

**GOUVERNEUR CENTRAL SCHOOL DISTRICT
133 EAST BARNEY STREET
GOUVERNEUR, NEW YORK 13642**

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ANNUAL NOTIFICATION NEWSLETTER 2011-2012

INCLUDING:

2011-2012 CALENDAR

CAT PRINTS ISSUE #1—2011-2012

NOTIFICATIONS REGARDING:

- 10—AIDS Instruction in Health Education
- 10—Student Insurance
- 10—Complaints and Grievances by Students
- 11—No Child Left Behind
- 11—Medications
- 11—Potential Pesticide Use
- 12—Student Use of Computerized Information Resources
- 13—Drug Free Schools
- 14—Rights Under FERPA for Elementary and Secondary Schools
- 14—Curriculum Areas in Conflict with Religious Beliefs
- 15—Disclosure of Student Information to Military Recruiters and Colleges
- 15—FERPA Notice for Directory Information
- 16—Lead in Water
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- 17—Rights Under the Protection of Pupil Rights Amendment (PPRA)
- 18—Comprehensive Student Attendance Policy Summary
- 20—School Physicals
- 23—Permission to Administer Over-the-Counter Medication
- 24—Emergency Notification and Student Release Information

CODE OF CONDUCT SUMMARY

SCHOOL LUNCH/BREAKFAST INFORMATION AND APPLICATION FORMS

Gouverneur Central School District

2011-2012

School Day Tally:

September	21	16	February
October	20	22	March
November	18	15	April
December	16	22	May
January	20	16	June
	95	91	

Total number of days: 186

September						
S	M	T	W	T	F	S
				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	

SEPTEMBER

- 1-2 Staff Development Days
- 5 Labor Day
- 6 School Opens

OCTOBER

- 10 Columbus Day Observed
- 21 Staff Development Day

NOVEMBER

- 9-10 Half Days for Elementary
— Parent Conferences
- 11 Veterans Day
- 23-25 Thanksgiving Recess

DECEMBER

- 23-30 Winter Recess

- Staff Development Days
- Vacation Days

October						
S	M	T	W	T	F	S
						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					

November						
S	M	T	W	T	F	S
						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					

December						
S	M	T	W	T	F	S
						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					

January						
S	M	T	W	T	F	S
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				

February						
S	M	T	W	T	F	S
						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					

March						
S	M	T	W	T	F	S
						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					

JANUARY

- 2 Winter Recess
- 3 School Resumes
- 16 Martin Luther King, Jr. Day
- 24-27 Regents Exams
- 30 Start 2nd Semester

FEBRUARY

- 20 Presidents' Day
- 21-24 Mid-Winter Recess

MARCH

- 16 Staff Development Day

APRIL

- 6-13 Spring Recess

MAY

- 28 Memorial Day Observed

JUNE

- 13-21 Regents Exams
- 22 Last Day of School

April						
S	M	T	W	T	F	S
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					

May						
S	M	T	W	T	F	S
						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					

June						
S	M	T	W	T	F	S
						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					

** Six emergency days are provided. In the event that those emergency days are exhausted and additional school days are needed to fulfill the state requirement of 180 school days, make-up days will be taken from the February break in the following order: February 24, February 23, February 22, February 21..

Gouverneur Central School District

Cat Prints

District Newsletter

2011-2012, Issue #1

NOTES FROM THE SUPERINTENDENT

Christine J. LaRose

I hope every family had a wonderful and safe summer this year. We certainly had some nice weather to enjoy all the activities and events taking place. The first day back to school for students will be Tuesday, September 6. We are all busy getting ready and look forward to welcoming your sons and daughters back for another exciting year.

We are pleased to introduce and extend a warm welcome to the following new personnel to our district: **Matthew Benner**, Job Coach; **Nicholas Costa**, Middle School Special Education; **Michelle Cummings**, Secondary Spanish; **Thomas Donnelly**, High School English; **Bridgette Havens**, Middle School English; **Margaret James**, High School Special Education; **Alicia Kiechle**, Job Coach; **Kelly Mostyn**, East Side Universal Pre-K; **Sarah Pawananon**, East Side Kindergarten; and **Jessica Stiles**, Psychology Intern.

New York State was awarded additional federal funding under *Race To The Top*. As a result, many new regulations and changes in student assessment and professional evaluations will be taking place. Administrators and faculty have been working this summer to prepare for the changes by attending workshops, modifying and developing new curriculum, and participating in regional committees. I am pleased once again to let you know that all Gouverneur Central Schools are in good standing for the NYS School Report Card Accountability status. We will be working diligently to continue to improve the quality of classroom teaching and our instructional programs to help students meet the new standards.

The safety of our children is always our top priority. I encourage all parents to sign up for the Safe-To-School program. This K-12 program offers a way for parents or guardians to know as soon as possible if their child does not arrive at school. Additional information and forms will be available in your child's school office.

I would also like to remind you that the St. Lawrence County Sheriff's Office maintains a website which will allow you to monitor the status of sex offenders in our community. You can go to <http://www.st-lawrencecountysheriff.com> and click on "sex offender watch." You can also enroll in an automatic e-mail notification to let you know when a registered sex offender moves into your neighborhood.

I encourage you to visit our website, <http://gouverneurcentralschool.org>. You will find a wealth of information that will assist you in keeping up to date on your child's school and education.

We are all committed to providing your child with the best possible education. We look forward to working with you to achieve this goal again this year.

School Opens on September 6, 2011



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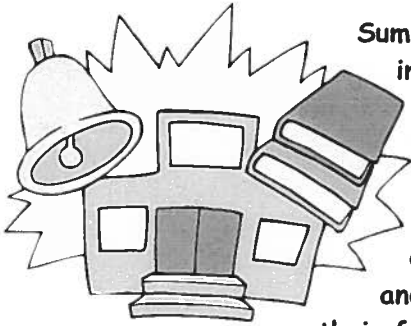
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Free/Reduced Meal
Application

FROM THE OFFICE OF THE ASSISTANT SUPERINTENDENT...creating the conditions for ongoing collaboration and success for students, staff and community!

Mrs. Cammy Morrison

Signs of the approaching start of school are everywhere. The district is buzzing with activity, and enthusiastic preparations are taking place in each and every corner of our buildings. As always over the summer, there were many deadlines to consider, meetings to be held, records to be collected or updated, schedules to be developed, student placements and class lists to be created, and data to be analyzed and goals set.



Summer is *always* an extremely busy time in a school district and much of the important work that takes place is done seemingly behind the scenes. Therefore, I would like to take this opportunity to acknowledge those individuals who have worked so hard during the summer months preparing for yet another *successful* opening day. Allow me to thank the business office personnel; clerical and secretarial staff; maintenance and cleaning/building and grounds; the guidance department; health offices; technology department; teaching and support staff; and the entire administrative team! Your dedication on behalf of our students and their families is recognized and appreciated! I remain optimistic that our intentional

planning and preparation over the summer will once again ensure a positive and productive educational experience for all of our students in 2011-12!

For the past several weeks, many of our Elementary and Middle/High teachers, support staff, and administrators have worked on a variety of curricular projects (in Science, Social Studies, Math and ELA and Technology), attended meaningful workshops or conferences, and planned programmatic activities. One such opportunity our teachers were involved in was the Constructivist Conference, which was an intense 5-day session for teachers from the MS/HS English and Mathematics departments. This professional development provided opportunities for teachers to work on content specific projects, in a collaborative manner, with educators from around the state. Another change was offered through Responsive Classroom Training for Elementary teachers, which was also an intense 5-day training, focusing on character education for students, as well as building classroom and school community and enhancing strategies to support student academic and behavioral success within the classroom and school.

Technology was once again a major focus area at all levels this summer. A Mathematics computer lab has been created in the High School using newly refurbished computers, and we have once again provided training on Interwrite Boards and Smart Tables. In addition, many of our staff members have received extensive training on software/computer-based programs such as Nova Net, Next Generation, Systems 44 and Education City. Staff members have shared that they are most eager to implement the use of these new instructional tools in their programs!

It's also my pleasure to share some exciting news which pertains to our elementary population. There remains an intentional commitment in the district to keep our class sizes as low as possible especially in the primary grades. As our Kindergarten enrollment numbers began to increase significantly over July and August, it became apparent that hiring a new Kindergarten teacher would be best for our students. Therefore, a new Kindergarten teacher has recently joined our instructional team at East Side Elementary. Secondly, grant funding permitted us to expand our district's Universal Pre-kindergarten program, which is also currently housed at East Side Elementary. We are delighted about being able to provide a meaningful pre-K experience for up to 72 *four-year-olds* from our community! Since we are all aware of the importance of early intervention, I'm sure you will agree that these are some very positive options for the families in our district!

For current news and events for each school building, bookmark our website: <http://gouverneurcentralschool.org>.



Remaining on a positive note, we will be continuing our Extended Day Program for any student entering grades 4 or 5. Extended Day will run daily from 2:30 to 4:30 at East Side Elementary, and you may contact Gina Taylor or Bridget Dolan at East Side Elementary if you are interested in having your child considered for the program.

Last but not least, the district has teamed with Watertown's YMCA to offer School Age Child Care (SACC) for children in grades K-6. This after-school child care will be offered, beginning in early September, from 2:30-6:00p.m. daily and will follow the school calendar. The program offers parents a safe, convenient child-care option either on a regular or day-by-day, as needed, basis. For more information you may call Bridgette Gates at 755-2005 (YMCA-SACC Program) or you may call my office at 287-4870. There are many pay options available for families wishing to take advantage of the SACC program. Those options range from daily or weekly pay options by check or money order. In addition, financial assistance applications are available and DSS subsidies or NACCRRRA subsidies are also accepted.

It remains my sincere pleasure to serve the students and families of Gouverneur. I look forward to working with each of you again this year! Best wishes for a fabulous school year!

