running in hallways.
2. Making unreasonable noise.
3. Using language or gestures that are profane, lewd, vulgar or abusive.
4. Obstructing vehicular or pedestrian traffic.
5. Engaging in any willful act, which disrupts the normal operation of the school community.
6. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
7. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the district's acceptable use policy.

B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include but not limited to the following:

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. Skipping detention.

C. Engage in conduct that is disruptive. Examples of disruptive conduct include but not limited to the following:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.

D. Engage in conduct that is violent. Examples of violent conduct include but not limited to the following:

1. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator or other school employee or attempting to do so.
2. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person lawfully on school property or attempting to do so.
3. 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.
4. Displaying what appears to be a weapon.
5. Threatening to use any weapon.
6. 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.
7. Intentionally damaging or destroying school district property.

E. Engage in any conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct include:

1. Lying to school personnel.
2. Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.

3. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
4. 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.
5. 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.
6. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
7. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club or team.
8. Selling, using or possessing obscene material.
9. Using vulgar or abusive language, cursing or swearing.
10. Smoking a cigarette, cigar, pipe or using chewing or smokeless tobacco.
11. Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal sub-stances, or being under the influence of either. "Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs."
12. Inappropriately using or sharing prescription and over-the-counter drugs.
13. Gambling.
14. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
15. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
16. Physical, verbal, and/or psychological bullying.

F. Engage in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on district buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated.

G. Engage in any form of academic misconduct. Examples of academic misconduct include:

1. Plagiarism.
2. Cheating.
3. Copying.
4. Altering records.
5. Assisting another student in any of the above actions.

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. Any student observing or having knowledge of a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, the building principal, the principal's designee or the superintendent. All district staff who are authorized to impose disciplinary sanctions are expected to do so in a prompt, fair and lawful manner. District staff who are not authorized to impose disciplinary sanctions are expected to promptly report violations of the code of conduct to their supervisor, who shall in turn impose an appropriate disciplinary sanction, if so authorized, or refer the matter to a staff member who is authorized to impose an appropriate sanction. Persons standing in the parental relationship to the student shall be notified of code violations by telephone, followed by a letter. The notification must identify the student and explain the conduct that violated the code of conduct.

Any weapon, alcohol or illegal substance found shall be confiscated immediately, if possible, followed by notification to the parent of the student involved and the appropriate disciplinary sanction if warranted, which may include permanent suspension and referral for prosecution.

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 on 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.

Disciplinary Penalties

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline. 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.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with the separate requirements of this code of conduct for disciplining students with a disability or presumed to have a disability. A student identified as having a disability shall not be disciplined for behavior related to his/her disability.

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
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
12. Long-term (more than five days) suspension from school
13. Permanent suspension from school

B. Minimum Periods of Suspension

1. Students who bring a weapon to school

Any student, other than a student with a disability, 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:

1. The student's age.
2. The student's grade in school.
3. The student's prior disciplinary record.
4. The superintendent's belief that other forms of discipline may be more effective.
5. Input from parents, teachers and/or others.
6. Other extenuating circumstances.

2. Students who commit violent acts other than bringing a weapon to school
Any student, other than a student with a disability, who is found to have committed a violent act, other than bringing a weapon onto school property, shall be subject to suspension from school for at least five days. If the proposed penalty is the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The

superintendent has the authority to modify the minimum five-day 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. Students who are repeatedly substantially disruptive of the educational process or repeatedly substantially interferes with the teacher's authority over the classroom. Any student, other than a student with a disability, 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 at least five days. For purposes of this code of conduct, "repeatedly is substantially disruptive" means engaging in conduct that results in the student being removed from the class-room by teacher(s) pursuant to Education Law §3214(3-a) and this code on four or more occasions during a semester, or three or more occasions during a trimester. If the proposed penalty is the minimum five-day suspension, the student and the student's parent will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parent will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The superintendent has the authority to modify the minimum five-day 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.

Alternative Instruction

When a student of any age is removed from class by a teacher or a student of compulsory attendance age is suspended from school pursuant to Education Law §3214, the district will take immediate steps to provide alternative means of instruction for the student.

Discipline of Students with Disabilities

The Board recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problem behavior. The Board also recognizes that students with disabilities enjoy certain procedural 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 the procedural safeguards required by applicable laws and regulations. This code of conduct affords students with disabilities subject to disciplinary action no greater or lesser rights than those expressly afforded by applicable federal and state law and regulations.

Corporal Punishment

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any district employee is strictly forbidden.

However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used to:

1. Protect oneself, another student, teacher or any person from physical injury.
2. Protect the property of the school or others.
3. Restrain or remove a student whose behavior interferes with the orderly exercise and performance of school district functions, powers and duties, if that student has refused to refrain from further disruptive acts. The district will file all complaints about the use of corporal punishment with the Commissioner of Education in accordance with Commissioner's regulations.

Student Searches and Interrogations

The Board of Education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the district code of conduct. Students are not entitled to any sort of "Miranda"-type warning before being questioned by school officials, nor are school officials required to contact a student's parent before questioning the student. However, school officials will tell all students why they are being questioned.

In addition, the Board authorizes the superintendent, building principals, assistant principals, dean of students, lead teachers, and the school nurse 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.