Warmest Regards,
Cammy

Board of Education 2011-2012

Dayle B. Burgess
President

Barry R. Smith
Vice President

Pamela L. Adle

Nancy J. Cappellino

Roger B. Cook, DVM

Carla A. Gates

Clark R. Porter

Laurie M. Roberts

Randy Slate

Meetings are held in the High School Cafeteria at 7:00 PM

Regular Meetings

September 26
October 31
November 21
December 12
January 23
February 27
March 26
April 30
May 21
June 18

Workshop Meetings:

September 12
October 17
November 7

January 9
February 6
March 12
April 16
May 7
June 4

Administration

Christine J. LaRose (287-4870)
Superintendent of Schools

Cammy J. Morrison (287-4870)
Asst. Superintendent for Curriculum & Instruction

Connie J. Timmerman (287-4836)
Business Manager

John Dixon (287-1900)
High School Principal

Lauren French (287-1903)
Middle School Principal

Sue Watson (287-1900)
Assistant Principal

Victoria Day (287-2260)
East Side Principal

Janine Manley (287-3200)
West Side Principal

Charity Zawatski (287-1949)
Fowler Principal

Christine Bristol (287-1690)
Food Services Manager

Harold Simmons (287-1013)
Supt. of Building & Grounds

Linda Erdman (287-4836)
Assistant Business Mgr/Treasurer

Jennifer Neaton (287-4972)
Committee on Special Education Chairperson

Robert Garofalo (287-1902)
Athletic Director



WELCOME TO THE GOUVERNEUR CENTRAL SCHOOL DISTRICT

TRANSFERRING STUDENTS

What students K-12 need to bring when they register:

- If applicable, all special education records and a current Individual Education Plan (IEP).
- Complete name, address, phone number and fax number of previous school.
- Health and Immunization Records.
- Birth Certificate.
- Legal custody documents if not living with natural parents.

Also needed:

Middle/High School Students (7-12) need their academic transcript of all HS grades, courses, and credits earned.

Elementary Students (K-6) need a copy of last report card.

Registration appointments need to be made in advance by contacting:

Middle School/High School Students (7-12) : Mrs. Kimok in the Guidance Office at 287-4914

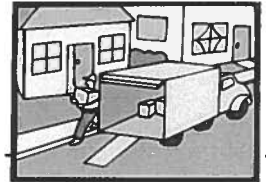
Elementary Students (K-6) : Mrs. Jenness in the Assistant Superintendent's Office at 287-4870.

WE LOOK FORWARD TO MEETING YOU.

MOVING?

If you will be moving during the school year, please fill out the form below and return it to your child's school building office as soon as possible. This will help us have your child's records ready when we receive the records request.

Thank you for your cooperation.



Student's Name: _____

Student's Grade and Teacher: _____

Parent's Name: _____

Telephone Number: _____

Last expected day of attendance: _____

Where will you be moving? _____

**HELP
WANTED**



Substitutes are Needed... Individual Aides, Clerical, Cafeteria, Teachers, Custodial, Tutors, Nurses

If you are interested please go to our website, <http://gouverneurcentralschool.org> and click on *District* then *Employment Opportunities*. Or you may call Mrs. Kennedy in the Superintendent's office (287-4870) to have an application mailed to you.



**Homecoming Football Game
Saturday, September 24 at 1 p.m.**



For the complete Fall Sports schedule go online to: <http://gouverneurcentralschool.org> and click on the Athletics link, or call 287-1902.



WHO DO I CONTACT TO . . . ?

Register a new student?

Call for an appointment. Elementary: Mrs. Jenness, 287-4870; Middle/High School: Ms. Kimok, 287-4914. You will need your child's birth certificate, immunization record, social security card, and most recent report card with name and address of previous school.

Schedule a meeting with a teacher or teachers?

Middle/High School: Contact the guidance office (287-4914); Elementary: Contact the building secretary.

Qualify for free or reduced-price lunches?

Contact Mrs. Bristol, School Lunch Manager (287-1690) and complete necessary application.

Obtain classroom assignments for students who are ill?

Contact the office secretary of your school building.

Resolve bus questions (routing or discipline)?

Contact Ms. Fetterman, transportation manager, 287-0650

Obtain working papers?

Contact Mrs. Walker, 287-1902.

Obtain permission to use school building or grounds?

Contact Mrs. Timmerman, 287-4836 for Outside Organization Building Use Form well in advance of the event.

Inform the Board of Education of an opinion or problem?

Attend a monthly Board of Education meeting.

Resolve a school related problem?

If there is a classroom-related problem, contact the teacher first; then, if not resolved, contact the principal.

If there is a building related problem, contact the principal first.

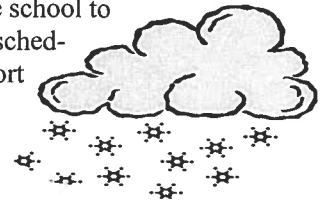
If your problem goes unresolved at the first level, contact the Superintendent of Schools.

If a satisfactory resolution still cannot be reached, then contact the Board of Education.

SCHOOL CLOSING DUE TO INCLEMENT WEATHER OR OTHER EMERGENCIES

If school is open but you determine that conditions are too severe to send your child, please contact the school to inform us of his/her absence. When a decision is made to close school, all other after school activities scheduled are also cancelled. Generally speaking, once school and classes are underway, we make every effort to maintain the students in school for the entire day. In the rare event when an emergency situation forces us to send students home prior to the end of the instructional day, we will attempt to **communicate with parents by informing the local radio and television stations of the emergency closing.**

The complete list of stations can be found on our website: <http://gouverneurcentralschool.org>.

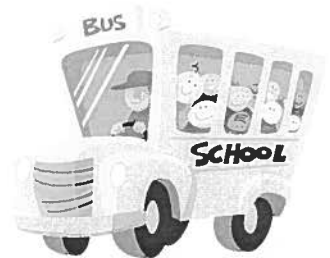


PROCEDURE TO USE IF YOUR CHILD NEEDS TO RIDE A DIFFERENT BUS:

The parent/guardian must send a signed note with the day and route change with their child who will turn it in to their school office. The secretary will give him/her a bus pass that the child will present to the driver of the alternate bus.

For security purposes no phone calls will be allowed. The child must have a written note showing an exact street address. Please include a daytime phone number in case the school or transportation office needs to reach you for verification.

An example is shown below:



Bus Change Request

On (date) , my child (name) has permission to take the (after-school)
(late bus) (other) to (location or name) at exact street address .

Parent/Guardian signature and Phone Number



Gouverneur School District Continuing Education Department

The Gouverneur School District's continuing education program has scheduled a wide selection of courses and activities for adult and youth members of the community, all open to the general public.

New continuing education programs are now beginning for youth and adults of the Gouverneur School District. If you have any questions about the following classes, contact the instructors at the phone numbers provided, or call C.E.P. Director Amber Wilcox at GHS: 287-1903. All classes are presented by qualified instructors and are intended for your educational and personal enjoyment. If there is a program you would like to have considered at a future date, be sure to express your interest. Thank you!

YOGA FOR HEALTH AND FITNESS — GHS Media Center

Yoga classes are carefully structured to give a well-balanced workout for the muscles, joints, organs, glands, and nervous system. Each class consists of a meditative warm-up, a series of more energetic postures, and a cool-down. Classes close with guided deep relaxation. It is NOT necessary to be flexible in order to gain great benefits from this class. Beginners welcome. Regular practice of Yoga may improve general health, strength, balance, agility, and reduce stress. Cost is \$50.00 for 6 sessions:

Tuesdays, October 4, 11, 18, 25, November 7, 14 — 6:00-7:30 p.m.

Participants should wear comfortable exercise clothing and bring a yoga mat and a towel or small blanket.

For details contact Instructor, Ellen Beeler, ebeeler@tds.net, 347-2401



SCUBA DIVING

New York State Diving Certification will be offered upon completion of the class.

The course will be offered by one of the most experienced diving schools in the state, Hunt's Diving from Clayton, NY. Most of the equipment will be supplied. The instructors, Moe and Kris Hunt, have done programs for YMCA's, Universities, and corporations. They are also recovery experts who bring a great deal of knowledge and practical insights to their class and pool lessons. <http://www.1000islands.com/dive/> This is a great opportunity to receive scuba certification! We hope to see you there. **Age and fitness standards will be in effect.** Contact C.E.P. Director Amber Wilcox at 287-1903 or email awilcox@gcs.neric.org.

Saturdays, 9:00 a.m.—12:00 p.m.: October 8, 15, 22, 29, November 5, 12



5-Hour Course

Sept. 10, Oct. 1, Nov. 5, Dec. 3

Registrations are conducted at 8 a.m. at GHS (prior to instruction). You must have a driver's permit to register for this class.

The cost of registration is 35.00.

The classes are held the first Saturday of each month from **8:15 a.m. to 2:30 p.m.** Please call GHS at 287-1900 to confirm the date and time for this class.

Instructors: Joe Wahl, Ron Thomas

RECREATIONAL SWIMMING

GCS Pool

(Chantele Raymo, 287-1900)

Morning Swim—Daily M-F (6:30-7:30)

**Open Swim (under 12 yrs accompanied)—
Wed. (6-7 PM), Sun. (1-3 PM)**

Students: \$1.00; Adults: \$1.25

Golden Age Pass—No Fee

Watch for additional offerings (water aerobics, walking, tot-swim, water zumba) during the school year.

ADULT FITNESS

GCS Fitness Center

Evening Adult Fitness is available at the GCS Fitness Facility. For more information please contact the Continuing Education Director, Amber Wilcox, at 287-1903 or email awilcox@gcs.neric.org.

Starting October 3

6:00—7:00 p.m.

Adults—10 weeks / \$40

AMERICAN KANG DUK WON—ES School

(Instructors: Master Frank Palumbo, 9th degree certified Black Belt of AKDWA, 386-3029 or 287-1900; Mr. Andrew Ellis, 2nd degree certified Black Belt of AKDWA)

NEW CLASSES WILL BE FORMING TUESDAY, SEPTEMBER 20 AT 6 P.M.

A free demonstration will be presented for all who attend. Further information will be available addressing new fall programs.

Learn the art of karate from a highly experienced martial artist. Lessons emphasize personal safety, self-discipline, fitness, and respect. Beginners and individuals with previous training are all welcome to attend classes. Karate is a highly motivating activity that improves coordination, increases strength and flexibility, and allows a person to gain confidence in many areas of self-defense. Uniforms and training manuals are available through the class instructor.

Kids (7-11 years)—Tuesdays (5:00-5:45 PM), East Side Elementary Gym
Workouts offer lessons in discipline, control, concentration, and physical fitness.

Adults and Youth (12 years, teens, adults)—Tuesdays (6:00-7:30 PM), East Side Elementary Gym
Martial Arts Training improves fitness, confidence, energy levels, self-discipline, and safety awareness.



SURVEY FOR CONTINUING EDUCATION

The Gouverneur Central Continuing Education program is looking for your feedback. In an effort to improve what we do and make future activities as effective and relevant as possible we're asking anyone interested to complete this survey and send it to the following address. It will also be available on our webpage for online submission. We appreciate your taking the time to help us improve what we do!

Please complete and return this page to:

Gouverneur Central School
Attn: Amber Wilcox- C.E. Director
113 East Barney Street
Gouverneur, NY 13642

Have you ever enrolled in a continuing education class?

Yes No

Did you enjoy the experience?

Yes No

Why / why not?

How many times per year do you attend continuing education classes?

1-2 3-5 6 or more

What barriers prevent you from attending classes?

Topics not of interest to me Time Cost Location

What areas are of interest to you?

Arts and crafts Food and cooking Computers Music

Home and garden Photography Health and fitness

Other: _____

From the list below indicate what course offerings you would be interested in taking if available through continuing education.

- | | | | |
|---|---|---|---------------------------------------|
| <input type="checkbox"/> Learning computer basics | <input type="checkbox"/> Web Page design | <input type="checkbox"/> Kids in the kitchen | <input type="checkbox"/> MS Office |
| <input type="checkbox"/> Genealogy | <input type="checkbox"/> Cooking for Men | <input type="checkbox"/> Excel for computers | <input type="checkbox"/> Karate |
| <input type="checkbox"/> Strength and Stretch | <input type="checkbox"/> Painting | <input type="checkbox"/> Power Point | <input type="checkbox"/> Yoga |
| <input type="checkbox"/> Water aerobics | <input type="checkbox"/> Adobe photoshop | <input type="checkbox"/> Jewlery and Beading | <input type="checkbox"/> Family swim |
| <input type="checkbox"/> Digital Photography | <input type="checkbox"/> Floral design | <input type="checkbox"/> Lap Swim | <input type="checkbox"/> Scuba Diving |
| <input type="checkbox"/> Muscle Toning | <input type="checkbox"/> Circuit training | <input type="checkbox"/> Learn to Swim | <input type="checkbox"/> Zumba |
| <input type="checkbox"/> Crocheting | <input type="checkbox"/> Boot camp training | <input type="checkbox"/> Fitness with minimal equipment | |
| <input type="checkbox"/> Financial strategies | <input type="checkbox"/> Elder quest- opportunities for senior citizens | <input type="checkbox"/> WOW- Women on Weights | |

What are the top 3 continuing education classes that you would be most likely to attend?

- 1.
- 2.
- 3.

List any additional classes/ courses you think could be considered by the Continuing Education program.

- 1.
- 2.
- 3.

If you would be interested in teaching a class, please provide contact information and the type of class:

Thank you for providing your input!



Notifications

AIDS INSTRUCTION IN HEALTH EDUCATION

Commissioner's Regulations require that the Board of Education shall provide a health education program that will include appropriate instruction for all students concerning Acquired Immune Deficiency Syndrome (AIDS). Accurate information concerning the nature of the disease, methods of transmission, and means of prevention shall be provided in an age-appropriate manner and shall be consistent with community values and will stress that abstinence is the most appropriate and effective premarital protection against AIDS.

A representative community advisory group consisting of appropriate school personnel, School Board members, parents, religious representatives, and other community members has been established in order to make recommendations for curriculum content, implementation and evaluation of an AIDS instruction program. Appropriate training will be provided for instructional staff.

Parent/legal guardians shall have the right to exclude their children from those portions of a school's health education program that address AIDS prevention instruction. A statement must be completed and filed with the District declaring that the parent/guardian will be responsible for seeing that the student receives prevention instruction outside of the classroom.



STUDENT INSURANCE

Gouverneur Central School District carries a supplementary or secondary student injury insurance plan that covers each enrolled student K-12. At the time of injury the student or parent will be issued a claim form and a certificate of insurance brochure that explains what the plan covers. Please read this carefully! The parents' insurance plan is the primary coverage; the student injury plan is the secondary coverage. Please note that there are scheduled benefits; the student insurance plan does not specify that it covers what the primary plan doesn't. If you have any questions, please call the school nurse at (315) 287-1902.



COMPLAINTS AND GRIEVANCES BY STUDENTS

While students have the responsibility to abide by the policies and regulations of the District, they shall also be afforded opportunity to present complaints and grievances free from interference, coercion, restraint, discrimination or reprisal. The Administration has established rules and regulations for the redress of complaints or grievances through proper administration channels. A formal complaint may be filed in writing with Connie Timmerman, Title IX/ Section 504/ADA Coordinator, 133 East Barney St., Gouverneur, NY 13642. The Coordinator is also responsible for handling complaints and grievances regarding discrimination based on race, color, creed, national origin, political affiliation, age or marital status.



GOLDEN AGE PASS

If you are at least 55 years of age, retired, and a resident of the school district, be sure to get your **GOLDEN AGE PASS** that entitles you to free admission to any activity or event sponsored by the Board of Education of the Gouverneur Central School District and open to the general public.

Passes may be obtained from the Superintendent's Office, or call Mrs. Kennedy at 287-4870

(email tkennedy@gcs.neric.org) if you would like one mailed to you.

NO CHILD LEFT BEHIND

Under the "No Child Left Behind" legislation, this District is required to notify you of your right to disclosure. As a parent of a child whose school received federal funds, you have the right to examine the qualifications of your child's teacher(s) and paraprofessionals.

Upon request of the principal of the school, parents may request the following information:

- Qualification of the teacher(s), including licensing criteria;
- Whether or not the teacher is teaching under an emergency or other provisional status;
- Whether a child is provided services by paraprofessionals and, if so, their qualifications; and
- The college degree major of the teacher and any other graduate certification or degree held by the teacher(s).

The reason for this piece of legislation is to ensure that district personnel meet the qualifications for having teachers and paraprofessionals on staff who meet the guidelines for being highly qualified. Our District complies with these requirements and currently meets the criteria for both teachers and paraprofessionals. We employ certified teachers and have the responsibility to inform you if an uncertified teacher instructs your child for an extended period of time.



MEDICATIONS

Any child who has to take medication during school hours **MUST** have a written request from the physician, that the medication be given in school, at what time, and the dosage to be given.

The school nurse **MUST** have a written request from parents to give the medication as specified by the physician.

The medication **MUST** be delivered to the school nurse by the parents. **NO** medication should be carried by students, as the temptation to share is a real danger. The parent contact also enables us to discuss the medical problem and treatment.

If a high school student carries his/her own asthma inhaler, we need a medication order on file in the Health Office. Last year's request will not cover this year. Please contact your doctor for new notes.

ANNUAL NOTIFICATION – POTENTIAL PESTICIDE USE

New York State Education Law Section 409-H, effective July 1, 2001, requires all public and nonpublic elementary and secondary schools to provide written notification to all persons in parental relation, faculty, and staff regarding the potential use of pesticides periodically throughout the school year.

The Gouverneur Central School District is required to maintain a list of persons in parental relation, faculty, and staff who wish to receive 48-hour prior written notification of certain pesticide applications. The following pesticide applications are not subject to prior notification requirements:

- a school remains unoccupied for a continuous 72 hours following an application;
- anti-microbial products;
- nonvolatile rodenticides in tamper resistant bait stations in areas inaccessible to children;
- nonvolatile insecticidal baits in tamper resistant bait stations in areas inaccessible to children;
- boric acid and disodium octaborate tetrahydrate;
- the application of EPA designated biopesticides;
- the application of EPA designated exempt materials under 40CFR152.25;
- the use of aerosol products with a directed spray in containers of 18 fluid ounces or less when used to protect individuals from an imminent threat from stinging and biting insects including venomous spiders, bees, wasp, and hornets.

In the event of an emergency application necessary to protect against an imminent threat to human health, a good faith effort will be made to supply written notification to those on a the 48-hour prior notification list.

If you would like to receive 48-hour prior notification of pesticide applications that are scheduled to occur in your school, please complete the form below and return it to Connie Timmerman, the Gouverneur Central School District pesticide representative at 133 East Barney Street, Gouverneur NY 13642. Please feel free to contact Mrs. Timmerman for further information on these requirements.

Gouverneur Central School District - Request for Pesticide Application Notification

(Please print)

_____ School Building

Name: _____ Address: _____

Day Phone: _____ Evening Phone: _____ E-Mail Address: _____



Notifications

STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES

The Board of Education of Gouverneur Central School District will provide access to various computerized information resources through the District's computer system ("DCS" hereafter) consisting of software, hardware, computer networks, and electronic communications systems. This may include access to electronic mail, so-called "on-line services" and the "Internet". All use of DCS shall be subject to this policy.

One purpose of this policy is to provide notice to students, parents and guardians that, unlike most traditional instructional or library media materials, the DCS will allow student access to external computer networks not controlled by the School District where it is impossible for the District to screen or review all of the available materials. Some of the available materials may be deemed unsuitable by parents or guardians for student use or access. This policy is intended to establish guidelines and regulations for acceptable student use where there will be access to external computer networks. Despite the existence of such guidelines and regulations, it will not be possible to completely prevent access to computerized information that is inappropriate for students. Parents and guardians must be willing to set and convey standards for appropriate and acceptable use to their children when using the DCS or any other electronic media or communications.

Student use of the DCS is conditioned upon written agreement by all students and their parents or guardians that student use of the DCS will conform to the requirements of this policy and any regulations adopted to insure acceptable use of the DCS.

Generally, the same standards of acceptable student conduct which apply to any school activity shall apply to use of the DCS. Students who engage in unacceptable use may lose access to the DCS in accordance with applicable due process procedures, and may be subject to further discipline under the District's school conduct and discipline policy. The District reserves the right to pursue legal action against a student whom willfully, maliciously or unlawfully damages or destroys property of the District. Further, the District may bring suit in

civil court against the parents or guardians of any student whom willfully, maliciously or unlawfully damages or destroys District property pursuant to Education Law Section 1709 (36).

Student data files and other electronic storage areas will be treated like school lockers. This means that such areas shall be considered School District property subject to control and inspection. The System Administrator may access all such files and communications to insure system integrity and that users are complying with the requirements of this policy. Students should NOT expect that information stored on the DCS would be private.

In addition to the general requirements of acceptable student behavior expected under the District's school conduct and discipline policy, the following specific activities shall be prohibited by student users of the DCS:

- a) Using the DCS to obtain, view, download, send, print, display or otherwise gain access to or to transmit materials that are unlawful, obscene, pornographic, and abusive.
- b) Use of obscene or vulgar language.
- c) Harassing, insulting or attacking others.
- d) Damaging, disabling, or otherwise interfering with the operation of computers, computer systems, software or related equipment through physical action or by electronic means.
- e) Using unauthorized software of the DCS.
- f) Changing, copying, renaming, deleting, reading or otherwise accessing files or software not created by the student without express permission from the System Administrator.
- g) Violating copyright law or employing the DCS for commercial purposes.
- h) Disclosing an individual password to others or using others' password.