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

An authorized school official may search a student or the student's belongings based upon information received from a reliable informant. Individuals, other than the district employees, will be considered reliable informants if they have previously supplied information that was accurate and verified, or they make an admission against their own interest, or they provide the same information that is received independently from other sources, or they appear to be credible and the information they are communicating relates to an immediate threat to safety. District employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate. Before searching a student or the student's belongings, the authorized school official should attempt to get the student to admit that he or she possesses physical evidence that they violated the law or the district code, or get the student to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought. Whenever practicable, searches will be conducted in the privacy of administrative offices and students will be present when their possessions are being searched.

A. Student Lockers, Desks and other School Storage Places

As part of any investigation, the District has the right to search all school property and equipment including District computers. Rooms, desks, cabinets, lockers, computers, etc. are provided by the District for the use of staff and students, but the users do not have exclusive use of these locations or equipment and should not expect that materials stored therein will be private.

This means that student lockers, desks 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.

B. Strip Searches

A strip search is a search that requires a student to remove any or all of his or her clothing, other than an outer coat or jacket. If an authorized school official believes it is necessary to conduct a strip search of a student, the school official may do so only if the search is authorized in advance by the superintendent or the school attorney. The only exception to this rule requiring advanced authorization is when the school official believes there is an emergency situation that could threaten the safety of the student or others. Strip searches may only be conducted by an authorized school official of the same sex as the student being searched and in the presence of another district professional employee who is also of the same sex as the student. In every case, the school official conducting a strip search must have probable cause – not simply reasonable cause – to believe the student is concealing evidence of a violation of law or the district code. In addition, before conducting a strip search, the school official must consider the nature of the alleged violation, the student's age, the student's record and the need for such a search. School officials will attempt to notify the student's parent by telephone before conducting a strip search, or in writing after the fact if the parent could not be reached by telephone.

Visitors in School

The Board encourages parents and other district citizens 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 office of the principal upon arrival at the school. There they will be required to sign the visitor's register and may be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the main office before leaving the building.
3. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings are not required to register.
4. Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher(s), 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.

Public Conduct on School Property

The district is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. 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 restrictions on public conduct on school property and at school functions contained in this code are not intended to limit freedom of speech or peaceful assembly. The district recognizes that free inquiry and free expression are indispensable to the objectives of the district. The purpose of this code is to maintain public order and prevent abuse of the rights of others. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property.

A. Prohibited Conduct

No person, either alone or with others, shall:

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

B. Penalties

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

1. Visitors. - 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.
2. Students. - They shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements.
3. Tenured faculty members. - They shall be subject to disciplinary action as the facts may warrant in accordance with Education Law §3020-a or any other legal rights that they may have.
4. Staff members in the classified service of the civil service entitled to the protection of Civil Service Law §75. They shall be subject to immediate ejection and to disciplinary action as the facts may warrant in accordance with Civil Service Law §75 or any other legal rights that they may have.
5. Staff members other than those described in subdivisions 4 and 5. They shall be subject to warning, reprimand, suspension or dismissal as the facts may warrant in accordance with any legal rights they may have.

East Side Staff

Universal Pre-K

April Patton

Young Fives

Kelly Spencer-Ayen

Kindergarten

Erin Gates
Pam Mahay
Jackie Roberts

First Grade

Kim Johnson
Brooke Santamont

Second Grade

Karen Green
Megan Johnson

Multi-Age 1st/2nd

Judith Bates
Patricia Williams

Third Grade

Kathy Palmer
Ralph Trumble

4th Grade

Heather Hilts-Schell
Kate Johnson
Gina Taylor

5th Grade

Marci Parcell
Stephanie Plaisted

6th Grade

Bryon Dashnaw
Sandra Green
Trudy Stacy

15:1:1

Melissa Adams

8:1:1

Kevin Welsh

Consultant/Resource Room Teachers

Melinda Backus
Gina Caldwell
Nola Farns

Title I Teachers

Barbara Jackson
LuAnn Schrader
Marcia Schryver

Special Area Teachers

Joel Baer, PE
Danelle Foster, Art
Betty Hall, Music
Amy Heath, PE
Brenda Trivilino, Library

Counselors

Michele Abplanalp
M. Bridget Dolan

Speech

Pamella Ault

Psychologist

Robyn Knowlton

Nurse

Diane Andrews
Rita Saidel

Teaching Assistants

Paula Bates
Leah Card
Joan Serviss
Laurie Shrewsbury

Aides

Sherry Bush
Erin Devlin
Jodi Hatch
Constance Haynes
Nicole Rumble
Donna Parker

Cafeteria

Kathy Cross
Angel Curcio
Laura Jackson
Jerrilyn Jesmer
Tina Romeo
Linda Rumble
Gail Virnig
Krista Wainwright

Custodians

Martin O'Donnell
Laura Streeter

Cleaners

Forrest Fuller
Debbie Rider

EAST SIDE ELEMENTARY

111 Gleason Street
Gouverneur, New York 13642
Telephone: (315) 287-2260
Fax: (315) 287-2410
Mrs. Victoria L. Day, Principal

Web Page: <http://gcs.neric.org/eastside>

East Side School Pledge

I pledge to help make East Side a safe and happy place.

I am responsible for doing my best.

I promise to respect myself and others

I will be a good and caring friend to all.