The Superintendent is authorized to establish regulations and procedures as necessary to implement the terms of this policy.



DRUG FREE SCHOOLS

Substance Use/Abuse Policy Introduction

The Board of Education of the Gouverneur Central School District is committed to the prevention of alcohol, and other substance use/abuse for students and staff.

No person may use, possess, sell, or distribute alcohol or other substances, nor may use or possess drug paraphernalia, on school grounds or at school-sponsored events, except drugs as prescribed by a physician. The terms "alcohol and other substances" shall be construed throughout this policy to refer to the use of all substances including, but not limited to, alcohol, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alikes, and any of those substances commonly referred to as "designer drugs".

Additionally, the following persons shall be prohibited from entering school grounds or school-sponsored events, both on and off school campus: any person exhibiting behavior, conduct, or personal or physical characteristics indicative of having used or consumed alcohol or other substances.

Philosophy

The District will use the following principles as guides for the development of its substance use/abuse prevention efforts and for any disciplinary measures related to alcohol and other substances:

- ◆ Alcohol and other substance use/abuse by students or staff inhibit the District from carrying out its central mission of educating students.
- ◆ Alcohol and other substance use/abuse is preventable, is a critical health issue, and is a topic that must be addressed in school.
- ◆ Alcohol and other substance abuse is treatable and the District has a responsibility to provide assistance in locating referral agencies for those who are active in their abuse/dependence as well as recovering.
- ◆ The behavior of the Board of Education, the administration, and all school staff should model the behavior asked of students. While the District assumes a leadership role in alcohol and other substance abuse prevention, a collaborative effort involving parents, students, staff and community will be needed to accomplish this goal.

Primary Prevention

The intent of the primary prevention is to

prevent the onset of alcohol, and other substance use by students. Components of the primary prevention program shall include:

1. A sequential K-12 prevention curriculum that provides for:
 - Accurate and age-appropriate information about alcohol, and other substances, including the physical, psychological, and social consequences of their use/abuse.
 - Information about the relationship of alcohol and other substance use/abuse to other health-compromising issues such as AIDS, teenage pregnancy, eating disorders, child abuse, suicide, and dropping out of school.
 - Helping students develop appropriate life skills to resist the use of alcohol and other substances and to promote healthy life styles.
 - Helping students develop a positive self-concept.
2. The District will provide updated curriculum materials and training to staff as needed to support this policy.
3. This District will support alcohol and substance use/abuse prevention efforts by community groups.
4. Positive alternatives to alcohol and other substance use/abuse will be planned with input from students, staff, parents and community members as appropriate.

Intervention

The intent is to intervene on behalf of students who are using/abusing alcohol and other substances, and provide supportive services to K-12 students at high risk for such use/abuse.

1. Building principals, high school guidance counselors, and the elementary guidance/support teacher will provide a current referral list of community providers of assessment services for alcohol and other substance use/abuse (updated annually).
2. Students will be referred to appropriate agencies when their use/abuse of alcohol and/or other substances require counseling and/or treatment.
3. Confidentiality – all applicable laws regarding confidentiality will be followed.

Employee Assistance Program

The Board of Education recognizes that the problem of alcohol and other substance use/abuse are not limited to the student population but affect every segment of society. As such, the District would provide a referral list of community providers of assessment,

treatment, or counseling services for any staff members who seek assistance with alcohol and other substance use/abuse problems (maintaining confidentiality).

The District recognizes that it has no right to intervene unless employees' problems adversely affect their job performance. When unsatisfactory performance does occur, the District's supervisory personnel will encourage employees to seek help on their own or by providing a referral to appropriate community agencies.

Disciplinary Measures

Disciplinary measures for students found to have used or to be using, in possession of, selling, or distributing alcohol and/or other substances and for students possessing drug paraphernalia are outlined in the District's student discipline administrative procedures and codes.

Similar disciplinary measures for District staff are addressed in Education Law 1711 (5)(e), 2508 (5), 3020-a, and 913.

Students who are disciplined for any of these infractions will be mandated to the intervention services established by this policy, or, if district staff member, the appropriate referral measures will be made.

Staff Development

The Board recognizes that if the administrative, instructional and non-instructional staff are to be responsible for understanding, implementing, and modeling this policy, they must be trained about the components of an effective alcohol and other substances prevention program. Staff training will be an ongoing process.

Implementation, Dissemination, and Monitoring

The Board of Education charges the Superintendent to implement this policy by developing the necessary programs and procedures utilizing input from staff, students, parents, and appropriate community/social agencies.

All staff, students, and parents will be reminded of the District's philosophy, policy, and procedure statements in writing through, but not limited to, student handbooks distributed annually.

Specific person(s) will be assigned to review this policy annually and recommend revisions, if any, in the policy.

For additional information or questions, contact Connie J. Timmerman, Business Manager, at (315) 287-4836.



Notifications

RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to Connie J. Timmerman, Records Access Officer, a written request that identifies the record(s) they wish to inspect. The Records Access Officer will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education, records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write to Connie J. Timmerman, Records Access Officer, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605



CURRICULUM AREAS IN CONFLICT WITH RELIGIOUS BELIEFS

A student may be excused from the study of specific materials if these materials are in conflict with the religion of his/her parents or guardian. Alternatives may be provided that are of instructional value. A statement must be completed and filed with the District indicating that the parent belongs to a

religious organization whose tenets conflict with those portions of the instruction from which they are seeking an exemption. This must be certified by a proper representative of the parents' religion as defined by Section 2 of the Religious Corporation Law.



FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) NOTICE FOR DIRECTORY INFORMATION

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

- The annual yearbook
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members.
- Honor roll or other recognition lists;
- A playbill, showing your student's role in a drama production

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965 (ESEA)* to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.¹

If you do not want Gouverneur Central School District to disclose directory information from your child's education records without your prior written consent, notice of refusal must be sent in writing to Connie Timmerman, Records Management Officer, at 133 East Barney Street, Gouverneur, New York 13642 by September 14, 2011. Gouverneur Central School District has designated the following information as directory information:

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

¹These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

DISCLOSURE OF STUDENT INFORMATION TO MILITARY RECRUITERS AND COLLEGES

Pursuant to the federal *No Child Left Behind Act of 2001* signed into law in January 2002, the school district must disclose to military recruiters and institutions of higher learning, upon request, the names, addresses and telephone numbers of our high school students. However, the district must also notify parents of their rights and the rights of their children to request, in writing, that the district NOT release such information if it is requested.

Parents, or students who are at least 18 years old, wishing to exercise their option to withhold their consent to the release of the above information to military recruiters and institutions of higher learning must sign and return the form attached below to the High School Principal, 113 East Barney Street, Gouverneur, by September 30, 2011.

Please DO NOT release the name, address or telephone number of _____ to military recruiters or institutions of higher learning. (Print student name above)

(Parent Signature)(Date) OR Student Signature, if 18 years or older(Date)

Notifications

LEAD NOTIFICATION

Fowler Elementary School

Lead is a naturally occurring metal found in low levels in the earth's crust and in most ground and surface waters.

The United States Environmental Protection Agency (EPA) sets drinking water standards and has determined that lead is a health concern at certain levels of exposure. There is currently a standard of 0.050 parts per million (ppm). Based on new health information, EPA is likely to lower this standard significantly.

Part of the purpose of this notice is to inform you of the potential adverse health effects of lead. This is being done even though your water may not be in violation of the current standard.

EPA and others are concerned about lead in drinking water. Too much lead in the human body can cause serious damage to the brain, kidneys, nervous system, and red blood cells. The greatest risk, even with short-term exposure is to young children and pregnant women.

Lead levels in your drinking water are likely to be highest:

- If water system has lead pipes, or
- if your home has copper pipes with solder, and
- if the home is less than five years old, or
- if you have soft or acidic water, or
- if water sits in the pipe for several hours.

Lead levels in naturally occurring New York State waters are in all cases lower than the New York State and Federal drinking water standards.

Elevated lead in drinking water is usually linked with the use of lead pipe or lead solder in copper pipe. Some drinking waters are very corrosive. A corrosive water has a tendency to dissolve the metal it is in contact with. This may accelerate the leaching of lead into drinking water. However, even waters with relatively low corrodibility can cause lead to be dissolved if the water is allowed to sit in

the plumbing undisturbed for at least 6 hours.

The drinking water supplied by the Fowler Elementary School is minimally corrosive.

However, tap water may still contain lead. Exposure to this water can be minimized by running the tap water until cold to the touch before drinking.

The Fowler Elementary School is taking the following steps to minimize lead exposure:

1. Testing water for lead content, which resulted in no detectable level being found.
2. Instructing staff concerning flushing of water lines.

For additional information or questions, contact Connie J. Timmerman, Business Manager in the Gouverneur Central School Office at (315) 287-4836.



ASBESTOS NOTIFICATION

In accordance with the Federal EPA Asbestos Hazard Emergency Response Act (AHERA), all public and private K-12 schools in the United States are required to inspect their facilities for asbestos. An additional requirement of the regulations is that parents and staff are to be informed that the inspection was done.

Gouverneur Central School District facilities have been inspected for both friable (crumbles easily) and nonfriable materials which contain asbestos.

Nonfriable asbestos materials were found in various areas in the building. These areas are both accessible and inaccessible to students and staff members. The situation does not pose a health risk at this time and we are carrying on periodic inspections to insure that there is no release of asbestos fibers.

The record of the inspection, drawings showing the locations of the friable and nonfriable materials and a copy of the management plan are in the main office and available for your inspection.

For additional information or questions, contact Connie J. Timmerman, Business Manager in the Gouverneur Central School Office at (315) 287-4836.



RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

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

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive* notice and an opportunity to opt a student out of-
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

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

Gouverneur Central School District will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office

U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5901



COMPREHENSIVE STUDENT ATTENDANCE POLICY SUMMARY

School attendance is both a right and a responsibility. The School District is an active partner with students and parents in the task of ensuring that all students meet or exceed the New York State Learning Standards. Because the School District recognizes that consistent school attendance, academic success and school completion have a positive correlation, the School District will develop, review and, if necessary, revise a Comprehensive Student Attendance Policy to meet the following objectives:

- a) To increase school completion for all students;
- b) To raise student achievement and close gaps in student performance;
- c) To identify attendance patterns in order to design attendance improvement efforts;
- d) To know the whereabouts of every student for safety and other reasons;
- e) To verify that individual students are complying with education laws relating to compulsory attendance;
- f) To determine the District's average daily attendance for State aid purposes.

Determination of Excused and Unexcused Absences, Tardiness and Early Departures

Based upon our District's education and community needs, values and priorities, the School District has determined that absences, tardiness and early departures will be considered excused or unexcused according to the following standards.

- a) **Excused:** An absence, tardiness or early departure may be excused if due to personal illness, illness or death in the family, impassable roads due to inclement weather, religious observance, quarantine, required court appearances, attendance at health clinics, approved college visits, approved cooperative work programs, military obligations or other such reasons as may be approved by the Board of Education.
- b) **Unexcused:** An absence, tardiness or early departure is considered unexcused if the reason for the lack of attendance does not fall into the above categories (e.g., family vacation, hunting, babysitting, hair cut, obtaining learner's permit, road test, oversleeping).

Student Attendance Recordkeeping/Data Collection

The record of each student's presence, absence, tardiness and early departure shall be kept in a register of attendance in a manner consistent with Commissioner's Regulations. An absence, tardiness or early departure will be entered as "excused" or "unexcused" along with the District code for the reason.

- a) For students in non-departmentalized kindergarten through grade six (i.e., self-contained classrooms and supervised group movement to other scheduled school activities such as physical education in the gym, assembly, etc.), such student's presence or absence shall be recorded after the taking of attendance once per school day, provided that students are not dismissed from school grounds.
- b) For students in grades seven through twelve, each student's presence or absence shall be recorded after the taking of attendance in each period of scheduled instruction except that where students do not change classrooms for each period of scheduled instruction, attendance shall be taken in accordance with paragraph "a" above.
- c) Any absence for a school day or portion thereof shall be recorded as excused or unexcused in accordance with the standards articulated in this policy.
- d) In the event that a student at any instructional level from kindergarten through grade twelve arrives late for or departs early from scheduled instruction, such tardiness or early departure shall be recorded as excused or unexcused in accordance with the standards articulated in this policy.

A record shall be kept of each scheduled day of instruction during which the school is closed for all or part of the day because of extraordinary circumstances including adverse weather conditions, impairment of heating facilities, insufficiency of water supply, shortage of fuel, destruction of or damage to a school building, or such other cause as may be found satisfactory to the Commissioner of Education.

Attendance records shall also indicate the date when a student withdraws from enrollment or is dropped from enrollment in accordance with Education Law Section 3202(1-a).

At the conclusion of each class period or school day, all attendance information shall be compiled and provided to the designated school personnel who are responsible for attendance. The nature of the absence, tardiness or early departure shall be coded on a student's record in accordance with the established District/building procedures.

Student Attendance/Course Credit

The District believes that classroom participation is related to and affects a student's performance and grasp of the subject matter and, as such, is properly reflected in a student's final grade. For purposes of this policy, classroom participation means that a student is in class and prepared to work.

Students are expected to attend all scheduled classes. Consistent with the importance of classroom participation, unexcused student absences, tardiness, and early departures may affect a student's grade, including credit for classroom participation, for the marking period.

At the senior high school level, any student with more than ten absences in a course may not receive credit for the course. However, it is District policy that students with properly excused absences, tardiness and early departures for which the student has performed any assigned make-up work, assignments and/or tests shall not be counted as an absence for the purpose of determining the student's eligibility for course credit. District procedures will specify how student tardiness and early departures will be calculated and factored into the District's minimum attendance standard.

However, where a student earns a passing grade, credit will not be denied for the course(s).

For summer school and courses meeting 1/2 year or 1/4 year, the same policy will apply and a calculation of the absences will be prorated accordingly.

Transfer students and students re-enrolling after having dropped out will be expected to attend a prorated minimum number of the scheduled class meetings during their time of enrollment.

Students will be considered in attendance if the student is:

- a) Physically present in the classroom or working under the direction of the classroom teacher during the class scheduled meeting time; or
- b) Working pursuant to an approved independent study program; or
- c) Receiving approved alternative instruction.

Students who are absent from class due to their participation in a school sponsored activity are to arrange with their teachers to make up any work missed in a timely manner as determined by the student's teacher. Attendance at school sponsored events where instruction is substantially equivalent to the instruction which was missed shall be counted as the equivalent of regular attendance in class.

Upon returning to school following a properly excused absence, tardiness or early departure, it shall be the responsibility of the student to consult with his/her teacher(s) regarding arrangements to make up missed work, assignments and/or tests in accordance with the time schedule specified by the teacher.

Notice of Minimum Attendance Standard/Intervention Strategies Prior to the Denial of Course Credit

In order to ensure that parents/persons in parental relation and students are informed of the District's policy regarding minimum attendance and course credit, and the implementation of specific intervention strategies to be employed **prior to the denial of course credit to the student for insufficient attendance**, the following guidelines shall be followed:

- a) Copies of the District's Comprehensive Student Attendance Policy will be mailed to parents/persons in parental relation and provided to students at the beginning of each school year or at the time of enrollment in the District.
- b) School newsletters and publications will include periodic reminders of the components of the District's Comprehensive Student Attendance Policy. Copies of the Attendance Policy will also be included in parent/student handbooks.
- c) At periodic intervals, a designated staff member(s) will notify, by telephone, the parent/person in parental relation of the student's absence, tardiness, or early departure and explain the relationship of the student's attendance to his/her ability to receive course credit. If the parent/person in parental relation cannot be reached by telephone, a letter shall be sent detailing this information.
- d) A designated staff member will review the District's Attendance Policy with students who have excessive and/or unexcused absences, tardiness or early departures. Further, appropriate student support services/personnel within the District, as well as the possible collaboration/referral to community support services and agencies, will be implemented prior to the denial of course credit for insufficient attendance by the student.

Notice of Students who are Absent, Tardy or Depart Early Without Proper Excuse

A designated staff member shall notify by telephone the parent/person in parental relation to a student who is absent, tardy or departs early without proper excuse. The staff member shall explain the District's Comprehensive Student Attendance Policy, the District's/building level intervention procedures, and, if appropriate, the relationship between student attendance and course credit. If the parent/person in parental relation cannot be reached by telephone, the staff member will provide such notification by mail. Further, the District's Attendance Policy will be mailed to the parent/person in parental relation to promote awareness and help ensure compliance with the policy.

If deemed necessary by appropriate school officials, or if requested by the parent/person in parental relation, a school conference shall be scheduled between the parent/person in parental relation and appropriate staff members in order to address the student's attendance. The student may also be requested to attend this conference in order to address appropriate intervention strategies that best meet the needs of the student.

Attendance Incentives

In order to encourage student attendance, the District will develop and implement grade-appropriate/building-level strategies and programs which may include, but are not limited to:

- a) Attendance honor rolls to be posted in prominent places in District buildings and included in District newsletters and, with parent/person in parental relation consent, in community publications;
- b) Monthly drawings for prizes at each grade level to reward perfect attendance;
- c) Special events (e.g., assemblies, guest speakers, field days) scheduled on days that historically have high absenteeism (e.g., Mondays, Fridays, day before vacation);
- d) Grade-level rewards at each building for best attendance;
- e) Classroom acknowledgment of the importance of good attendance (e.g., individual certificates, recognition chart, bulletin boards);
- f) Annual poster/essay contest on importance of good attendance;
- g) Assemblies collaboratively developed and promoted by student council, administration, PTA/PTO and other community groups to promote good attendance.

Disciplinary Consequences

Unexcused absences, tardiness and early departures will result in disciplinary sanctions as described in the District's Code of Conduct. Consequences may include, but are not limited to, in-school suspension, detention and denial of participation in interscholastic and extracurricular activities. Parents/persons in parental relation will be notified by designated District personnel at periodic intervals to discuss their child's absences, tardiness or early departures and the importance of class attendance and appropriate interventions. Individual buildings/grade levels will address procedures to implement the notification process to the parent/person in parental relation.

Appeal Process

A parent/person in parental relation may request a building level review of their child's attendance record.



ADMINISTRATION

CHRISTINE J. LAROSE
SUPERINTENDENT OF SCHOOLS
(315) 287-4870

CAMMY MORRISON
ASSISTANT SUPERINTENDENT
(315) 287-4870

CONNIE TIMMERMAN
BUSINESS MANAGER
(315) 287-4836



**GOUVERNEUR CENTRAL
SCHOOL DISTRICT**

**133 East Barney Street
Gouverneur, New York 13642
FAX: (315) 287-5517**

BOARD OF EDUCATION

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Dear Parent or Guardian:

Education Law (Section 903) requires medical examination of all students in grades Pre-K, Kindergarten, second, fourth, seventh and tenth grade, as well as new entrants into our district. The intent of this requirement is to identify any harmful conditions detrimental to learning. A cumulative health record is kept on all students.

Parents are encouraged to have their children seen by their own physician for their health evaluation/examination. A physical examination form is available upon request from your child's school nurse. For those pupils whose parents do not provide these reports from their family physician the school district is mandated by law (Section 904) to provide an examination by the school physician. The completed physical exam form must be presented to the school nurse of the school your child attends within the next 30 days otherwise, we are required by law to have our School Physician, Dr. Donald Schuessler, do a physical exam.

During the examination, the doctor checks the skin, eyes, ears, nose, throat, heart, lungs, checks for structural deformities, abdomen, external genitalia (all males and kindergarten females) and breast exam. Done by the nurses prior to Dr. Schuessler exam: blood pressure screening, pulse, height, weight, vision, hearing, and scoliosis (grades 5-9).

Interscholastic athletics involves students in more rigorous activity. Because of this, Dr. Schuessler examines all these students. If the student has already had an examination by his or her own physician, Dr. Schuessler will review available information and may require a physical examination before clearance for participation. The parents will be notified if this is the case. Dr. Schuessler has the final authority to determine the physical capability of a student to participate in a sport. Urinalysis screening is also required prior to participation and is done in the school health office. These interscholastic physical exams will be scheduled upon receiving written permission from the student's parent/legal guardian.

Additionally, all students entering school in NYS from out of state are required to complete a screening process to determine which students may possibly be gifted or may possibly have a handicapping condition. The screening program is designed to obtain preliminary information regarding a child's development in the following areas:

- ★ Physical development (physical exam)
- ★ Cognitive development (school psychologist)
- ★ Receptive and expressive language development (speech therapist)
- ★ Motor development (physical education teacher)

Parents are encouraged to have their family physician complete the physical examination portion of this screening.

Parent may be present for any physical examination given at school. Please notify the school nurse if you desire to be present.

Sincerely,

GOUVERNEUR CENTRAL SCHOOL DISTRICT

GOUVERNEUR CENTRAL SCHOOL DISTRICT

HEALTH CERTIFICATE / APPRAISAL FORM

Name: _____ Date of Birth: _____ Age: _____
 School: _____ Gender: M F Grade: _____

IMMUNIZATIONS / HEALTH HISTORY

Immunization record attached
 No immunizations given today
 Immunizations given since last Health Appraisal:

Sickle Cell Screen: Positive Negative Date: _____ Not done
 PPD: Positive Negative Date: _____ Not done
 Elevated Lead: Yes No Date: _____ Not done
 Dental Referral Yes No Date: _____ Not done

Significant Medical/Surgical History: See attached _____

Allergies: LIFE THREATENING Food: _____ Insect: _____ Other: _____
 Seasonal Medication: _____

PHYSICAL EXAM

Height: _____ Weight: _____ Blood Pressure: _____ Pulse: _____ Date of Exam: _____

Urinalysis: Protein _____ Glucose _____				<i>Referral</i>
Body Mass Index: _____	Vision - without glasses/contact lenses	R	L	
Weight Status Category (BMI Percentile):	Vision - with glasses/contact lenses	R	L	
<input type="checkbox"/> less than 5 th <input type="checkbox"/> 5 th through 49 th <input type="checkbox"/> 50 th through 84 th	Vision - Near Point	R	L	
<input type="checkbox"/> 85 th through 94 th <input type="checkbox"/> 95 th through 98 th <input type="checkbox"/> 99 th and higher	Hearing <input type="checkbox"/> Pass 20 db sc both ears or:	R	L	

EXAM ENTIRELY NORMAL Tanner: I. II. III. IV. V. Scoliosis: Negative Positive: _____

Specify any abnormality (use reverse of form if needed): _____

MEDICATIONS

Medications (list all): None Additional medications listed on reverse of form

Name: _____ Dosage/Time: _____
 Name: _____ Dosage/Time: _____

Students who are capable should be encouraged to carry and self administer emergency medications, such as rescue inhalers, glucagon and epinephrine, under the supervision of an adult.

* Student may self carry and self administer medication Yes No

* Student may self administer with adult supervision Yes No

* Student will need medication when on field trips Yes No

Note: Nurse will also assess self-direction for the school setting. Please advise parent to send in additional medication in the event that emergency sheltering is necessary at school or if the morning medication has not been given.

PHYSICAL EDUCATION / SPORTS / PLAYGROUND / WORK QUALIFICATION / CSE CONSIDERATION

Free from contagions & physically qualified for all physical education, sports, playground, work & school activities OR only as checked:
 ___ Limited contact: cheerlead, gymnastics, ski, volleyball, cross-country, handball, fence, baseball, floor hockey, softball.
 ___ Non-contact: badminton, bowi, golf, swim, table tennis, tennis, archery, riflery, weight train, crew, dance, track, run, walk, rope jump.

Specify medical accommodations needed for school: _____ None

Known or suspected disability: _____ Please monitor

Restrictions: _____ Please monitor

Protective equipment required: Athletic Cup Sport goggles/impact resistant eyewear Other: _____

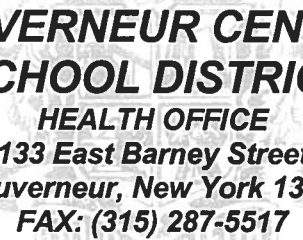
OPTIONAL INFORMATION, if known

Specify current diseases: Asthma Diabetes: Type 1 Type 2 Hyperlipidemia Hypertension
 Other: _____

Provider's Signature: _____ Phone: _____ (Stamp below)

Provider's Name/Address: _____ Fax: _____

DEBORAH COLTON
RN
Head of Health Services
(315) 287-1902



**GOVERNEUR CENTRAL
SCHOOL DISTRICT**
HEALTH OFFICE
133 East Barney Street
Gouverneur, New York 13642
FAX: (315) 287-5517

NURSING STAFF

DONNA JONES, RN
Middle/High School
(315) 287-1902

RITA SAIDEL, RN
East Side School
(315) 287-4952

MARLA SHAMPINE, RN
West Side School
(315) 287-4300

MARILYN MAINE, RN
Fowler Elementary
(315) 287-1949

School Year 2011-2012

Dear Parent/Guardian:

As part of a required school health examination, a student is weighed and his/her height is measured. These numbers are used to figure out the student's body mass index or "BMI". The BMI helps the doctor or nurse know if the student's weight is in a healthy range or is too high or too low. Recent changes to the New York State Education Law require that BMI and weight status group be included as part of the student's school health examination. A Gouverneur Central School has been selected to take part in a survey, we will be reporting to New York State Department of Health information about our students' weight status groups in January 2010. Only summary information is sent. No names and no information about individual students are sent. However, you may choose to have your child's information excluded from this survey report. This supplement will be reported for students in Pre-K, Kindergarten, 2nd, 4th, 7th, 10th grade.

The information sent to the New York State Department of Health will help health officials develop programs that make it easier for children to be healthier.

If you do not wish to have your child's weight status group information included as part of the Health Department's survey this year, please print and sign your name below and return this form to your child's school nurse, otherwise you are required to do nothing.

Please **do not** include my child's weight status information in the 2011-2012 School Survey.

Print Child's Name

Date

Print Parent's Name

Parent's Signature

GOVERNEUR CENTRAL SCHOOL DISTRICT

High School Health Department

113 East Barney Street

Gouverneur, New York 13642

Deborah Colton, Head of Health Services—(315) 287-1902

Rita Saidel—East Side School Nurse—(315) 287-4952

Marla Shampine—West Side School Nurse—(315) 287-4300

Marilyn Maine—Fowler Elementary School Nurse—(315) 287-1949

Donna Jones—Middle/High School Nurse—(315) 287-1902

Dear Parent/Guardian:

New York State Education Department now requires each school to have on file permission signed by the parent/guardian **and** the child's physician **before** we can administer **any** medication to your child. This includes both prescription and non-prescription (over-the-counter) medications.

After consultation with our school physician (Dr. Donald C. Schuessler, Jr.), we have decided to have available certain non-prescription medications in our Health Office for use by our nursing staff in the care of our students.

Please mark an "X" on the left of any medication you **DO NOT** wish your child to receive.

- _____ ACETAMINOPHEN: _____mg every 4 hours as needed for mild headache, fever, musculoskeletal complaints, menstrual cramps, minor pain
- _____ AMBESOL: for gum discomfort, toothache
- _____ BACITRACIN/NEOSPORIN/NEOPOLYCIN: abrasions or superficial wounds after cleaning
- _____ BLISTEX: chapped lips or cold sores
- _____ CALAMINE, RHULIGEL, RHULISPRAY, RHULICALAMINE SPRAY: skin irritation /insect bites
- _____ CHOLORASEPTIC: spray/gargle: minor sore throats
- _____ CINDER SUDS: cleansing of abrasions
- _____ COLLYRIUM: minor irritation of the eyes
- _____ CORTAID: minor skin rashes
- _____ FIRST AID CREAM: minor cuts, abrasions
- _____ FOILLE ointment & spray: floor burns
- _____ GLYOXIDE: Minor mouth irritations
- _____ IBUPROFEN: _____mg every 6 hours as needed for mild headaches, musculoskeletal complaints, menstrual cramps
- _____ SALINE: wash foreign body from eye, contacts
- _____ SOLARCAINE: minor sunburn
- _____ COUGH DROPS prn sore throat/cough
- _____ TUMS
- _____ OTHER _____ as provided by parent

I give permission for the use of all the above medications in the treatment of my child **EXCEPT the ones that are marked with an "X"**, as deemed appropriate by the school nurse. This permission will remain in effect until I notify the School in writing.

Please note that both the parent/guardian and the child's physician for your child must sign this form to be able to receive these medications in the Health Office.

STUDENT NAME: _____ GRADE: _____

SCHOOL: (circle one) EAST SIDE WEST SIDE FOWLER HIGH/MIDDLE SCHOOL

Both Signatures are required			Date
			Date

A NEW form must be signed and on file each school year.

Gouverneur Central School District 2011-2012 Student Emergency Notification and Student Release Information

Student Name: _____ Birth date: _____ Home Phone: _____

School (Circle One): West Side East Side Fowler Elementary Middle School High School Grade: _____ Teacher: _____

Mailing Address: _____

911 Address (if different) _____

IN CASE OF LEGAL CUSTODY: Please furnish our office with a copy of the legal document noting legal custody, otherwise EITHER parent may pick up the child
Custodial Parent/Guardian _____

Father _____

Mother _____

Address _____

Address _____

E-mail _____

E-mail _____

Home Phone _____ Cell Phone _____

Home Phone _____ Cell Phone _____

Name of Employer _____

Name of Employer _____

Work Phone _____

Work Phone _____

Government Information. Is a parent or guardian at the home address employed by the military? No Yes If "yes", circle one: **Mother or Father**

_____ Active Military-Fort Drum _____ Active Military-Other _____ Active Reserves _____ Federal Gov't Civilian Employee

If employed by the Military, please provide the name of Brigade you are in _____

Do you share your address with another family? _____ No _____ Yes, provide the family name _____

Is your child a bus student or a walker? _____ **Circle which apply:** AM PM
Each child starts out as a walker or bus student depending on the home address. Any changes in these arrangements can ONLY be made in writing. Notes from previous school years do not carry over.

Does your child Walk or Ride a Bus in the morning? _____ Does your student go home after school? Yes or No If No, where does your student go?

Person's name where student goes _____ Phone number _____

Address of where your child will be going _____ If rides a bus.... Bus Name _____

IF SCHOOL CLOSES EARLY, WHERE SHOULD YOUR CHILD GO? (For unplanned, early closings...Please list the Person's Name, Address, Phone# and indicate Bus Name or Walker)

Person's name where child goes _____

Address of Above Person _____

Phone number of above person _____ Bus Name or walker _____

In case of an UNPLANNED, early dismissal, the school will follow the instructions you have provided above. This information will override any notes for that day unless the note specifically states that it should be followed in the case of any early dismissal. It is very important to your child's safety that this information is kept current. **Changes cannot be accepted over the phone.**

STUDENT RELEASE INFORMATION and EMERGENCY NOTIFICATION

According to New York State Law (S 7737) schools can only release student to those persons whose name appear on a list provided by the parents.

List three alternate persons (with address & telephone) to be notified in case of emergency, when parents cannot be reached. These persons will also be allowed to pick up your child at school. This signed form will serve as your pre-signed permission for release of your child at any time. IT IS NOT NECESSARY TO LIST PARENTS OR LEGAL GUARDIANS.

- REMINDER:**
1. Authorized individuals are to pick up children at the school office ONLY (not classroom).
 2. Changes in list must be submitted on new forms at the school office.
 3. If necessary, we may request identification before releasing your child.
 4. We will release your child only to persons who are listed below.

Name & Address _____	Relationship to student _____	Phone _____
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Name & Address _____	Relationship to student _____	Phone _____
----------------------	-------------------------------	-------------

Name & Address _____	Relationship to student _____	Phone _____
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Signature of Parent/Legal Guardian: _____ Date: _____

GOUVERNEUR CENTRAL SCHOOL DISTRICT

Code of Conduct

SUMMARY

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 and/or causes or creates a reasonably foreseeable risk of causing a substantial disruption within the school environment. This includes any conduct through the use of interactive technologies (e.g. email, instant messaging, chat rooms, websites, text messaging, etc.). 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 substances, 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.
17. Engaging in displays of affection of a sexual nature, including but not limited to kissing, caressing, groping and other similar overt expressions of affection. Such behavior is inappropriate in the school environment and depending on the circumstances, including the age of the students involved, may also constitute criminal conduct.

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:



- a. The student's age.
- b. The student's grade in school.
- c. The student's prior disciplinary record.
- d. The superintendent's belief that other forms of discipline may be more effective.
- e. Input from parents, teachers and/or others.
- f. Other extenuating circumstances.

A student with a disability may be suspended only in accordance with the requirements of state and federal law.

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 interfere 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 substantially disruptive" means engaging in conduct that results in the student being removed from the classroom 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.





**Gouverneur Central School District
School Lunch Office - 133 East Barney Street
Gouverneur, New York 13642**

**Christine Bristol, School Lunch Manager
Telephone (315) 287-1690**

Welcome to the **2011-2012 School Lunch Program**. **Monthly menus** will be available throughout the school year in the main office at the school building your child(ren) attends. These menus are also available to view and print from our district website by clicking on the food services link or by going directly to: <http://gouverneurcentralschool.org/foodServices/foodServices.html>.

FREE and REDUCED BREAKFAST AND LUNCH PROGRAM:

A **NEW** free and reduced lunch application for the 2011-2012 school year **MUST** be completed. For your convenience this form is also available to view and print directly from our district website by clicking on the food services link or by going directly to: <http://gouverneurcentralschool.org/foodServices/foodServices.html>.

STUDENTS WHO RECEIVED FREE OR REDUCED SCHOOL MEALS LAST JUNE:

Students who received free or reduced meals in June 2011 will continue to qualify for the same free or reduced meals **ONLY** through September 30, 2011. **In order to continue with the free and/or reduced price lunch and breakfast meal program one of the following needs to be on file with the School Lunch Office by 2:00 pm on September 30, 2010.**

1) A copy of your "**Letter of Direct Certification**" that is sent to you directly from the Department of Social Services. This must be received and processed with the School Lunch Office by 2:00 pm on September 30, 2010.

OR

2) A **NEW** Free and Reduced Lunch application for the 2011-2012 school year **MUST BE COMPLETED** and returned to the school lunch office as soon as possible. This new application must be processed and on file with the School Lunch Office by 2:00 pm on September 30, 2011.

Kindergarten Students who have a sibling who qualified for **FREE or REDUCED** meals during June 2011 **and** live together in the same household, please call the School Lunch Office at 287-1690 **PRIOR** to the start of school to ensure the **FREE or REDUCED** status for the kindergarten student entering school.

OTHER NOTES OF INTEREST:

ALL FULL PRICE, FREE and REDUCE PRICE MEALS must be 'type A' meals to qualify. This means the meal must be taken in accordance with 'Offer vs. Serve' guidelines.

**Ala Carte items must be paid for separately as the student goes through the serving line.*

If your child is allergic to any particular foods or milk, or needs a special diet and you feel we should be aware of the situation please send a doctor's statement. If your child is to have "special foods or liquids" from the school lunch program, a doctor's statement is required **each** school year.

CHARGING POLICY:

Middle and High School Charge Slips:

Middle and High School students are allowed **ONLY ONE (1)** 'Type A' lunch charge to be open at any time. After one charge, students will be denied charging privileges until payment is made. Charges are to be paid to one of the cashiers within two weeks of the charge.

Elementary Charge Slips:

Elementary students may have three (3) open charges. When the student has two open charges, a note will be sent home with them. These charges should be paid as soon as possible. Students **MAY NOT** charge ala carte items.

Etc.:

Elementary students paying by the week are requested to have their money in a sealed envelope that has the student's name, teacher, and number of days they are paying for, and if it should be applied toward breakfast, lunch, or both **and PLEASE DO NOT PUT ANYTHING ELSE IN THIS ENVELOPE!**

ONLINE PAYMENT is available! More information and parent instructions are available by going to the district website food service link at <http://gouverneurcentralschool.org/foodServices/foodServices.html>, then follow the step by step instructions to set up an account for your child(ren) underneath the *MyNutrikids.com* logo where it says: Parents: Click here for information on how to enroll.

New applications for Free and Reduced price meals may be filed ANYTIME during the school year if your household circumstances change.

Children need healthy meals to learn. *Gouverneur Central School* offers healthy meals every school day. Breakfast and Lunch are available daily in all Gouverneur School cafeterias. **BREAKFAST costs \$1.00 for elementary, middle, or high school students and LUNCH costs \$1.55 for elementary students and \$1.80 for middle and high school students.** Children from households that meet federal income guidelines (outlined below) are eligible for free meals or reduced price meals. **Reduced price meals cost each eligible student \$.25 for breakfast and \$.25 for lunch.**

To apply for free or reduced price meals, submit a Direct Certification letter from the NYS Office of Temporary and Disability Assistance **OR** complete the application found on our district website link, <http://gouverneurcentralschool.org/>, sign it, and return it to us as soon as possible. Please refer to the guidelines contained in this letter when completing the application. **We cannot approve an application that is not complete, so be sure to fill out all required information.**

1. **Do I need to fill out an application for each child? NO.** Complete the application to apply for free or reduced price meals. Use one Free and Reduced Price School Meals Application for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: ***Gouverneur Central School, Christine Bristol, School Lunch Manager, 133 E. Barney Street, Gouverneur, NY 13642.***
2. **Who can get free meals?** All children in households receiving benefits from Food Stamps or the Food Distribution Program on Indian Reservations can get free meals regardless of your income. Also, your children can get free meals if your household income is within the free limits on the Federal Income Guidelines.
3. **Can foster children get free meals? YES,** foster children that are under the legal responsibility of a foster care agency or court, are eligible for free meals. Any foster child in the household is eligible for free meals regardless of income.
4. **Can homeless, runaway and migrant children get free meals?** Yes, children who meet the definition of homeless, runaway, or migrant qualify for free meals. If you haven't been told your children will get free meals, please call Ms. Cammy Morrison, (*GCS district homeless liaison and migrant coordinator*), at 315-287-4870 to see if your child(ren) qualify.
5. **Who can get reduced price meals?** Your children can get low cost meals if your household income is within the reduced price limits on the Federal Income Chart, shown on this application.
6. **Should I fill out an application if I received a letter this school year saying my children are approved for free or reduced price meals?** Please read the letter you received carefully and follow the instructions. Call the school at 315-287-1690 if you have questions.
7. **My child's application was approved last year. Do I need to fill out another one? YES.** Your child's application is only good for that school year and for the first few days of this school year. You must send in a new application unless the school told you that your child is eligible for the new year.
8. **I get WIC, can my child(ren) get free meals?** Children in households participating in WIC may be eligible for free or reduced price meals. Please fill out a FREE/REDUCED PRICE MEAL APPLICATION.
9. **Will the information I give be checked? YES** and we may ask you to send written proof.
10. **If I don't qualify now, may I apply later? YES.** You may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced price meals if the household income drops below the income limit.
11. **What if I disagree with the school's decision about my application?** You should talk to school officials. You also may ask for a hearing by calling or writing to:

Ms. Christine J. LaRose, Hearing Official
Gouverneur Central School District
133 East Barney Street, Gouverneur, NY 13642
Call: 315-287-4870 or E-Mail: clarose@gcs.neric.org

12. **May I apply if someone in my household is not a U.S. citizen? YES.** You or your child(ren) do not have to be a U.S. citizen to qualify for free or reduced price meals.
13. **Who should I include as members of my household?** You must include all people living in your household, related or not (such as grandparents, other relatives, or friends). You must include yourself and all children who live with you. If you live with other people who are economically independent (for example, people who you do not support, who do not share income with you or your children, and who pay a pre-rated share of expenses), do not include them.
14. **What if my income is not always the same?** List the amount that you normally get. For example, if you normally get \$1000 each month, but you missed some work last month and only got \$900, put down that you get \$1000 per month. If you normally get overtime, include it, but not if you get it only sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
15. **We are in the military. Do we include our housing allowance as income?** If you get an off-base housing allowance, it must be included as income. However, if your housing is part of the *Military Housing Privatization Initiative*, do not include your housing allowance as income.
16. **My spouse is deployed to a combat zone. Is her combat pay counted as income? NO,** if the combat pay is received in addition to her basic pay because of her deployment and it wasn't received before she was deployed, combat pay is not counted as income. Contact your school for more information.

17. **My family needs more help. Are there other programs we might apply for?** To find out how to apply for food stamps or other assistance benefits, contact your local assistance office or call 800-342-3009.

Income Chart:

Reduced Price Eligibility Income Chart

2011-2012 Income Eligibility

<u>HOUSEHOLD SIZE</u>	<u>YEAR</u>	<u>MONTH</u>	<u>WEEK</u>
1	\$ 20,147	\$ 1,679	\$ 388
2	\$ 27,214	\$ 2,268	\$ 524
3	\$ 34,281	\$ 2,857	\$ 660
4	\$ 41,348	\$ 3,446	\$ 796
5	\$ 48,415	\$ 4,035	\$ 932
6	\$ 55,482	\$ 4,624	\$ 1,067
7	\$ 62,549	\$ 5,213	\$ 1,203
8	\$ 66,616	\$ 5,802	\$ 1,339
Each Additional Family Member ADD	\$+7,067	\$ +589	\$ +133

How to Apply:

To get free or reduced price meals for your children you may submit a Direct Certification letter received from the NYS Office of Temporary and Disability Assistance, OR carefully complete one application for your household and return it to the designated office. If you now receive food stamps, Temporary Assistance to Needy Families (TANF) for any children, or participate in the Food Distribution Program on Indian Reservations (FDPIR), the application must include the children's names, the household food stamp, TANF or FDPIR case number and the signature of an adult household member. All children should be listed on the same application. If you do not list a food stamp, TANF or FDPIR case number for all the children for whom you are applying, the application must include the names of everyone in the household, the amount of income each household member, and how often it is received and where it comes from. It must include the signature of an adult household member and the last four digits of that adult's social security number, or check the box if the adult does not have a social security number.

An application that is not complete cannot be approved. Contact your local Department of Social Services for your food stamp or TANF case number or complete the income portion of the application.

Reporting Changes:

The benefits that you are approved for at the time of application are effective for the entire school year. You no longer need to report changes for an increase in income or decrease in household size, or if you no longer receive food stamps.

Income Exclusions:

The value of any child care provided or arranged, or any amount received as payment for such child care or reimbursement for costs incurred for such care under the Child Care Development (Block Grant) Fund should not be considered as income for this program.

Nondiscrimination Statement:

This explains what to do if you believe you have been treated unfairly. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write: USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call 800-795-3272 or 202- 720-6382 (TTY). *USDA is an equal opportunity provider and employer.*

Meal Service to Children With Disabilities:

Federal regulations require schools and institutions to serve meals at no extra charge to children with a disability which may restrict their diet. A student with a disability is defined in 7CFR Part 15b.3 of Federal regulations, as one who has a physical or mental impairment which substantially limits one or more major life activities. Major life activities are defined to include functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. You must request the special meals from the school and provide the school with medical certification from a medical doctor. If you believe your child needs substitutions because of a disability, please get in touch with us for further information, as there is specific information that the medical certification must contain.

Confidentiality:

The United States Department of Agriculture has approved the release of student names and eligibility status, without parent/guardian consent, to persons directly connected with the administration or enforcement of federal education programs such as Title I and the National Assessment of Educational Progress (NAEP), which are United States Department of Education programs used to determine areas such as the allocation of funds to schools, to evaluate socioeconomic status of the school's attendance area, and to assess educational progress. Information may also be released to State health or State education programs administered by the State agency or local education agency, provided the State or local education agency administers the program, and federal State or local nutrition programs similar to the National School Lunch Program. Additionally, all information contained in the free and reduced price application may be released to persons directly connected with the administration or enforcement of programs authorized under the National School Lunch Act (NSLA) or Child Nutrition Act (CNA); including the National School Lunch and School Breakfast Programs, the Special Milk Program, the Child and Adult Care Food Program, Summer Food Service Program and the Special Supplemental Nutrition Program for Women Infants and Children (WIC); the Comptroller General of the United States for audit purposes, and federal, State or local law enforcement officials investigating alleged violation of the programs under the NSLA or CNA.

The disclosure of eligibility information not specifically authorized by the NSLA requires a written consent statement from the parent/guardian.

We will let you know when your application is approved or denied.

2011-2012 Breakfast & Lunch Price List

Daily Rates:

<u>Full Pay Students –</u>	<u>BREAKFAST</u>	<u>LUNCH</u>
Elementary School	\$1.00	\$1.55
Middle & High School	\$1.00	\$1.80
<u>Reduced Pay Students –</u>	<u>BREAKFAST</u>	<u>LUNCH</u>
Elementary School	\$.25	\$.25
Middle & High School	\$.25	\$.25
<u>Adult Daily Rate –</u>	<u>BREAKFAST</u>	<u>LUNCH</u>
	\$2.00 (tax included)	\$3.50 (tax included)
<u>Ala Carte -</u>		
Milk	\$\$.40	

*Gouverneur Central School, School Lunch Office
133 East Barney Street, Gouverneur, NY
Christine Bristol, School Lunch Manager - Phone: 315-287-1690*



Date Withdrew _____

_____ F _____ R _____ D
_____ *Temp Free Expires _____

GOUVERNEUR CENTRAL SCHOOL DISTRICT
133 EAST BARNEY STREET, GOUVERNEUR, NY 13642
School Lunch Office – 315-287-1690

2011-2012 Application for Free and Reduced Price School Meals/Milk

To apply for free and reduced price meals for your children, read the instructions on the back, complete **only one** form for your household, sign your name and return it to **GOUVERNEUR CSD, SCHOOL LUNCH OFFICE**. Call **315-287-1690**, if you need help. Additional names may be listed on a separate paper.

1. List all children in your household who attend school:

Student Name	School	Grade/Teacher	Foster Child <input checked="" type="checkbox"/>	No Income <input checked="" type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

2. Food Stamp or TANF Benefits:

If anyone in your household receives either food stamp, TANF or FDPIR benefits, list their name and CASE # here. Skip to Part 5, and sign the application.

Name: _____ CASE # _____

3. If any child you are applying for is homeless, migrant or a runaway, please call this number: **MRS. CAMMY J. MORRISON, 315-287-4870**.

Homeless Migrant Runaway (Homeless Liaison/Migrant Education Coordinator)

4. Household Gross Income: List all people living in your household, how much and how often they are paid (weekly, every other week, twice per month, monthly). If you have listed a foster child above, you must report their personal income.

Name of household member	Earnings from work before deductions <i>Amount / How Often</i>	Child Support, Alimony <i>Amount / How Often</i>	Pensions, Retirement Payments <i>Amount / How Often</i>	Other Income, Social Security <i>Amount / How Often</i>	No Income <input checked="" type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>

5. Signature: An adult household member must sign this application and provide the last four digits of their Social Security Number (SS#), or mark the "I do not have a SS# box" before it can be approved.

I certify (promise) that all of the information on this application is true and that all income is reported. I understand that the information is being given so the school will get federal funds; the school officials may verify the information and if I purposely give false information, I may be prosecuted under applicable State and federal laws, and my children may lose meal benefits.

Signature: _____ Date: _____

Email Address: _____ Last Four Digits of Social Security Number: ***-**- ____-____

I do not have a SS#

Home Phone _____ Work Phone _____ Home Address _____

DO NOT WRITE BELOW THIS LINE – FOR SCHOOL USE ONLY

Annual Income Conversion (Only convert when multiple income frequencies are reported on application)
Weekly X 52; Every Two Weeks (bi-weekly) X 26; Twice Per Month X 24; Monthly X 12

- Food Stamp/TANF/Foster
- Income Household: Total Household Income/How Often: _____ / _____ Household Size: _____
- Free Meals Reduced Price Meals Denied/Paid Temporary Free 45 Days Expires ____/____/____

Date Notice Sent: _____ Signature of Reviewing Official _____

APPLICATION INSTRUCTIONS

To apply for free and reduced price meals, submit a Direct Certification letter received from the Office of Temporary and Disability Assistance OR complete only one application for your household using the instructions.. Sign the application and return the application to **GOVERNEUR CSD, SCHOOL LUNCH OFFICE, 133 EAST BARNEY STREET, GOVERNEUR, NY 13642**. If you have a foster child in your household, you may include them on your application. A separate application is no longer needed. Call the school if you need help, **CHRISTINE BRISTOL, 315-287-1690**. Ensure that all information is provided. Failure to do so may result in denial of benefits for your child or unnecessary delay in approving your application.

PART 1 ALL HOUSEHOLDS MUST COMPLETE STUDENT INFORMATION. DO NOT FILL OUT MORE THAN ONE APPLICATION FOR YOUR HOUSEHOLD.

- (1) Print the names of the children, including foster children, for whom you are applying on one application.
 - (2) List their grade and school.
 - (3) Check the box to indicate a foster child living in your household, and check the box for each child with no income.
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PART 2 HOUSEHOLDS GETTING FOOD STAMPS, TANF OR FDPIR SHOULD COMPLETE PART 2 AND SIGN PART 5.

- (1) List a current Food Stamp, TANF or FDPIR (Food Distribution Program on Indian Reservations) case number of anyone living in your household.. Do not use the 16-digit number on your benefit card. The case number is provided on your benefit letter.
 - (2) An adult household member must sign the application in PART 5. SKIP PART 4. Do not list names of household members or income if you list a food stamp case number, TANF or FDPIR number.
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PART 3 Before completing an application for a child who may be homeless, a migrant education student, or a runaway, please call your school's homeless liaison or migrant education coordinator at this number:

MRS. CAMMY J. MORRISON, ASSISTANT SUPERINTENDENT, (315)287-4870
(Homeless Liaison/Migrant Education Coordinator name and Phone Number)

PARTS 4 & 5 ALL OTHER HOUSEHOLDS MUST COMPLETE THESE PARTS AND ALL OF PART 5.

- (1) Write the names of everyone in your household, whether or not they get income. Include yourself, the children you are applying for, all other children, your spouse, grandparents, and other related and unrelated people in your household. Use another piece of paper if you need more space.
 - (2) Write the amount of current income each household member receives, before taxes or anything else is taken out, and indicate where it came from, such as earnings, welfare, pensions and other income. If the current income was more or less than usual, write that person's usual income. **Specify how often this income amount is received: weekly, every other week (bi-weekly), 2 x per month, monthly.** The value of any child care provided or arranged, or any amount received as payment for such child care or reimbursement for costs incurred for such care under the Child Care and Development Block Grant, TANF and At Risk Child Care Programs should **not** be considered as income for this program.
 - (3) The application must include the last four digits only of the social security number of the adult who signs **PART 5** if Part 4 is completed. If the adult does not have a social security number, check the box. If you listed a food stamp, TANF or FDPIR number, a social security number is not needed.
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OTHER BENEFITS: Your child may be eligible for benefits such as Medicaid or Children's Health Insurance Program (CHIP). In order to determine if your child is eligible, program officials need information from your free and reduced price meal application. Your written consent is required before any information may be released. Please refer to the attached parent Disclosure Letter and Consent Statement for information about other benefits.

PRIVACY ACT STATEMENT

Privacy Act Statement: This explains how we will use the information you give us.

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number are not required when you apply on behalf of a foster child or you list a Food Stamp, Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

DISCRIMINATION COMPLAINTS

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly. "In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer."