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## BUILDING GUIDELINES

The school day starts at 8:04 a.m. and ends at 2:50. Students arriving to class after 8:04 a.m. are considered tardy.

After school help is available on Mondays, Wednesdays, and Thursdays from 2:50 – 3:25. A student must be with a teacher if he/she is staying after school. The teacher will write the late bus pass. There will be late buses (3:30p.m.) on Mondays, Wednesdays, and Thursdays.

### Breakfast/Lunch Programs

- Breakfast is served daily from 7:30 a.m. until 8:04. Students who are dropped off should eat breakfast when they arrive. Students who ride the bus will be permitted to exit the bus early for breakfast.
- Lunch is served to students in grades 7 – 12 during 6<sup>th</sup> and 7<sup>th</sup> periods.

### Bus Drills

State law requires bus safety drills for both arrival and dismissal each year.

### Fire Drills

State law requires 12 emergency drills each year, 8 before December 1<sup>st</sup>.

### Parent Teacher Student Association (P.T.S.A.)

GCS PTSA provides programs, activities and support which enrich our students' educational experience. Meetings are the first Wednesday of each month at 7:00 p.m. in the elementary music room. The P.T.S.A. officers and members can use parent support in the form of memberships and volunteering in order to provide excellent opportunities for our students.

2022-23 Officers:

- President – Cheryl Werner
- Vice Pres.- Dr. Angelo Castello
- Treasurer – Lori Crawford
- Secretary – Kristen Lent

### School Security

Germantown Central School has a video camera security system with cameras inside and outside of the facility. This system is intended to safeguard our school and grounds. It is in operation 24 hours a day.

### Special Education and Section 504

The Individuals with Disabilities Education Act (IDEA) and Section 504 (Rehabilitation Act of 1973) oblige school districts to identify, evaluate, and extend to every qualified student with a disability residing in the district a free appropriate public education, including modifications, accommodations, specialized instruction, or related aids as deemed necessary to meet their educational needs as adequately as the needs of the non-disabled students are met. Please refer to the district website for more information and resources regarding the Department of Pupil Personnel Services and Special Education.

**Special Education:** If you think your child has a disability, which adversely affects her/his educational performance and may require accommodations and/or special education you may initiate a referral by writing to the Committee on Special Education (“CSE”) in this school district. The CSE Contact person for The Germantown School District is Director of Pupil Personnel Services and Special Education and may be reached at (518) 537-6281 extension 2309.

**Section 504:** If your child has a physical or mental impairment, which substantially limits one or more major life activity (including learning) and may require accommodations you may initiate a referral by writing to the Section 504 Committee in this district. The Section 504 Compliance Officer for the Germantown School District is Director of Pupil Personnel Services and Special Education and may be reached at (518) 537-6281 extension 2309.

### Visitors to the School

All visitors are required to report to the school office upon arrival at school and state their business. Visitors will be given a visitor's pass to access the building during the school day. Visitations to classrooms and to teachers require permission in advance from the teacher and/or building principal.

## 2022-2023 GERMANTOWN HIGH SCHOOL STAFF

### HIGH SCHOOL OFFICE

James DiDonna, Principal  
Devin Jackowski, Guidance Counselor (9-12)  
Karyn Schassler, Guidance Counselor (7-8)  
Deanna Heuer, Secretary

### SPECIAL EDUCATION OFFICE

Yvonne Waters, Director of Special Ed. and PPS  
Rebecca VanAlstyne, Secretary

### SPECIAL SERVICES

Shirley Dorion, Speech  
Kevin Flanagan, Speech  
Shannon Miller, School Psychologist  
Renee Grzeskow, Social Worker  
Heather Lincoln, Social Worker

### NURSE

Jacquelyn Pooters

### ART

Michael DelPozzo  
Kristine O'Malley-Levy

### ENGLISH

Garrett Montgomery  
Karen Katz  
Kaila Stark

### HEALTH, FAMILY & CONSUMER SCIENCE

Aurora Lighthart

### LANGUAGE

Maritza LaDuc

### LIBRARY

TBD

### MATH

Al Lively  
Jeanne Oliveira  
Sonia Williams  
Cheryl O'Dell

### MUSIC

Daniel Galliher (band)  
Emily McQuid (chorus)

### PHYSICAL EDUCATION

Ryan Broast  
TBD

### SCIENCE

Meghan Jaeger  
TBD  
Michael O'Brien  
Dale Strong

### SOCIAL STUDIES

Cynthia Dewey  
Joshua Fitzgibbons  
Dominick Lecce

### SPECIAL EDUCATION

Sarah Meyers  
Susan Finley  
Elena Spence  
Cheryl Trowbridge  
William Michele

### TEACHING ASSISTANTS

Patricia Penston

TBD

### TECHNOLOGY

Derrick Conte

### SUPPORT STAFF

Tammy Lyons  
Rosa Quijada  
Delia Felix

**JULY 2022**

S	M	T	W	T	F	S
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3	4	5	6	7	8	9
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31						

**AUGUST 2022**

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**SEPTEMBER 2022**

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**OCTOBER 2022**

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**NOVEMBER 2022**

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**DECEMBER 2022**

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**JANUARY 2023**

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**FEBRUARY 2023**

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**MARCH 2023**

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**APRIL 2023**

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**MAY 2023**

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**JUNE 2023**

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**2022**

July 7 – August 17... Special Ed. Summer School  
 August 17-18... Regents Testing  
 August 31... New Staff Orientation Day  
 September 5... Labor Day  
 September 6-7... Supt. Conference Days  
 September 7... First Day of School, Half Day  
 September 8... Classes Begin  
 October 10... Columbus Day  
 October 21... Half Day, Supt. Conference Day  
 November 11... Veterans Day  
 November 17... Early Dismissal  
 November 23-25... Parent-Teacher Conferences  
 November 23-25... Thanksgiving Recess  
 December 23... Classes Not in Session, District Closed  
 December 30... Classes Not in Session, District Closed

**2023**

January 3... Classes Resume  
 January 16... Martin Luther King Jr. Day  
 January 24-27... Regents Testing  
 February 10... Early Dismissal, Supt. Conference, Half Day  
 February 20... Presidents Day  
 February 20-24... Winter Recess  
 March 17... Supt. Conference Day, No School  
 April 7... Good Friday  
 April 7-14... Spring Recess  
 May 29... Memorial Day  
 June 14-16... Regents Testing  
 June 19... Juneteenth  
 June 20-23... Regents Testing  
 June 22... Last Day of School  
 June 23... Regents Rating, Graduation

**INSTRUCTIONAL DAYS:**

September	17	February	15
October	20	March	22
November	18	April	14
December	16	May	22
January	20	June	16
<b>TOTAL</b>			<b>180</b>
Staff Development			4
<b>TOTAL</b>			<b>184</b>
Emergency Days			4

**KEY:**

- Offices Closed/No Classes
- Special Ed. Summer School
- ★ Supt. Conf. Day
- Early Dismissal
- No Classes
- Regents Testing
- New Staff Orientation Day

*In the event that all emergency/snow days are used, make up days would be on the first available recess period (i.e. February/April break week). Give back days of unused Emergency/Snow Days: 1 day – May 26, 2 days – May 25, 3 days – April 6.*

**BELL SCHEDULE**  
**Per 1 8:04-8:45**

<b>Homeroom</b>	<b>8:48-8:58</b>
<b>Per 2</b>	<b>9:01-9:42</b>
<b>Per 3</b>	<b>9:45-10:26</b>
<b>Per 4</b>	<b>10:29-11:10</b>
<b>Per 5</b>	<b>11:13-11:54</b>
<b>Per 6</b>	<b>11:57-12:38</b>
<b>Per 7</b>	<b>12:41-1:22</b>
<b>Per 8</b>	<b>1:25-2:06</b>
<b>Per 9</b>	<b>2:09-2:50</b>

### 5-WEEK AND QUARTER GRADES FOR 2022-23

<b>Event</b>	<b>Grades Close</b>	<b>On Portal</b>
<b>5-week progress</b>	<b>October 7</b>	<b>October 12</b>
<b>1<sup>st</sup> report card</b>	<b>November 10</b>	<b>November 18</b>
<b>5-week progress</b>	<b>December 16</b>	<b>December 21</b>
<b>2<sup>nd</sup> report card</b>	<b>January 27</b>	<b>February 1</b>
<b>5-week progress</b>	<b>March 10</b>	<b>March 15</b>
<b>3<sup>rd</sup> report card</b>	<b>April 6</b>	<b>April 19</b>
<b>5-week progress</b>	<b>May 12</b>	<b>May 17</b>
<b>4<sup>th</sup> report card</b>	<b>June 22</b>	<b>June 23</b>

**Jr/Sr High School Open House September 14<sup>th</sup>, 6 to 8 PM.**

**November 17 Report Card Pick-Up/Conferences: 12:00-3:00 pm and 4:00-7:00 pm**

**January 30<sup>th</sup> is the start of 2<sup>nd</sup> semester.**

### GUIDELINES FOR STUDENT CONDUCT

Students are responsible for the way they exercise their rights. They must accept the consequences of their actions and recognize the boundaries of individual liberties. Students at Germantown Central School have the right to an education, but this is not an absolute right. It is qualified first by eligibility requirements and second by performance requirements. The school must be concerned with the individual and his/her welfare, but in working with the individual, the school must also be concerned with the welfare of the entire school body. School rules apply during the school day and at all school-sanctioned activities.

## **Responsibilities, Rights and Limitations**

**Responsibilities:** All students are expected to accept personal responsibility for their actions and follow all school regulations. Students will conduct themselves in a manner that will not defame or bring this school and community into contempt or disrepute. At no time will insolence, insubordination, direct crude language, verbal or physical abuse toward any person be tolerated. The Rules of Conduct in each building unit shall be consistent with the District's Rules and Regulations for the Maintenance of Public Order on School Property as required by Section 2001 of the Education Law and other statutes of the State of New York.

### **Rights:**

#### 1. Freedom of Expression

- Students are entitled to express their opinions verbally. Those opinions, however, shall not interfere with the freedom of others to express themselves, nor may they interfere with the teaching process. *THE USE OF OBSCENITIES AND PERSONAL ATTACKS IS PROHIBITED.*
- Student meetings on school grounds must be a part of the formal education process and be authorized by the principal.
- Students are entitled to express opinions in writing. The author must sign such written expression. Libel, obscenity, and personal attacks are prohibited in all publications.
- A student may not produce and/or distribute petitions or other printed documents of any kind that are disruptive to the school routine.
- Walkouts and sit-ins are prohibited.

#### 2. Right to Education

- Each student has the right to an education. The student also has the responsibility not to disrupt the education of others.
- Students have the right to participate in school activities regardless of race, religion, ethnic origin, disability, economic status, sexual preference or gender. Students may not be denied participation in any activity for any reason other than those established by the state, county, or school.

#### 3. Right to Privacy

- It is the responsibility of the school to protect students' privacy.
- The school will not disclose any information from students' permanent records, except when such disclosures will serve a legitimate educational need or when so directed by legal authorities.
- Access to permanent student records is available to authorized school personnel, to the parent or legal guardian of the student, or directly to the student. Should a person wish to review records, a written request must be made through the high school guidance office.
- The Family Education Rights and Privacy Act of 1974 contains further information concerning the disclosure of student information and limitations of such disclosures.

#### 4. Right to a Grievance Hearing

- Students' Grievance Procedure: Students who have a complaint or problem concerning another student, faculty member, or a staff member should adhere to the following procedures to obtain the most effective solution to the problem.

Step 1 – Informal discussion with the person involved.

Step 2 – If the problem is not resolved, discuss the matter with a faculty or staff member.

Step 3 – If the problem is not resolved, discuss the matter with the principal

Step 4 – If the problem is not resolved, discuss the matter with the superintendent.

Step 5 – If the problem is not resolved, request an executive session with the Board of Education.

**All persons involved must be present at Steps 2-5.**

## **TYPES OF DISCIPLINARY ACTION**

### **Specific Consequences per discipline chart on pages 18-19.**

1. **Teacher Detention:** A teacher may detain students during lunch or after school for tardiness, inappropriate classroom or hall behavior, to complete homework assignments, or to make up tests.
2. **School Detention:** Violation of school rules may result in the principal assigning a lunch or after school detention in the district's detention room.
  - a. Regular school detention is Monday, Wednesday, and Thursday from 2:55 p.m. to 3:25 p.m.
  - b. Students who have early dismissal and who have been given detention will serve their detention at an agreed upon time.
  - c. Lunch detention occurs during the student's lunch period.
3. **Suspension:** Students who fail to conduct themselves according to the Code of Conduct may be subject to a suspension.
  - In-School Suspension: Students who have ISS must report with books to the ALC room.
  - Out-of-School Suspension: When a student has OSS, that student may not enter the school building or school grounds. The student's parents are responsible for their child during the suspension.
  - A student who is suspended, either in-school or out-of-school, may not attend or participate in any extracurricular activity until the end of the suspension, which is at 8:00 a.m. the next school day. (i.e., students suspended for one day on a Friday may not participate until Monday morning).
4. **Long-Term Suspension:** The superintendent, after a superintendent's hearing, may suspend students for unacceptable behavior.
5. **Loss of privilege:** Loss of lunch recreation, parking privilege, attendance/participation in graduation

## Student Conduct Expectations

**AEROSOLS AND BODY SPRAYS:** Aerosols and body sprays can pose a health risk to others. All aerosol and body spray use are prohibited in school. Failure to comply is considered a school disturbance.

### ALCOHOL AND DRUGS

The Germantown Central School District is a **DRUG FREE ZONE**, which includes the school property and extends to 1000 feet from the school property line. Persons involved in illegal drug activity face a **DOUBLING** of any penal laws.

- No student is to bring, carry, transport, store, sell, or use any alcoholic beverages, powdered alcohol, illegal drugs, imitation controlled substances, "look-alike drugs," (such as synthetic cannabinoids), drug paraphernalia, prescription drugs, or non-prescription drugs on school property, on the school bus, or off school property while involved in a school function.
- Illegal drugs shall be defined to include, but are not limited to controlled substances, cannabis, glue, and hazardous inhalants as defined in the Public Health Law of the State of New York.
- Possession, consumption, or being under the influence of alcohol or illegal drugs on school property is a direct violation of New York State law. It is the policy of the school district to report such violations to the appropriate authorities.
- No student shall be admitted to an athletic or extra-curricular event, if, in the opinion of the chaperone, they appear to have consumed or be under the influence of alcoholic beverages or illegal drugs.
- Students suspected of using alcohol or drugs will be assessed by the school nurse who, after following a prescribed protocol, may call 911, law enforcement, and/or child protective services.

### Medications

- No student is to bring or possess a prescription or non-prescription drug on school property. In the event it becomes necessary for medication to be administered to a student while at school, the medication is to be given to the school nurse by the parent or guardian along with sufficient information so that the doctor's orders will be followed.

### **Alcohol and/or Drug Infractions**

- The penalty for selling and distributing, knowingly possessing or being under the influence of an alcoholic beverage, illegal drugs, look alike drugs, possessing drug paraphernalia, as well as prescription and non-prescription drugs except under approved circumstances, will be up to a five-day suspension from school, the appropriate authorities will be called, and the student will not be permitted to return unless their parents accompany them to school for a conference. A superintendent's hearing may be scheduled.

### **Smoking**

- Students may not possess or use tobacco products within the school building, on school grounds, or on the school bus.
- Students who are observed in possession of or using tobacco products (including matches, lighters, chew, spit less tobacco, smokeless tobacco, electronic cigarettes, vape pens, etc.) in violation of these rules will be subject to discipline set out in the discipline chart.

**ASSEMBLY ETIQUETTE:** All students are expected to behave in an appropriate manner.

- Sit quietly and be attentive (no talking).
- Food and drinks at assemblies are prohibited.
- Use of electronic devices during assemblies is prohibited.

**BACKPACKS:** Backpacks, under normal circumstances, are not permitted between the hours of 8:04 and 2:50. Students may store backpacks in lockers before 8:04 and retrieve them at end of 9<sup>th</sup> period.

**BOMB THREATS:** Any student who communicates a false report of a bomb in the building will be disciplined accordingly.

**BULLYING:** All forms of bullying are prohibited. All complaints, formal or informal, verbal or written, will be investigated. Bullying consists of unwelcome or intimidating verbal, written, or physical conduct.

- Written: Obscene letters, notes, drawings, or notes containing foul language that may or may not be of a threatening nature.
- Verbal: Obscene comments, threats, jokes (including jokes about gender specific traits), or comments about a person's body or sexual characteristics.
- Blackmail.
- All forms of electronic communication without consent or as a form of intimidation, i.e. texting, e-mail, phone calls, or picture taking, is prohibited.

**BUS CONDUCT:** The following conditions are necessary for the safe operation of a bus. Failure to abide by these conditions will result in written notification to the parents and may result in a parent conference, and suspension of bus riding privileges.

- Bus drivers may assign seats.
- Once seated, pupils must remain seated.
- Students will follow driver's instructions.
- Ear buds **MUST** be used, as music/sound should not be audible to anyone but the listener.
- Students will not activate doors, emergency windows, trip the emergency buzzer or vandalize equipment.
  
- Students will not throw objects on the bus or out of the window.
- Students will not scream, swear, or use any other type of vulgar language, gestures or behavior.
- Students will not hit or cause physical harm to the bus driver or to other passengers or carry any kind of weapon.
- Students will not litter, vandalize, or graffiti.
- Students will not put any part of their body out of the window.



- Students will not smoke, light matches or lighters, use electronic cigarettes or vape pens, etc.
- Students will not eat or drink on the bus.

**When infractions occur, the following procedures will be followed:**

*1<sup>st</sup> violation:* Conference with student; notice to parent; after school detention.

*2<sup>nd</sup> violation:* Conference with student; notice to parent; detention.

*3<sup>rd</sup> violation:* Conference with student; notice to parent; 5-day bus suspension.

*4<sup>th</sup> violation:* Conference with student; notice to parent; 10-day bus suspension; up to 3 days of in-school suspension.

*5<sup>th</sup> violation:* Conference with student; notice to parent; 10-day bus suspension; up to 3 days of in-school suspension; referral for superintendent's hearing.

**\*The following offenses may carry an automatic 5-day bus suspension:**

- Fighting, hitting, or causing harm to other passengers or the bus driver
- Throwing objects about the bus or out the window
- Smoking on the bus/Lighting matches, lighters, or use of electronic cigarettes or vape pens
- Carrying any kind of weapon
- Insubordination to the bus driver
- Using obscene gestures or behavior (e.g., mooning)
- Vandalism/ graffiti

**\*The following bus incidents may also result in an in or out of school suspension:**

- Fighting, hitting, or causing harm to other passengers or to the bus driver
- Smoking on the bus, lighting matches, lighters, or using electronic cigarettes or vape pens
- Carrying any kind of weapon
- Playing loud music

## CAFETERIA/BREAKFAST/LUNCH

### Breakfast Procedure

- Students eating breakfast should get in the breakfast line as soon as they enter the building.
- Students who ride the bus and wish to eat breakfast in the cafeteria will be let off the bus early to do so.
- Being late to class because of breakfast will be considered an unexcused tardy.
- Students may only eat breakfast in classrooms at the teacher's discretion.

### Lunch Period Procedure

- Students are not permitted to leave the school building, except for outside lunch recreation, or school grounds during the lunch period. The parking lot and cars are off limits during lunchtime.
- No food or drink of any kind is permitted in the gyms.
- Students who eat lunch in classrooms with teacher permission are responsible to empty liquids before disposing of trash in a teacher's trashcan.
- No food is allowed in the high school library.
- Students are required to put garbage and recyclables in the appropriate container, if available.
- No outside food deliveries are permitted.
- Students may not be in halls without permission.

**CHEATING:** Cheating is defined as obtaining or attempting to obtain, or aiding another to obtain credit for work, or any improvement in evaluation of performance, by dishonest or deceptive means. Such behavior will result in a zero and consequences per the discipline chart.

**CLASS CUT:** A class cut may result in:

- A zero on all work done in class

- A zero on all work due the day the class was skipped
- A consequence per the discipline chart

**CLOSED CAMPUS:** Germantown is a closed campus. Students may not leave and return without the permission of a parent and the principal except for medical appointments, college visits, and other acceptable reasons for absence and if proper documentation is provided. Riding the school bus initiates, the school day i.e., a student may not ride the bus to school, walk to a neighboring shop, and return to school. Students may not leave until the end of their school day. Students who stay after school for teacher help, to serve a detention or to do an academic make-up may not leave the school grounds until the end of the session (3:25 on Monday, Wednesday, or Thursday), (5:30 for a full day academic make up Wednesday or Thursday).

**DISRESPECTFUL BEHAVIOR:** Being disrespectful to another person undermines the atmosphere of respect and cooperation that is necessary for our school to function effectively. The problem will be handled by the person in charge. If further action is necessary, the principal will be contacted. The following are unacceptable and will not be tolerated:

- **Threats:** Verbal threats or threats of physical action upon students, faculty, staff, their families or threats of damage to their property.
- **Obscenity:** Language or hand motions.
- **Dishonesty:** Stealing, lying, forging notes or passes.
- **Insubordination:**
- Refusing to do what has been asked by the teacher or the person in authority.
- Failing or refusing to comply **with any District requirement or directive of teachers, principals or other school personnel regarding the health and safety of students and others including, but not limited to the wearing of masks/face coverings, social distancing, or other recommendations and requirements of the District, State Education Department (SED) or the Department of Health (DOH) during any epidemic, pandemic, or other health emergency situation.**
- **Classroom Disruption:** Any behavior or action that interrupts the learning in the classroom.
- **Attitude:** Not cooperating with the person in charge.

**DRESS CODE:** The dress code applies to all school functions including, but not limited to, the regular school day.

1. **Basic Principle: Specific body parts must always be covered for all students.**  
Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with opaque fabric.
2. **Students must wear, while following the basic principle of Section 1 above:**
  - A shirt (with fabric in the front, back, and on the sides under the arms)
  - Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts),
  - Shoes
3. **Students cannot wear:**
  - Violent language or images
  - Images and/or language depicting drugs, alcohol, or any illegal item or activity
  - Hate speech, profanity, pornography
  - Images or language that creates a hostile or intimidating environment, including that which is based on any protected class or consistently marginalized group(s)
  - Any clothing that reveals visible undergarments
  - Accessories that could be considered dangerous or could be used as a weapon
  - Any item that obscures the face or ears (except as a religious observance)

**ELECTRONIC EQUIPMENT:**

Electronic devices including, but not limited to, I-Pods, and cell phones may be used during lunchtime in the cafeteria, at outside lunch recreation, and in the hallways between classes. Ear buds **MUST** be used, as music/sound should not be audible to anyone but the listener.

- Laser pointers are not allowed in school at any time.
- Video game consoles of any type are not allowed in school.
- Student phone use is only allowed during lunch and between classes or with teacher.
- Student phone use is only allowed during lunch and between classes or with teacher permission.
- Refusal to turn in phone to the teacher when directed is considered insubordinate behavior.
- Germantown Central School is not liable for any electronic devices that are lost or stolen

### **EXPLOSIVES/WEAPONS/FIRE:**

Explosives/Fireworks:

- Possession of explosives, fireworks, or ammunition of any kind on school property is strictly prohibited and can result in suspension from school for up to 5 days. The matter may be referred to the proper authorities.
- Acts of arson can result in suspension from school for up to 5 days, and a superintendent's hearing may be held. The matter may be referred to the proper authorities.

False Fire Alarms:

- Any student who intentionally or negligently activates a fire alarm, when there is no fire or other immediate danger to the occupants of the building, may be suspended for up to 5 days, and a superintendent's hearing may be held. The matter may be referred to the proper authorities.

Prank 911 Calls:

- Any student who calls 911 as a prank call may be suspended for up to 5 days, and a superintendent's hearing may be held. The appropriate authorities may be notified.

Lethal or Dangerous Weapons:

- The possession of lethal weapons or firearms (items that can inflict mortal or great bodily harm) on school grounds is prohibited. This also includes guns and ammunition in vehicles. Carrying or harboring lethal weapons will result in a written referral, parent conference, 5 days of out-of-school suspension pending superintendent's hearing for their expulsion from school for a period of not more than one year, and notification to the proper authorities.

**EXTORTION:** Extortion is the practice of obtaining something, especially money, through force or threats. Extorting money or property from another is prohibited.

### **FIGHTING:**

- **Assault with Serious Physical Injury:** Intentionally or recklessly causing serious physical injury to another person, with or without a weapon, in violation of the school district's code of conduct.
- **Assault with Physical Injury:** Intentionally or recklessly causing physical injury including, but not limited to, black eyes, welts, abrasions, bruises, black and blue marks, cuts not requiring stitches, and/or swelling. Substantial pain includes, but is not limited to, severe headaches, joint, or muscle pain.
- **Minor Altercations:** Involving physical contact and no physical injury.

- **Reckless Endangerment:** Subjecting individuals to danger by recklessly engaging in conduct that creates a grave risk of death or serious physical injury. Examples are:
  - Throwing an object at another student.
  - Incidents involving a person choking another individual.
- Brandishing a weapon on a school bus threatening other students, bus driver and/or bus monitor with harm or injury.

**FORGERY:** Forging is falsely making or altering a note or document and/or falsely using another's signature. Such behavior is prohibited.

**GUESTS:** Unregistered students at Germantown CSD, including graduates, are NOT permitted during the school day without a teacher invitation. Guests may visit teachers after 2:50. All guests are to remain with the teacher who invited them during their stay. A wandering guest will be asked to leave.

**HALL BEHAVIOR:** Students have a set amount of time between periods to pass from one class to another (see bell schedule). Proper conduct is expected; running, pushing, shouting, whistling, or any other form of disturbance in the hallway constitutes offensive behavior. Discipline ranging from reprimand to suspension may be administered depending upon the degree of infraction.

- Passes: No student is to be in the hall during class time without permission/pass. Pass abuse will result in loss of pass privileges.
- No student may be in the halls unsupervised after 3:00 unless the student has explicit permission from a GCS employee.

**LOCKERS:**

Hall and gym lockers are school property and may be entered by school personnel for cleaning, maintenance, or if there is reason to suspect they contain any illegal or dangerous item. Students should not share their locker combination with any other student or leave their locker unlocked at any time.

**LOITERING:** After school hours, (2:55) students not under the direct supervision of a teacher or coach will NOT be permitted in the school building. Disciplinary action, ranging from a warning, to suspension, will be administered.

- No student may be allowed on school property from dusk until dawn, unless attending a school event.

**Off-Campus Misconduct:**

- A student may be subject to discipline for conduct constituting a crime which is committed off of school premises or at non-school sponsored activities to the extent that the Superintendent of Schools or Board of Education reasonably believes that the continued attendance in school of the student would adversely affect the educative process (e.g., disrupts the operation of the school) or constitutes an endangerment to the health, safety, welfare or morals of the student and/or others in our schools.
- A student may be subject to discipline for off-campus misconduct that does not involve criminality that the Superintendent of Schools or Board of Education reasonably believes has a nexus to the educative process (i.e., student-student or student-personnel interactions that foreseeably would have a detrimental or disruptive effect upon school programs or activities).
- A student may also be subject to discipline for cyberbullying that occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation, or abuse might reach school property.

**PLAGIARISM:** Plagiarism is using the work, words, or ideas of another as if they were your own. Such behavior may result in a zero on the assignment, and/or other consequences per the discipline chart.

**PRIVATE SELLING:** Students may not sell food, candy, soda, or other items in school except as part of an organized and approved activity sale. Penalties may include confiscation of the food or items, and further disciplinary response as needed.

**PUBLIC DISPLAYS OF AFFECTION:** There is to be no physical contact with another student other than holding hands and/or a brief hug.

**SCHOOL ACTIVITIES:**

- School rules apply at all school events/activities on and off the school grounds, including athletic events.
- Recent graduates and guests from other school districts under the age of 21 may attend a school dance if they have been signed up in the school office two days prior to the event and have been approved by the building administrator.
- Students must follow the eligibility policy (page 41) regarding all activities.
- GCS is a closed campus. Activities are also governed by this policy; therefore, students may not leave chaperoned activities outside of the school day until the conclusion of the event without parental permission.
- All persons attending an activity must remain in the immediate area of the activity. All other areas of the school property remain off-limits.
- In order to participate in any athletic or extracurricular activity on a given school day, a student in grades 7-11 must attend school for at least 5 periods that school day. Seniors who leave early must attend for their entire official school day. Students who attend BOCES or any other program approved by GCS must also attend their program on the day of an extracurricular activity in order to participate that day.
- When extenuating circumstance occur or appointments are made that do not allow a student to attend school for a minimum of 5 periods or the entire school day, the student or parent must notify the coach/advisor of the situation 24 hours in advance. When the student returns to school, they must present documentation stating the excused reason. The coach/advisor and the principal will discuss the situation and determine eligibility.

No student may enter the dance after 8:00 p.m. without prior consent from the advisor or principal.

**BEHAVIOR AT SCHOOL EVENTS:**

- Spectators must respect officials, coaches, and players as guests in our school.
- Cheering is encouraged; however, unsportsmanlike behavior is not permitted.
- No unauthorized person is allowed on the court or field at any time, including half time and between games.
- In order to protect the gym floor, food, drink and gum are not allowed in the gym.
- Elementary students are not permitted to attend events unless accompanied by an adult.
- No sounding of horns or other noisemakers.
- No throwing of debris, confetti, or other objects from the stands.

**SEXUAL HARASSMENT:** All forms of sexual harassment are prohibited. All complaints, formal or informal, verbal or written, will be investigated. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of obtaining an education.
- Submission to or rejection of that conduct or communication by an individual is used as a factor in a decision affecting that individual.

- The conduct or communication has the purpose or effect of substantially or unreasonably interfering with education or of creating an intimidating, hostile, or offensive educational environment.

**Examples of Prohibited Behavior That Is Sexual in Nature and Is Unsolicited and Unwelcome include:**

- Sexually suggestive or obscene letters, notes, or drawings or unwelcome text messages and/or pictures
- Verbal sexually suggestive or obscene comments, threats, jokes (including jokes about gender specific traits), and sexual propositions, comments about a person’s body or sexual characteristics or orientation that are perceived in a negative or embarrassing way
- Pulling down a person’s pants/ removing another’s clothing
- Using sexual behavior to control another

**What to Do About Harassment (Bullying or Sexual Harassment):**

- Any person who believes he or she has been a victim of sexual harassment by a student, employee, board of education member, or volunteer at the school should report the alleged acts immediately to the designated sexual harassment officer, the Director of Special Education and Pupil Personnel Services.
- Any person who is being harassed/ bullied should report this to the principal, school staff member or another adult.
- The school district will discipline any individual who retaliates against any person who reports alleged bullying/ sexual harassment or retaliates against any person who testifies, assists, or participates in an investigation relating to a sexual harassment complaint.
- Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

**Such actions on school property will result in consequences per the discipline chart and a DASA complaint may be filed.**

**SLURS:** Slurs are derogatory comments directed toward another student, their family member, or staff members at school or at a school related activity. Some examples include: use of profanity or derogatory comments; spreading rumors; telling jokes; writing notes, stories, drawings, pictures; or making gestures that make reference to real or perceived ethnicity, national origin, immigrant status, religious belief, gender, sexual orientation, age, disability, political affiliation, manner of speech, or any other physical, cultural characteristics or protected characteristics.

**Such actions on school property will result in consequences per the discipline chart and a DASA complaint may be filed.**

**THEFT:** Theft will not be tolerated.

- Return, replacement, or restitution of the item is expected.
- Referral to the principal and parent notification will take place.

**TRUANCY:** Truancy is missing school without a Board of Education authorized excuse. Such behavior may result in:

- A zero on all work done in class
- Referral to the principal
- Parent notification will take place.

**VALUABLES:** Students should not bring valuable personal items or large amounts of cash to school. Germantown Central School is not responsible for stolen or misplaced items.

**VANDALISM:** Any destruction or damage to school property, a school employee’s property on school grounds (i.e. vehicle, electronics), a student’s property on school grounds (i.e. gym shoes, electronics) caused by the willful or negligent action of a student may constitute an act of vandalism, and is strictly prohibited.

**VEHICULAR TRAFFIC ON SCHOOL GROUNDS**

- Parking privileges will be given to seniors in good standing and to juniors in good standing (as space allows).
- Students who are deemed ineligible will have parking privileges revoked for the duration of their ineligibility.
- Smoking/vaping is prohibited in vehicles on school grounds.
- Germantown School is a closed campus. Leaving school during the school day and returning for a class is not allowed without permission from the principal and the parents.

*1<sup>st</sup> violation:* Parking privileges are suspended for a week.

*2<sup>nd</sup> violation:* Parking privileges are suspended for a month.

- Reckless driving in the parking lot, i.e., swerving around speed bumps or excessive speed, is strictly prohibited.

*1<sup>st</sup> violation:* Parking privileges are suspended for one or more months

*2<sup>nd</sup> violation:* Parking privileges are permanently revoked.

- Tardiness: Unexcused tardies to school for students who drive to school are cumulative by quarter and may result in the following consequences

*3 tardies:* Verbal warning/phone call home.

*6 tardies:* Detention/phone call home.

*9 tardies:* Parking privilege may be revoked for remainder of the quarter.

**Repeat offenders risk loss of parking privileges for one month.**

### QIII CTE Students -

- Driving or riding with another student to a CTE program will result in a suspension of parking privileges at Germantown for one month.
- Permission to drive to a CTE program will be revoked if the student has tardies to the CTE program or returns to Germantown later than the bus.

## RESTORATIVE PRACTICES

In the event that students misbehave and do not abide by the principles outlined in the Student Conduct Expectations (above), the Germantown JR/SR Highschool will use the “restorative practices” approach to discipline. Restorative practices are grounded in “restorative justice,” a new way of looking at wrongdoing that focuses on repairing the harm done to people and the relationships rather than on punishing offenders. Restorative practices are based on the belief that human beings are happier, more cooperative and productive, and more likely to make positive changes in their behavior when those in positions of authority do things *with* them, rather than *to* them or *for* them. The most critical function of restorative practices is restoring and building relationships. Students, Staff, Faculty and Board Members must meet with those they have wronged, explore what happened, and make necessary amends. The restorative practices process can happen in groups as small as three and as large as a whole class.

### RESTORATIVE PRACTICES PRINCIPLES

1. Restorative Practices focuses on harms rather than rules or person and the consequent needs of victims, offenders and communities.
2. Restorative Practices addresses obligations of the offender resulting from those harms, as well as the community's obligations to both victims and offenders.
3. Restorative Practices uses inclusive, collaborative processes.
4. Restorative Practices involves all individuals (victims, offenders, parents, students, staff and faculty) who have a legitimate stake in a given situation.
5. Restorative Practices seeks to put right the wrongs that have been done, so that victims feel safe and valued, and offenders feel restored to the school community.<sup>1</sup>

## **RESTORATIVE DISCIPLINE**

1. Acknowledges that relationships are central to the building of the school community.
2. Must establish policies and procedures that harm and misbehavior in a way that strengthens relationships.
3. Focuses on harms done rather than rules broken.
4. Give voice to the person who has been harmed.
5. Engages in collaborative problem solving.
6. Empowers change and growth for all involved.
7. Enhances responsibility for actions and attitudes for all involved.<sup>2</sup>

### **The goals of these restorative practices are that...**

1. The Germantown Central School District will be a safe, friendly and enjoyable learning environment.
2. The Germantown Central School District will foster an environment where everyone feels valued, respected, and included.
3. The Germantown Central School District will be a school where students are motivated to learn and faculty and staff enjoy meaningful and fulfilling work.

### **Disciplinary Consequence for Violations of the Code of Conduct**

The following shall constitute appropriate disciplinary measures authorized by this student Code of Conduct:

1. Warnings (oral or written) and/or notification to parent.
2. Restorative practices.
3. Loss of privileges (including athletics and drama productions).
4. School detention (lunch or after school).
5. Removal from class.
6. In-school suspension.

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<sup>1</sup> Amstutz and Mullet (2005). Restorative Discipline for Schools, pp. 25-26

<sup>2</sup> Amstutz and Mullet, pp.26-29



7. Out of school suspension for up to five school days.
8. Long term suspension from school in excess of five days.
9. Suspension from school for at least one year for possession of a weapon pursuant to the Gun-Free Schools Act of 1994 (subject to the right of the Superintendent to modify such penalty) or, in the case of a student with a disability whose possession of a weapon is determined to be related to their disability, placement in an interim alternative educational setting for a period of up to 45 school days.
10. Placement in an interim alternative educational setting for a period of up to 45 school days in the case of a student with a disability, whose knowing possession or use of illegal drugs, or sale or solicitation of the sale of a controlled substance or inflicting a serious bodily injury to another person at a school or a school function, is determined not be related to their disability.
11. Suspension from school and notification of police.
12. Permanent suspension (expulsion).

The following are other consequences that may be taken independently or concurrently with the above disciplinary measures:

- Suspension from transportation.
- Suspension from athletics, extra-curricular activities and/or social activities.
- Suspension from other privileges.

## Discipline Chart

	INFRACTION	LEVEL OF DISCIPLINE
1	Disturbances which disrupt instruction and/or school environment (including but not limited to instigating or inciting others to commit any of the acts prohibited by the Code).	1,2,3,4,5,6,7
2	Substantially disruptive and/or substantially interferes with teacher's authority in class.	1,2,3,4,5,6,7
3	Repeatedly disruptive and/or substantially interferes with the teacher's authority in class giving rise to removal on four or more occasions per semester.	6,7
4	Abusive language and/or gestures directed at staff, student or visitors on school grounds or at school functions.	1,2,3,4,6,7
5	Careless in failure to follow school rules and staff directions.	1,2,3,4,6,7
6	Dress or grooming which is inappropriate as described in this Code of Conduct	1,2,3,4,6
7	Possession or dissemination of obscene materials	1,2,3,4,6,7
8	Smoking (including electronic cigarettes) or other tobacco use on campus and within 100 feet of the entrances, exits or outdoor areas of any elementary or secondary school, or at school functions.	3,6,7
9	Possession of and/or dissemination and/or use of tobacco, tobacco products and accessories, e.g. lighters and matches, including lighting a match or lighter, electronic cigarettes or any nicotine delivery system, e.g., hookah sticks, vaporizers).	3,6,7
10	Cheating in any academic or extra-curricular or co-curricular activity.	1,2,3,4,6
11	Abusive and/or insubordinate gestures at school employees or peers that could or does provoke a fight.	2,3,4,6,7
12	Willful failure to obey the reasonable directives of school staff (insubordination), including directives not to engage in conduct otherwise referenced as an infraction herein and for failing to notify a parent of assignment to detention.	1,2,3,4,5,6,7,8

13	Fighting between students where no dangerous instruments are involved, and no person is injured in the altercation.	2,6,7,8
14	Fighting between students where harm is caused to one or more of the combatants.	2,6,7,8
15	A fight involving the use or threatened use of a dangerous or deadly weapon.	2,7,8,9,10,11,12
16	Any violent act against a teacher or other staff member, as described in the Code of Conduct.	2,7,8,9,10,11,12
17	Any violent act against another student or person in the schools, on school property or at a school function, as described in the Code of Conduct.	2,7,8,9,10,11,12
18	An unprovoked assault against another student or person in the schools, on school property or at a school function.	2,7,8,11
19	Possession and/or use and/or sale and/or distribution of dangerous or deadly weapons or other potentially dangerous objects on school property or at school functions.	7,8,9,11,12
20	Possession of illegal drugs, dangerous drugs, counterfeit drugs, synthetic drugs (such as synthetic cannabinoids) whether specifically illegal or not, unauthorized prescription medication or alcohol, or a substance which the individual believes or represents to be such drugs or alcohol, or dangerous or deadly substances (including but not limited to chemicals and inhalants) at school, on school property or at school functions.	7,8,10,11,12
21	Use or being under the influence of illegal drugs, dangerous drugs, synthetic drugs whether specifically illegal or not, counterfeit drugs, unauthorized prescription medication or alcohol, or a substance that the individual believes or represents to be such drugs or alcohol, or dangerous or deadly substances (including but not limited to chemicals and inhalants) at school, on school property or at school functions.	7,8,10,11,12
22	Sale or distribution of illegal drugs, dangerous drugs, synthetic drugs whether specifically illegal or not, counterfeit drugs, unauthorized prescription medication or alcohol, or a substance which the individual believes represents to be such drugs or alcohol, at school, on school property or while at school functions.	7,8,10,11,12
23	Possession and/or sale and/or distribution of drug paraphernalia on school property or at school functions.	7,8,10,11,12
24	Possession and/or sale and/or distribution and/or use of fireworks on school property or at school functions.	7,8,9,11,12
25	Commission of conduct that constitutes a misdemeanor while on school property or at a school function.	7,8,11,12
26	Commission of conduct that constitutes a felony while on school property or at a school function.	6,7,8,11,12
27	Gambling.	6,7,8,12
28	Hazing.	2,6,7,8,12
29	Obscene, lewd, vulgar or indecent conduct or speech that is oral or written and/or physically expressed or distributed on school property or at a school function.	6,7
31	Public display of affection beyond hand holding.	1,2,3,4
32	Theft of personal property.	2,6,7,8,11,12
33	Theft of school property.	6,7,8,11,12
34	Extortion.	6,7,8,11,12
35	Plagiarism.	1,3,4,6,7
36	Arson.	7,8,11,12
37	Intentional destruction of school property (vandalism).	2,7,8,11,12
38	Use or possession of a light or laser pointer.	1,3,4,5
39	Use of a cellular phone or any electronic communication device during instructional time without authorization.	1,2,3,4,5,6
40	Violation of computer use technology.	1,3,4,6
41	Class, study hall, homeroom, teacher detention, administration detention cuts.	1,3,4,5,6
42	Eating or drinking where prohibited.	1,3,4
43	Driving recklessly, speeding, failing to follow campus monitor's directives on school grounds.	1,3,6,7
44	Activation of false alarm, bomb threat or other disaster alarms.	6,7,8,11
45	Forgery or Fraud.	1,3,4,6,7
46	Harassment (any word, communication or action based in whole or in part upon actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex, as well as marital status, veteran status, appearance or other physical attribute for which there is no legitimate purpose).	1,2,3,4,5,6,7,8
47	Bullying, intimidation or coercion (the act of threatening, verbally, in writing, by electronic/digital/mobile communication or by gesture, the well-being, health, safety, freedom or property of any person).	1,2,3,4,5,6,7,8

48	Leaving a school building and/or campus without authorization.	1,3,4,6
49	Parking and/or standing in unauthorized areas.	1,3
50	Tardiness to class or school.	1,3,4,6
51	Unauthorized absence from school.	1,3,4,6
52	Trespassing while suspended from school.	3,6,7
53	Any threat of violence, whether against another student, staff member or other person connected with the schools, the school district or school property, communicated verbally, in writing or by electronic/digital means, whether from an on-campus or off-campus location.	1,2,3,4,6,7,8,11
54	Use of any electronic/digital device to photograph and/or video record anyone (without their knowledge) on school property and/or in violation of privacy rights of others on school property or at school functions.	1,2,3,4,6,7,8
55	Lighting or attempting to light a fire in school, on school property or at a school function, whether or not damage results (includes lighting a match or lighter if not authorized).	3,4,6,7,8,11
56	Disorderly conduct (intentionally causing public inconvenience, annoyance, alarm, or recklessly creating a risk thereof, or someone who obstructs, fails to disperse, or disrupts others).	1,3,4,6,7,8

## HEALTH OFFICE

**Office Hours:** The nurse is available daily from 7:45 a.m. – 3:30 p.m. Monday through Thursday and until 3:00 p.m. on Friday.

**Screenings:** Each year vision and hearing screenings are performed on students in grades Pre-K, K, 1, 2, 3, 5, 7 and 10 as required by New York State Law. Scoliosis screenings are done on all students in grades 5-9. Screenings are done by grade throughout the year and at a teacher's request. Please feel free to send in outside screening reports to take the place of the school screening.

**Physicals:** Pre-K, K 2nd, 4th, 7th, and 10th grade students are required by New York State Law to have a physical examination. Physicals done by private doctors after June 1<sup>st</sup> of the current year will be accepted. If we do not receive a copy of a physical by October 1<sup>st</sup>, we will schedule the student for a physical with the school physician in the fall. All new students entering GCS for the first time are also required to have a physical examination done within 90 days of admission. If we do not receive a copy of the physical, the student will be scheduled with our school physician for the health examination.

**Sports Physical:** All students who participate in sports must have a sports physical done by our school physician. Students will sign up for sports physicals in PE class, and the school doctor will be here to perform physicals, at school, in June. No student will be permitted to participate in practice or games until there is a record of a sports physical in the health office. Students who are not present for or do not sign up for physicals at school will have to pick up a form from the school nurse and make arrangements to have it done at the doctor's office. The sports physical is good for one year; however, each parent will be required to fill out and sign a health update for each season.

**Illness Policy:**

You should **not** send your child to school if he/she has:

- Temperature of 100 degrees or greater in the past 24 hours\*
- Vomiting in the past 24 hours\*
- Diarrhea in the past 24 hours\*
- Strep throat, or other infection requiring antibiotics, such as conjunctivitis or pink eye; student must have been taking antibiotics for at least 24 hours before returning to school.
- Bad cold, with a very runny nose or bad cough, especially if it has kept the child awake at night.

\*Children must be symptom free for 24 hours, without the use of medication, before returning to school.

## GUIDANCE

### Graduation Requirements

<b>Regents Diploma</b>		<b>Advanced Regents Diploma</b>	
<i>Required Courses/ Credits</i>		<i>Required Courses / Credits</i>	
English	4	English	4
Social Studies	4	Social Studies	4
Math	3	Math	3
Science	3	Science	3
Foreign Language	1 *	Foreign Language [c]	3
Art/Music	1	Art/Music	1
Health	.5	Health	.5
Physical Education	2	Physical Education	2
Computer Based Course [d]	.5	Computer Based Course [d]	.5
Personal Finance [d]	.5	Personal Finance [d]	.5
Electives	2.5	Electives	.5
<b>Total Required Credits</b>	<b>22</b>	<b>Total Required Credits</b>	<b>22</b>

<i>Required Exams</i>	<i>Required Exams</i>
Regents Algebra I	Regents Algebra I, Geometry and Algebra II

Regents Science	2 Regents Science 1 Living Environment 1 Physical Setting
Regents Global History & Geography [e]	Regents Global History & Geography [e]
Regents U.S. History and Government [e]	Regents U.S. History and Government [e]
Regents English Language Arts	Regents English Language Arts

[c] 3 credits in Foreign Language may be replaced by 5 credits in Technology, Vocational Education or the Arts.

[d] Germantown Central School requirement, if schedulable

[e] One Social Studies exam is required. The other exam may be replaced with another Regents exam.

\* Students passing Spanish 1 and the checkpoint A exam in 8<sup>th</sup> grade have earned one high school credit.

### **Dual Credit for College Courses: (BOE Policy 7230)**

Students who wish to enroll in college level coursework shall meet the following requirements and conditions:

- a) The dual high school/college program is open to all seniors. Those students who are not seniors will be considered for participation on a case-by-case basis.
- b) The college course or courses chosen by a student must have the prior approval of the High School Principal and Guidance Counselor
- c) Participating students must have an average of at least 85 in the high school subject or closely related area chosen for college study.
- d) Grades awarded for dual high school/college courses taught by Germantown teachers shall be included in the computation of a student's GPA and class rank. If the high school grade in a dual high school/college course differs from the college grade, only the high school grade shall be counted in the student's GPA.
- e) Dual high school/college courses taught by Germantown teachers shall not be weighted and shall receive the same credit weight as other non-AP high school courses.
- f) In order to earn Germantown Central School District credit for the college(s) course she/he takes; a dual high school/college program student must earn a minimum grade of 65 in the high school course or a "C" in the college course.
- g) The student who chooses to enroll in a dual credit class must have final approval of the High School Principal.

## **COLLEGE CREDIT COURSES AVAILABLE AT GCS**

**\*\* It is the student's responsibility for registering each semester at CGCC\*\***

### **Columbia Greene Community College in High School Program Courses**

<u>COURSE</u>	<u>COLLEGE CREDIT</u>	<u>COST*</u>
Algebra 110	4 Credits	\$284.00 per semester
Calculus 122	4 Credits	\$284.00 per semester
CH 101 Chemistry	4 Credits	\$284.00 per semester
EN 101/102	3 Credits each	\$213.00 per semester
Pre-Calculus 111	4 Credits	\$284.00 per semester
MA 102 Statistics	4 Credits	\$284.00 per semester
AR 119 Basic Drawing	4 Credits	\$284.00 per semester

If a student were to take courses at Columbia Greene Community College Campus, the cost would be as follows: (cost determined in July each year)

**Note about registration, billing and payment:**

Students give their completed College in High School application to the Guidance Counselor, who will, in turn, submit the paperwork to CGCC. CGCC will send an acceptance or rejection letter along with a bill for classes to the student.

\*Cost is based on 2022-2023 tuition.

**University at Albany, SUNY**

<u>COURSE</u>	<u>COLLEGE CREDIT</u>	<u>COST</u>
Science Research	12 Credits (Possible)	\$640.00 3-year course (4 payments of \$160 per course regardless of credits earned)

This course is given over a 3-year and 2-summer period beginning in grade 10.

**Advanced Placement Courses (AP)**

All AP level courses will be given a weight of 1.06.

<u>COURSE</u>	<u>TEST FEE REQUIRED*</u>
AP English Literature or AP Language	\$94.00

Taking an AP course, and receiving a score of a 3, 4, or 5 on a 1-5-point scale, may help students earn college credits.

An \$94 AP Exam fee will be due to GCS by October 30, 2022. Cash, check or money orders are accepted and should be made out to Germantown Central School.

**Requirements:**

- Teacher recommendation
- Have earned at least an 85 in previous related course work
- Regents exam grade of 85 or better in related course

**GUIDANCE PROCEDURES**

**Grade designation determined by credits earned**

According to GCS Board of Education Policy, student grade designation is determined by number of credits earned. Since 22 credits are required for graduation, a minimum number of 5.5 credits will be required each year in grades 9-12.

- Students with a minimum of 5.5 credits will have earned “Sophomore” status
- Students with 11 credits will earn “Junior” status
- Students with 16.5 credits (if graduating in June) will earn “Senior” status.

To be considered a member of the senior class, a student will be required to have a minimum of

- 16.5 credits, or
- be able to graduate in June of the given school year, having met all required credits and
- take a minimum of 5.5 credits

**If a student is determined unable to graduate as of January of the given school year, senior privileges and rights may be revoked until the following school year.** Students who desire to graduate early must notify the Guidance Office prior to the September deadline for schedule changes. A student may not drop a course if doing so would place them below the 5.5 credits.

### **Career Technical Education**

The Germantown Career Tech Eligibility Criteria for students is based upon factors of credits, attendance, and grades. In order to meet the eligibility requirements to attend Career Tech, the following criteria must be met:

- Credits – Students must have achieved at least junior class status by September 1 (minimum of 11 credits).
- Attendance – Students must not have missed more than 18 days of their current school year.
- Grades – Students must be passing all core courses and/or meet the Questar III admissions criteria.
- Registration Deadline – Students must visit the program in grade 10 and complete the application that gives parental consent. Students who do not meet the above requirements will be added to a waiting list and will not be guaranteed a place at Career Tech. Deadline is typically in March.
- Academics- Students’ core courses must be taken at GCS. If a center-based academic course is needed to meet graduation requirements, or a core course is not schedulable at GCS, students may be scheduled at Questar III, upon superintendent’s approval.

### **Grading Procedures:**

The following are grading procedures for courses taken at GCS:

- **Full-year Regents courses** that end in a Regents exam: the grade will be calculated with a 20% value per quarter and 20% factored for the Regents exam. (No final exam other than the Regents will be administered).  
*All students in Regents courses will be required to take the Regents examination associated with the course.*
- **Full year course** grades will be calculated with 20% value for each quarter, and 20% for the final assessment.
- **Half-year course** grades will be calculated at 40% per each quarter, and 20% for the final assessment.
- **Summer school** grading will be based on an average of the final grade earned during the school year and with the grade earned in summer school.
- **Incomplete grades** noted on a report card are limited and used only in special circumstances i.e. medical reasons. Incomplete work must be made up within two weeks’ time. If an incomplete is used on a report card, the teacher is responsible to input the appropriate grade in two weeks’ time. Failure to do so will result in the grade of a 50.

- **Grades Below 50/ Circle 50** Students in grades 7 & 8 will not be assigned a grade below 50 on their report card. The first time a 9-12 student, enrolled in a full year course, earns a grade below 50 that student will be given a circle 50 on their report card; with a comment stating the actual grade is below 50. Teachers have the option to use this practice in more than one quarter.

## **HONOR ROLL CRITERIA**

**High Honor Roll** – 90 and above with no grade below an 80.

**Honor Roll** – 85 and above with no grade below a 65

Note: If a student has an incomplete on his/her report card, he/she is ineligible for the honor roll.

### **Standards for Promotion or Retention**

1. If a 7<sup>th</sup> through 12<sup>th</sup> grade student attends summer school, the summer school grade achieved will count for 50% and the GCS final average will count for 50% to obtain a new final average. The final average will be used to determine course credit. The passing average is 65% or above in each course.
2. If a 7<sup>th</sup> or 8<sup>th</sup> grade student has failed one or more core subjects (English, math, social studies or science) that student will repeat the core classes, which were failed. However, the student may go to summer school and take one or two classes. The summer school grade achieved will count 50% and the GCS final average will count 50% to obtain a new final average. The passing average is 65%.
3. Failing any core course in the high school grade level 9-12 will require repeating the entire course if credit is not earned through summer school. Therefore, if the course failed is a full year course, the student will repeat the entire course. If a student fails a required half-year course, it will be repeated as well.
4. Students who have failed a core course and fail to earn credit for it in summer school may not double up in the following school year in courses that are sequential.
5. The final decision regarding promotion or retention shall rest with school administration.

### **Early Promotion Policy (Grade Acceleration)**

The GCS Early Promotion Policy allows high achieving 7<sup>th</sup> grade students to bypass the 8<sup>th</sup> grade and accelerate to the 9<sup>th</sup> grade. This allows students with a cumulative average of at least 90% and an 85% minimum in all courses to have the option of advancing from 7<sup>th</sup> grade to 9<sup>th</sup>, assuming that they take the state mandated Health, Family and Consumer Sciences 8 (HFCS) class during 9<sup>th</sup> grade. Parents and students will both be advised of the social and emotional effects of accelerating beyond one's original classmates. For students and parents who opt to remain with the original class, there is the option of being able to accelerate in up to two selected subjects, for which high school credit can be awarded.

### **Course Acceleration (Doubling on Core Courses)**



Students who have an average of 85% or higher in English, Social Studies, or Science at the end of grade 9 or 10 may in the following year take an additional course in that subject area. Parental permission is required.

### **Course Add/Drop**

- Students have five class periods to drop or add a class without a penalty at the beginning of the school year for full year and each semester classes.
- If a student drops a class after the deadline, this will be recorded as a **D** (Drop). It will be recorded in school records for eligibility purposes but not be put on a student's transcript.
- Students in grades 9-12 must maintain a minimum of 5.5 credits in order to be able to drop a class.
- A student-initiated change/drop or add will not occur (before or after the deadline) until the student has signed approval from the parents and teacher. A student wishing to drop a class after the deadline must attend a meeting with a parent/guardian, school administrator and teacher involved before a "drop" is considered.

## **GRADUATION CEREMONIES**

The graduation or commencement ceremony is a time to celebrate the honors and achievements of the graduating class. The Board of Education will establish the date for graduation ceremonies, while the administration will determine the place and program details, including attire. Academic and other awards and scholarships may be presented along with diplomas. Speakers may be selected from among the graduating class.

Participation in the graduation ceremony and related activities will be predicated on satisfactory completion of all graduation requirements, or as otherwise described in this policy. Exceptions may be made under extraordinary circumstances with the permission of the Superintendent of Schools. A student who has earned either a Career Development and Occupational Studies Commencement Credential (CDOS) or Individualized Education Program Diploma (IEP) by the time their ninth-grade cohort reaches graduation may, but is not required to, participate in that graduation ceremony and related activities.

If a student who participates in the graduation ceremony by earning a CDOS or IEP diploma and subsequently meets the requirements for either a Regents or local high school diploma, may also participate in the graduation ceremony of that graduating class.

A student with a disability who participates in graduation ceremonies by earning a CDOS or IEP diploma is entitled to continue their educational program until the end of the school year in which the student turns 21 years old, or until they earn a Regents or local high school diploma.

The district shall provide annual written notice to all students and their parents/guardians of the requirements of this policy and associated regulations.

Cross-ref: 7617, Programs for Students with Disabilities Under the IDEA and New York's Education Law Article 89  
7617, Declassification of Students with Disabilities  
7222, Diploma and Credential Options for Students with Disabilities

Ref: Education Law §3204(4-b)

## **GRADUATION CEREMONIES REGULATION**

### *Participation by Earning a CDOS or IEP*

A student, who has earned either a Career Development and Occupational Studies Commencement Credential (CDOS) or a Skills and Achievement Commencement Credential (SACC), but not a high school diploma, shall be allowed to participate in the graduation ceremony and related activities of the student's graduating class.

The district shall retain a record of each student's ninth grade cohort. Each year, the High School Building Principal shall determine whether each student who entered ninth grade with the current year's graduating class is eligible to participate in that year's graduation ceremony, pursuant to state law, Board policy and this regulation.

During the school year in which the ninth-grade cohort enters twelfth grade, the High School Building Principal shall submit to the Superintendent of Schools or designee the name(s) of all students who are on track and expected to earn either a CDOS or SACC, but not a Regents or local high school diploma, by the time of graduation.

For each student so identified, the Superintendent or designee shall ascertain whether the student wishes to participate in the graduation ceremonies and related activities of that year's graduating class by discussing the matter with the student and/or parent/guardian either in person, in writing, by telephone, or via email.

For any student who meets such requirements and wishes to participate in the graduation ceremony and related activities, the Superintendent shall ensure, prior to graduation, that the High School Building Principal, the student, and his/her parent(s)/guardian(s) are notified that the student may participate in that year's graduation ceremony and related activities and shall ensure his/her participation is facilitated.

The district shall provide annual written notice to all students and their parents/guardians of the requirements of this regulation and associated policy.

Adoption date: February 28, 2018

## Germantown Central School District Athletic Code of Conduct

Section I	Philosophy and Principles
Section II	Sportsmanship
Section III	Eligibility
Section IV	Attendance
Section V	Player Ejection
Section VI	Sports Physicals
Section VII	Practice / Scrimmages
Section VIII	Games
Section IX	Bus Transportation
Section X	Selective Classification
Section XI	Substance Abuse
Section XII	Special Notes
Section XIII	Appeal Process

\*The athletic permission form, health permission form and transportation permission form can be downloaded from the school's website or obtained from Mrs. Pudney, the Athletic Director.

\*Bring the **permission slip** and the **health permission slip** to your first tryout. If you do not have the permission slips for your coach, you will not be able to tryout. The **transportation permission slip** must be given to the coach before the first game.

### **Section I - Philosophy and Principles**

The interscholastic athletics program is an integral part of the 7 – 12 educational program at Germantown Central School. It serves as a miniature model of life by providing opportunities for students with regard to responsibility, cooperation, concern for others, leadership, respect for authority, good citizenship, loyalty and tolerance.

The will to win is an important part of the total development of an athlete but considerably greater importance in the development of the person and affording each student, the opportunity of becoming all that he/she is capable of being. The athletic program should center on the welfare of the students while being a vital part of the total school curriculum.

To utilize fully the potential in athletics for educational experience, the interscholastic athletic program:

- A. Supplements, rather than serves as a substitution for, basic physical educational programs and intramural programs
- B. Is subject to the same administrative control as the total educational program
- C. Is conducted by persons with adequate training either in physical education or through coaching certification courses

- D. Is conducted so that the physical welfare and safety of the participants is protected and fostered
- E. Is conducted in accordance with the letter and the spirit of rules and regulations of the national, state, section, and league athletic programs

Presently, Germantown Central School belongs to the NYSPHSAA, Section II, Central Hudson Valley League, and the Patroon Conference (field hockey).

The school competes in the following sports:

- Fall: Soccer, Field Hockey, and Girls' Volleyball
- Winter: Basketball, and Boys' Volleyball
- Spring: Baseball, Softball

Varsity level teams play in each sport. In addition, modified programs are offered in most sports. Through these competitive sports, students in grades 7 –12 have the opportunity to participate during each sport season provided they are willing to follow the rules, procedures, and scholarship standards expected.

### **Section II - Sportsmanship**

1. Learn and understand the rules of your sport. Play hard, play to win, but play fairly within these rules.
2. Do not allow your temper to distract you from the fundamentals of good sportsmanship. Maintain self-control.
3. Respect your opponent. Never taunt. Congratulate him or her at game's end. Acknowledge good play.
4. Respect the integrity and judgment of officials. Never question the decision of an official.
5. Be an example for your school, teammates, and opponents.

### **Section III - Eligibility to participate in athletics**

The Germantown Central School District recognizes the first priority of a student's education is academic achievement. Participation in athletics is considered a privilege. Anyone participating in athletics is required to maintain a standard of academic achievement.

#### **Eligibility Policy**

The school's Eligibility Policy can be found on pages 39 and 40 of this handbook. Eligibility is determined by grades and applies to athletics.

### **Section IV – Attendance**

In order to participate in any athletic or extracurricular activity on a given school day, a student in grades 7-11 must attend school for at least five class periods that school day. Seniors who leave early must attend for their entire official school day. Students who attend BOCES or any other program approved by GCS must also attend their program on the day of an extracurricular activity in order to participate that day.

We understand extenuating circumstances may happen or appointments will be made that do not allow a student to attend school for a minimum of 5 periods or the entire school day. When this happens the student or parent must notify the coach of the situation 24 hours in advance. When the student returns to school, they must present documentation stating the excused reason. The coach, athletic director and principal will discuss the situation and determine eligibility.

Excused: A tardy or early departure may be excused if due to personal illness, illness or death in the family, a fire call, religious observance, required court appearance, doctor's appointment, attendance at a health clinic, approved college visit, or a student taking his or her road test.

Unexcused: A tardy 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, haircut, obtaining a learner's permit, oversleeping, senior skip day, etc.).

### **Section V- Player Ejection**

1. Any member of a squad ruled out of a contest for unsportsmanlike conduct, including taunting, or for a flagrant foul shall not participate in that sport in the next previously scheduled contest with a member school or in NYSPHSAA tournament play. In individual sports, a multi-day contest is considered to be a contest. Disqualification from one season carries over to the next season of participation.

2. Any member of the squad who strikes, shoves, kicks or makes other physical contact with the intent to annoy, harass or intimidate an official shall be expelled from the game immediately and banned from further participation in all sports for a period of time determined by the section not to exceed one year from the date of the offense. Note: Member of the squad includes player, manager, scorekeepers, timers, and statisticians.
3. A senior athlete disqualified from his/her last contest of participation shall be appropriately disciplined within two weeks of the incident by the school's athletic director, coach, and/or principal in accordance with the school's discipline code. The athletic director shall report in writing to the chairperson of the Section II Sportsmanship Committee as to what disciplinary procedures were followed.
4. Unsportsmanlike behavior is defined as an act of misconduct by a player, which violates the principles of good sportsmanship – fighting responding physically to an altercation, use of profanity, throwing helmet or bat, and excessive taunting of an opponent are examples of this kind of behavior. Unsportsmanlike behavior does not include disqualification for a technicality unless such action was deliberate attempt to impede an opponent.

## **Section VI - Sports Physicals**

All students participating in the athletic program must pass a sports physical provided by the school's physician. No other physical or physician is acceptable. A sports physical is good for a period of one year. Physicals will be provided in June for all students' grades 6-11 who plan to participate in the sports program during the following school year. If the student does not have the sports physical at that time, it will be his/her responsibility to get the physical at the school's physician's office.

- The school's physician will, before each season provide sports physicals for all new students.
- The physical examination must be passed before beginning practice.
- If an athlete cannot participate in gym class for five consecutive days because of illness or injury, the school physician must re-evaluate the student before he/she can participate in a practice or game.
- If an athlete is injured, he/she must report the injury to the coach, follow the coach's instruction and assist the coach in completing the required accident report.

## **Sports Physicals/Impact Baseline Testing/Sports Health History Update**

All students participating in the athletic Program must pass a sports' physical provided by the school's physician, have a baseline Impact testing once every two years, and a Health History Update completed prior to the first practice/tryout. You will not be allowed to participate until these items are completed.

Sports Physicals must be done by the school's physician and are good for one year. Physicals will be provided free of charge at school in June for all students grades 6-11 who plan to participate in the sports program during the following school year. If the student does not have the sports physical in June, it will be his/her responsibility to get one at the school's physician's office. Forms are available at the Health Office and the Main Office.

The school's physician will provide physicals in October and June for all new students

The physical examination must be passed before beginning practice.

If an athlete cannot participate in gym class for five consecutive days because of illness or injury, the school physician must re-evaluate the student before he/she can participate in a practice or game.

If an athlete is injured, he/she must report the injury to the coach, follow the coach's instruction and assist the coach in completing the required accident report.

Any student suspected of having a concussion, either based on the disclosure of a head injury, observed or reported symptoms, or by sustaining a significant blow to the head or body, must be removed from athletic activity and/or physical activities (e.g., PE class, recess, lunch rec.) and observed until parent can have evaluation completed by a medical provider. A written evaluation must be provided to the school nurse from the medical provider. Post-

injury Impact testing will be performed once the student returns to school, and will be provided, as needed, to the student's medical provider and the school's Medical Director to assist them in determining appropriate care. Once the athlete has been medically cleared by their private doctor, the Gradual Return to Play reentry phases may begin. This will take a minimum of six days. Once the school nurse has determined that the student has successfully completed the gradual return to play phases, the information will be given to the school Medical Director for final approval and return to play.

## **Section VII – Tryouts / Practice / Scrimmages**

### **Tryouts**

Tryouts will last from one day to a maximum of ten days. The number of tryouts will be determined by the coach. Once tryouts are completed and if cuts are made, no other player will be added to the roster.

Roster exceptions will be made for sub varsity players who will move up to the varsity level for games or Sectionals. Coaches also have the option to add players after the two-week tryout if no cuts have been made. If any cuts are made no players will be added to the roster once tryouts have ended.

If a student is currently academically ineligible, they can try-out for a max of five days. At the end of 5 days, they are unable to practice or play until they are academically eligible. These students will also have to meet the minimum practice requirement before they are eligible to play in a game.

### **Practice**

An athlete is expected to attend all scheduled practices. Each coach will have his/her rules concerning practices. These rules will be provided to each athlete before the beginning of the season. Practices are often scheduled on weekends, holidays and vacation days.

Practices & Scrimmages are closed. Parents and spectators are NOT permitted to attend practices and scrimmages. Coaches have been instructed to ask anyone who is not a team member or manager to leave the practice area.

Practice schedules will be posted on the **school web site**. Note the time of the practice in order to avoid lateness except for legal lateness such as attendance for academic assistance. Also, note the closing time of the practice so transportation home will be available when practice is finished.

## **Section VIII – Games / Sectionals**

- Student-athletes and parents should be aware that postponed athletic contest are scheduled for the next day when possible.
- All athletes will be provided with a game schedule at the beginning of the season. Note the time of departure and the estimated arrival time back at GCS.
- The bus will not wait for an athlete who is late. For all away games, it would be wise to be at school and ready to depart 15 minutes before departure time.
- Please have transportation home at school around the estimated arrival time.

### **Sectionals**

Each varsity team has the opportunity to participate in sectionals at the end of their season. A winning percentage of .500 is desirable but not mandatory. The Coach and Athletic Director will make the final decision on sectional participation.

## **Section IX - Bus Transportation**

The school will provide bus transportation to and from all away games. The coach is not authorized to release any athlete to anyone other than the athlete's parent or legal guardian unless the parent has completed an athletic transportation form that is attached to the athletic code of conduct. The parent/guardian will need to complete the attached form and return it to the coach before the first game of the season. In all situations, the person who is transporting the athlete(s) home from the game must sign the athlete(s) out after the contest. The coach will have the parent/student sign out sheet.

## **Section X - Selection/Classification**

The athletic program is open to all students' grades 7-12

Grades 7, 8, 9 - modified  
Grades 9,10,11,12 - varsity

The selection/classification procedure has been adopted to allow exceptional athletes in grades 7 and 8 to compete at the JV or Varsity level. The procedures for moving an athlete up from his/her normal age/grade/team situation are listed below.

#### **Procedure**

1. The athlete secures the necessary forms from the athletic director.
2. The athlete returns the parental permission form to the athletic director.
3. The school physician must approve the maturation test.
4. The physical fitness screening is administered. Failure to meet the minimum requirements in all the areas will prevent further activity at the higher level of competition. The athlete may return to their normal level.
5. The coach completes the skill evaluation form.
6. The athletic director makes the approval/denial.

### **Section XI – Athletic Participation Rules**

The athlete is prohibited from:

1. The use or possession of alcohol, tobacco (including but not limited to: snuff, chewing and smokeless tobacco), illegal drugs, illegal performance enhancing drugs and look-alike drugs.
2. Illegal activities including, but not limited to, attending drinking/drug parties, stealing, vandalism, assault or hazing (or violating any other law of the State of New York).
3. Any behavior that is unbecoming of a student athlete (i.e., fighting, use of inappropriate language, inappropriate cyber images, etc.).

#### **Violation of Participation Rules**

The Athletic Director and Principal will investigate reports of violations. Any report will result in the following:

- I. A written report will be prepared
- II. After meeting with the athlete, the Athletic Director and Principal will investigate the alleged violation and issue a determination.
- III. If the report is found to be inaccurate, the matter will be dropped.
- IV. If the report is determined to be accurate, the penalties outlined below will take effect after any school suspension is applied.

*First offense in an athletic season: The athlete will be suspended from 20% of the remaining regular season games (a 2-game minimum). If there are not enough games remaining in the season, post-season games will be included. A suspension will carry from one season to another if needed. Athletes will be encouraged to attend counseling regarding the violation with a school-based counselor.*

*Second offense in an athletic season: The athlete is suspended for the remainder of the current season and the next 2 seasons.*

*If the Athletic Director and Principal feel the athlete is not taking appropriate responsibility for his or her actions, further disciplinary steps may be taken.*

**REMINDER:** As an athlete, you are representing the Germantown Central School. Your conduct and behavior is a direct reflection on your parents, team and school.

### **Section XII - Special Notes**

#### **Dismissal from a Team / Quitting a Team**

If during the first two weeks of a season a player realizes he/she would prefer playing a different sport, he/she can change teams granted the coach from the other team is willing to give the player a tryout and cuts have not been

made. After the first two weeks of practice / tryouts, players will not be allowed to switch teams. If a player quits a team after the two-week tryout time, he/she will not be allowed to join another team during that sport season. Any athlete who is dismissed from a team for violating the Code of Conduct or team rules will not be permitted to join another team during that sport season even if the dismissal happens during the tryout period.

**Suspensions/Detentions:** A student who is suspended, either in school (ISS) or out-of-school (OSS), may not participate in athletics until the end of the suspension, 8 a.m. the next school day, unless accommodations have been made by the Principal. A student who has detention may participate after 3:25.

**Grades:** The schedule for reporting grades will be determined at the beginning of the school year. Teachers will submit grades to the Guidance Office. The Guidance Office will compile a list of failing students and will provide the staff with this list. The Principal will use this list to determine the eligibility status of each participant and a student's eligibility/ineligibility period begins once the list is published. The Principal will notify the Athletic Director, who will notify the individual coach, and/or the advisor of the academic status of each participant. It is the responsibility of the advisor/coach to enforce the policy and not allow ineligible students to participate.

The Athletic Director will provide a list of all the team members of the sports teams and cheerleading squad to all administrators, coaches and teachers. The advisor of each activity will provide a list of the participants to the Principal.

### **Section XIII - Appeal Process**

With a positive relationship between athlete and the coach, many problems can be handled directly and positively. If there is a problem that needs further attention, the following process must be followed:

**Step 1:** An informal meeting between the coach, the athlete and the parents will be held. In most cases, the problem will be solved, and no further action is needed. If a solution is not reached, an appeal is made to Step 2.

**Step 2:** A meeting between the athletic director, the coach, the athlete and the parent will be held. This meeting will address the problem hopefully be resolved. If there is no resolution, an appeal is made to step 3.

**Step 3:** A meeting of the above parties, the principal and superintendent will be held. If there is no solution at this step, an appeal is made to step 5.

**Step 4:** A meeting of all the parties and the Board of Education will be held. The decision reached at this step is final.

### **Section XIV – Disclaimer**

The Athletic Code of Conduct does not replace or supplement any District policy or procedure. In the event of any conflict between this document and any policy or procedure, the District policy or procedure controls.



## **GERMANTOWN CENTRAL SCHOOL DISTRICT ATTENDANCE PROCEDURES**

The Germantown Central School District board of education, school administrators and faculty, firmly believe that good student attendance is vital to a student's academic achievement. Accordingly, GCS has adopted an attendance policy consistent with this belief.

### **Summary of Procedures**

At the 7-12 level, any student with more than 18 absences in a course may not receive credit for the course. For one semester courses, a student may not have more than 9 absences.

- If a student in a credit bearing class is absent 19 days or more, that student may lose credit for the class but may remain in the class with the notation of NC (no credit) entered on the student's record. No work will be collected by the teacher when credit has been lost. If the class is credit bearing, the student may not be able to attend summer school to redeem the credit.
- If a 7<sup>th</sup> or 8<sup>th</sup> grade student is absent 19 days or more (and is not in a credit bearing class), that student will remain in the class but may receive a NC (no credit) on his/her report card. The 7<sup>th</sup>/8<sup>th</sup> grader will be expected to continue to do homework, take tests, etc. and will be allowed to attend summer school.

If a student would otherwise reach 19 days of absence but has completed a sufficient number of academic makeup days, it is GCS policy that the student shall retain credit in the course, provided the student has performed any assigned make-up work, assignments, and tests.

### **Absences, Tardiness and Early Departures**

GCS has determined that absences, tardiness and early departures will be considered excused or unexcused according to the following standards:

**Excused Absence:** An absence, tardiness or early departure may be excused for the following reasons:

- personal illness
- illness or death in the family
- impassable roads due to inclement weather
- a fire call with permission from principal
- religious observances
- quarantine

- required court appearances
- medical appointments
- attendance at health clinics
- college visits
- approved cooperative work programs
- military obligations
- taking a learners permit or road test
- approved Educational Project
- any other absence excused in the discretion of the Principal

**Students may use Academic Make Up for all these absences.**

**Excused absences for which a student does not need to do Academic Make Up include:**

- scheduled music lessons
- performing arts rehearsals and performances
- school related training sessions for students
- school guidance appointments
- scheduled visits to the health office
- field trips
- assemblies
- approved appointments with administration or counseling staff or specialized services
- CSE or 504 meetings
- scheduled assessments
- approved athletic trips
- out of school suspension
- in school suspension

**Nurse:** A student who goes to the nurse's office and then goes home is given an excused absence from the class(es) he/she missed by going home on that day.

A student who misses more than half of a class due to visiting the nurse is considered absent (excused) from the class and may do academic make-up for the class missed.

**Unexcused:** Any 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, haircut, oversleeping, etc.) Students may do Academic Make Ups for these absences.

**Procedures**

**A. Absences:** If a student is absent for any reason, the parent should call the school before 8:30 a.m. to confirm the child's absence; it is the student's responsibility to bring a note to school verifying the reason for such absence. The student's absence will be recorded in the GCS Attendance Register, and if the absence is excusable, that fact shall be noted. A student who returns to school following an absence without proper documentation supporting the classification of the absence as excused shall have his or her absence recorded as unexcused.

An unexcused absence may be converted into an excused absence if the student provides acceptable documentation to the District Office within five school days of the next day the student attends school. An unexcused absence that is converted into an excused absence by this process will not relieve a student from his or her responsibilities.

If a student fails to provide such documentation to the District Office within five school days of returning to school, the absence will be recorded as unexcused, regardless of the reason. For this purpose, the first day a student returns to school after an absence marks the first day of the five-day period for providing documentation to the District Office. All documentation may be subject to verification by the District.

**B. Tardiness:** It is a GCS policy that a student who comes to school late for any reason classifiable as excused pursuant to this policy will be permitted to go directly to his or her class upon entering the building with a pass from the office. That tardy will be recorded as excused, and the student will not be penalized. Students who are tardy without a reason classifiable as excused will be permitted to go directly to his or her class upon entering the building with a pass from the office. That tardy will be recorded as unexcused. Three unexcused tardies may result in a detention.

**Per attendance policy, any student who misses more than half of a class will be considered absent, unless participating in a school activity.**

An unexcused tardy may be converted into an excused tardy if the student provides acceptable documentation to the Attendance Office within five school days of the next day the student attends school. An unexcused tardy that is converted into an excused tardy by this process will not relieve a student from his or her responsibilities.

If a student fails to provide such documentation to the Attendance Office within five school days, the tardy will be recorded as unexcused, regardless of the reason.

A student must attend school for his/her entire, official school day in order to attend extracurricular activities (practice, games, clubs etc.) If a student is tardy to school, he/she must have a written, legal excuse in order to attend extracurricular activities that day. He//she must still attend at least 6 periods during the school day to participate. Exceptions are at the discretion of the Principal.

**C. Early Departures:** If a student leaves school at any time before the end of the official school day, the student must provide proper documentation to the School Office verifying the reason for the early departure. A notation shall be made in the Attendance Register indicating whether the early departure is due to a reason classified as excused pursuant to this policy.

An unexcused early departure may be converted to an excused early departure if the student provides acceptable documentation to the School Office within five school days of the next day the student attends school. An unexcused early departure that is converted into an excused early departure by this process will not relieve a student from his or her responsibilities.

A student who departs early without acceptable documentation will be considered insubordinate as the school board has designated this a closed campus. This student is subject to the discipline policy and is not able to do Academic Make up or participate in athletics, extra-curricular or evening activities on that day.

If a student fails to provide such documentation to the Attendance Office within five school days, the early departure will be recorded as unexcused, regardless of the reason.

The rules concerning early departures shall not apply to seniors who have permission to leave school and who have completed their official school day. Seniors who have permission to leave school at the end of their official school day may return for detention and Academic Make Up as well as athletics and extra- curricular activities.

## Acceptable Documentation

Examples of the types of acceptable documentation are as follows:

1. A note from a doctor (nurse practitioner or dentist) verifying attendance at an appointment. A note from a parent or guardian is not acceptable in this instance. Notes from medical professionals will be kept strictly confidential.
2. A note from a doctor, parent or legal guardian (whose name, address and telephone number are on file at GCS) verifying that an absence or tardiness is due to personal illness, illness or death in the family, or religious observance.
3. A note from a parent or guardian together with appropriate 3<sup>rd</sup> party documentation verifying that the absence, tardiness or early departure is due to any other reason classified as excused pursuant to this policy.

*The District has the right to require additional documentation. Additionally, all documentation may be subject to verification by the District.*

## Student Responsibilities

1. A student who misses a class for any reason must make arrangements with their teacher to obtain class notes and homework assignments the first day they return to school.
2. A student who misses a class for any reason must perform all make-up assignments as directed by the student's teacher.
3. A student who misses a class (other than attendance at a school-sponsored activity or an appointment or attendance at half-day or full day ISS) may reduce the number of excused absences through Academic Make-Ups. A student should request to do Academic Make-Ups **before** reaching 15 excused absences.
4. A student may do Academic Make Up for a maximum of 16 absences (9 for a one-semester course). Academic Make-Up must be completed in a timely manner.
5. Notwithstanding the foregoing, a student who has an unexcused absence due to cutting a class will be subject to the GCS discipline policy.

## Administrative Procedures:

1. A copy of the attendance policy will be mailed home, and students will be asked to sign an acknowledgement that they have received and reviewed the policy the first week of school.
2. When a student is absent, the parent/guardian should call the school to verify the absence OR the school will call the parent ensuring the parent is aware of the student's absence.
3. Student attendance will be posted through the parent portal. Students and parents are responsible to check the parent portal for student attendance. Students who have been absent 10 days in a full year class or 5 days in a one semester class are responsible to stay after school to do Academic Make Up(s).
4. Notifications will be mailed when a student is absent 7 days (including Academic Make Up) from a full year class or 3 days (including Academic Make Up) in a one-semester class. Prior to reaching the allotted number of maximum absences a parent/guardian meeting will be set up with the attendance committee or subcommittee to discuss the student's progress and intervention strategies and/or academic make-ups.
5. A potential loss of credit notification will be mailed when a student reaches 19 absences in a full year class or 10 absences in a one semester class with Academic Make Ups have been included. The parent will have five days after receiving this notification by certified mail to call the principal and set up a meeting with the attendance committee in order to appeal the loss of credit due to extenuating circumstances and to present evidence regarding the extenuating circumstances.

6. The attendance committee will make a final determination within 5 school days, and the principal will send a letter to the parents/guardian not later than 24 hours after a decision has been made regarding a student's attendance /appeal. The letter will state whether the student will receive credit or not. It will be followed by a telephone call from Guidance letting parents know other options for classes if there are any and how the student's schedule will be affected for the present and the future.

When a student has lost credit, he/she will remain in class but will be given an N/C on the report card for the rest of the school year. If the class is credit bearing, the student may not be able to make up this class in summer school. If the student is a 7<sup>th</sup> or 8<sup>th</sup> grader in a non-credit bearing class, the student may be allowed to go to summer school.

7. The Principal will notify all affected staff members in writing regarding the disposition of a student's appeal the day the decision is rendered.

### **Extenuating Circumstances:**

**Bereavement** shall be classifiable in the policy as an excused absence at the committee's discretion. The committee will evaluate each case to determine how many days, if any, may be classified as excusable.

**When a student is absent from school for more than five consecutive days due to illness, hospitalization, surgery, quarantine, convalescence, catastrophic personal loss,** the District shall provide the student with alternative instruction, in a manner and amount provided for under the law.

- The District shall have the right to require appropriate documentation setting forth the student's inability to attend school.
- The District shall the right to cease providing alternative instruction to a student if the District determines that the student or their parents or guardians are contributing to the condition or situation that is causing the student to miss school.

### **Academic Make Up**

#### **1. Academic Make Up for all absences:**

A student who misses a class for an excused reason (other than attendance at a school sponsored activity or appointment, ISS, OSS) may reduce the number of excused absences through the following Academic Make Up options:

- Do subject work with the subject teacher for 30 minutes after school from 2:55-3:25 (counts as one Academic Make Up for that subject teacher). The student must pre-arrange this with the subject teacher.
- Staying from 3:30-5:30 (on Wednesdays or Thursdays) with the designated GCS staff after school. Students must be in attendance by 3:30. Transportation is not provided at 5:30. Student must have proper documentation filled out, signed by the appropriate teacher(s) and then on-file in the main office. All academic make-up paperwork may be found in the main office.
- Maximum number: A student may do Academic Make Up for a maximum of 16 absences in a full year class or for a maximum of 9 absences in a one semester class.
- Do prearranged subject work for 30 minutes during the school day in an area to be determined by the teacher in consultation with administration.
- All academic make-up documentation must be signed and then submitted by the student or teacher to the main office for the make-ups to be recorded.

#### **2. No Academic Make Up**

A student who has reached 19 absences in a full year class or 10 absences in a one semester class may not be allowed to do academic make ups without approval from the attendance committee.

#### **3. Other consequences**

- a. Administration will file a PINS petition for any student with excessive unexcused absences.

- b. A student with excessive absences, tardiness or early departures may lose his or her leave early privilege (seniors only), or the eligibility to play sports or participate in other extra-curricular activities.
- c. A student with excessive absences, tardiness or early departures may lose his/her parking privileges (see “Tardies” under Code of Conduct).
- d. A student with excessive absences, tardiness or early departures may be subject to such other consequences deemed appropriate in order to prevent further absences, tardiness or early departures.

## **DIGNITY FOR ALL STUDENTS ACT (DASA)**

### **Germantown Central School District Guidelines:**

The Board of Education (“Board”) is dedicated to providing a school environment free of discrimination, harassment and bullying within the Germantown Central School. In accordance with New York State’s “Dignity for All Students Act” (“DASA” or “The Dignity Act”) the Board is committed to promptly addressing incidents of harassment, discrimination and bullying of students that impede students’ ability to learn.

To this end, the Board condemns and strictly prohibits all forms of harassment, discrimination and bullying, including cyberbullying (HDB and CB), on school grounds, school buses, and at all school sponsored activities and events. Cyberbullying that occurs off campus is actionable if it creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. No students shall be subjected to HDB and/or CB based on the student’s actual or perceived: race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity and gender expression), or sex by school employees or students on school property or at a school function.

Acts of harassment and bullying that are prohibited include those acts based on a person’s actual or perceived membership in the following groups including, but not limited to:

- race
- color
- weight
- national origin
- ethnic group
- religion
- religious practice
- disability
- sex
- sexual orientation
- gender (which includes a person’s actual or perceived sex, as well as gender identify and expression).

### **Definitions Related to DASA:**

- **Cyber bullying** means harassment/bullying, as defined above, through any form of electronic communication.
- **Disability** means (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques or (b) a record of such an impairment or (c) a condition regarded by others as such an impairment, provided, however, that in all provisions of this article dealing with employment, the term must be limited to disabilities which, upon the provision of reasonable accommodations, do not prevent the complainant from performing in a reasonable manner the activities involved in the job or occupation sought or held (Education Law §11[4] and Executive Law §292[21]).

- **Discrimination** means discrimination against any student by a student or students and/or employee or employees on school property or at a school function including, but not limited to, discrimination based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
- **Emotional harm** that takes place in the context of “harassment or bullying” means harm to a student’s emotional well-being through creation of a hostile school environment that is so severe or pervasive as to unreasonably and substantially interfere with a student’s education.
- **Employee** means any person receiving compensation from a school district or employee of a contracted service provider or worker placed within the school under a public assistance employment program, pursuant to title 9-B of article 5 of the Social Services Law, and consistent with the provisions of such title for the provision of services to such district, its students or employees, directly or through contract, whereby such services performed by such person involve direct student contact (Education Law §§11[4] and 1125[3]).
- **Gender** means a person’s actual or perceived sex and includes a person’s gender identity or expression (Education Law §11[6]).
- **Harassment/bullying** means the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyber bullying as defined in Education Law §11(8), that has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional or physical well-being; or reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; or reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. For purposes of this definition, the term “threats, intimidation or abuse” shall include verbal and non-verbal actions. (Education Law §11[7])
- **Sexual Orientation** means actual or perceived heterosexuality, homosexuality, or bisexuality (Education Law §11[5]).
- **School Bus** means every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities, or, privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities (Education Law §11[1] and vehicle and Traffic Law §142).
- **School Function** means a school-sponsored extra-curricular event or activity (Education Law §11[2])
- **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 (Education Law §11[1]).

Any student who believes he/she has been subjected to any of the offenses related to DASA should contact:

**Dignity Act Coordinators (DAC):**

Devin Jackowski, Guidance Counselor 9-12  
 (518) 537-6281 ext. 2312  
[djackowski@germantowncsd.org](mailto:djackowski@germantowncsd.org)

Karyn Schassler, Guidance Counselor PreK-8  
 (518) 537-6281 ext. 3124  
[kschassler@germantowncsd.org](mailto:kschassler@germantowncsd.org)

## **HIGH SCHOOL ELIGIBILITY PROCEDURE FOR PARTICIPATION IN SCHOOL ACTIVITIES AND SCHOOL SPONSORED EVENTS**

### Eligibility

1. To be eligible to participate in school activities and school sponsored events, a student must pursue a curriculum defined by the District.
2. During the time of participation, the students in grades 7-12 must maintain academic standards. Students' grades will be reviewed at both the five-week progress report and the ten-week report card. If the student is failing two or more courses, she/he is subject to the ineligibility policy below.
3. Eligibility shall apply to:
  - a. All athletics teams
  - b. All extracurricular activities including, but not limited to:
    1. Dramatics including stage crew
    2. Musical performances that are not credit bearing
    3. All County performances
    4. Editors/staff of school publications (if not part of a credit bearing course)
    5. Clubs, societies, and associations, that are part of school related activities
    6. NYSSMA
    7. Drill team
    8. Senior trip
    9. Prom

### Ineligibility

1. If a student is failing two or more courses in a grade reporting period, she/he will be placed on extracurricular restriction from all activities previously listed.
  - a. The student and parent/person in parental relation will be notified by mail/phone by the school.
  - b. During the next five weeks, the student will:
    - i. Regularly attend school (no unexcused absences)
    - ii. Satisfactorily complete homework and other assignments
    - iii. Maintain acceptable behavior standards (no disciplinary referrals)
    - iv. Attend academic assistance in the courses that were failed three days per week
  - c. During this restricted period, the student will be allowed limited participation in the activities or school sponsored events according to the following guidelines:
    - i. The student will be required to continue to attend all sports practices, club meetings, etc.
    - ii. At the discretion of the extracurricular advisor or coach, the student will be required to attend all on campus games, contests and performances, but may not participate.
    - iii. The student will not attend off campus events, games or contests.
  - d. The staff will receive a list of students who are on academic restriction. If a student is not fulfilling the responsibilities listed in b) above, the staff member will notify the Principal who will meet with the student on restriction. If the student continues to fail in meeting his/her responsibilities, the student will be removed from the extracurricular activity entirely.

### Ten Day Option

1. Once per semester (fall and spring), a student has the opportunity to use a Ten-Day Option. Once a student determines they would like to use the ten-day option; they will do the following:



- a. Pick up the ten-day option form from the office. This form will direct them to gather information regarding current academic status in each class. This form is due to the Principal by 3pm on the date designated on the form.
- b. During the next ten days, that school is in session, the student will:
  - i. Regularly attend school (no unexcused absences)
  - ii. Satisfactorily complete homework and other assignments
  - iii. Maintain acceptable behavior standards (no disciplinary referrals)
  - iv. Attend academic assistance for the courses failed for a minimum of six sessions in the ten-day period
  - v. The student will be required to continue to attend all sports practices, club meetings, etc.
  - vi. At the discretion of the extracurricular advisor or coach:
    1. The student will be required to attend all games, contests and performances.
    2. The student may fully participate in games, contests or performances.

c. At the end of the ten days, the student will revisit all teachers for courses in which they are enrolled, complete the form, and return it to the principal at the designated, agreed upon time. If teachers indicate the student is **in good standing in all courses**, the student will be taken off the extracurricular restriction list. The student will continue to follow the requirements (b, i-vi, above) for the remainder of the academic grading period.

2. If at the end of the subsequent grading period the student is still failing two or more courses, he/she will remain on the eligibility restricted list.

a. The student and parent/person in parental relation will be notified by mail or phone by the office.

b. The student will not participate in any extracurricular activity until the next grading period. The student should regularly attend school, complete homework, maintain acceptable behavioral standards, and attend academic assistance so that eligibility can be regained in the next grading period.

## **SPECIAL NOTES**

“In Good Standing” means a student who has satisfactorily completed homework and other assignments, has no unexcused absences during the 10-days, no disciplinary referrals, attended academic assistance on a regular basis (at least 6 days in a ten-day span), and has made the effort to improve in her/his classes.

A student, who is suspended, either in school or out of school, may not participate in any extracurricular activity until the end of the suspension.

The schedule for reporting grades will be determined at the beginning of the school year. Teachers will submit grades to the Jr./Sr. High School Office. The Jr./Sr. High School Office will compile a list of failing students and will provide the staff with this list. The Principal will use this list to determine the eligibility status of each participant.

If an activity begins midway through a grading period, every eligible student will be allowed to participate until the next marking period. If the student is presently on restriction, he/she will be allowed to participate (i.e., tryout for the sport or show), but if at the end of the grading period the student is still on restriction, he/she will remain on restriction until the next marking period, following the above guidelines (Ineligibility, 1. b., above).

All extracurricular activities will be registered with the Superintendent who will notify the Principal of the activity. The Athletic Director will provide a list of all the team members of the sports teams. The advisor of each activity will provide a list of participants. The Principal will notify the Athletic Director, who will notify the individual coach, and the advisor of the academic status of each participant. It is the responsibility of the advisor/coach to enforce the policy and not allow restricted students to participate.

## NYS EDUCATION LAW HOMELESS CHILDREN POLICY

The Board of Education recognizes its responsibility to identify homeless children within the district, encourage their enrollment and eliminate existing barriers to their education, which may exist in district practices. The Board will provide that homeless children attending the district's school have access to the same free and appropriate public education, including preschool education, as other children.

### **Homeless Child Definition:**

A homeless child is a child who lacks a fixed, regular, and adequate nighttime residence or who has a primary nighttime location in a public or private shelter designed to provide temporary living accommodations, or a place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings. This definition also includes a child who shares the housing of others due to loss of housing, economic hardship, or similar reason; lives in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; lives in a car, park, public space or abandoned building, substandard housing, bus or train station or similar setting; has been abandoned in a hospital or is awaiting foster care placement; or is a migratory child who qualifies as homeless.

### **School District Designation:**

A homeless child has the right to attend school in either the district of origin (i.e., where he/she resided before becoming homeless), the district of current location, or a district participating in a regional placement plan.

- **Note:** Whenever the school district of origin is designated, the child is entitled to return to the school building where previously enrolled in accordance with Commissioner's regulations. Whenever the school district of current location is designated, the child shall be entitled to attend the school that is zoned for his or her temporary location or any school that non-homeless students who live in the same attendance zone are entitled to attend in accordance with Commissioner's regulations. The Superintendent of Schools shall develop procedures necessary to expedite the homeless child's access to the designated school.

### **School Entry Procedures:**

1. **Admissions:** Upon designation, the district shall immediately admit the homeless child to school, even if the child is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency or other documentation and even if there is a dispute with the child's parents regarding school selection or enrollment. Homeless children will have the same opportunity as other children to enroll in and succeed in the district's school. They will not be placed in separate schools or programs based on their status as homeless.
2. **Transportation:** The designated school district must provide or arrange for transportation in the most cost effective manner. The designated district may not provide transportation in excess of 50 miles one way, unless the Commissioner of Education determines that it is in the best interest of the child. If the homeless child chooses the school previously attended, the district must provide transportation to and from the temporary housing location and the school; the child legally attends even if such housing is located in a different attendance zone. The district shall provide transportation for homeless students currently residing within the district as required by applicable law.
3. **School Records:** For homeless students attending school out of the district, the district shall, within five days of receipt of a request for records, forward a complete copy of the homeless child's records including proof of age, academic records, evaluation, immunization records and guardianship paper, if applicable.

### **Homeless Child Liaison:**

The Superintendent shall also designate a liaison for homeless children and ensure that this person is aware of his or her responsibilities under the law. The liaison's responsibilities shall include, but not be limited to, ensuring that:

1. Parents of homeless children are informed of the educational and related opportunities available to them, including transportation.
2. Enrollment disputes involving homeless children are promptly mediated and resolved.
3. School personnel in coordination with shelters and social service agencies and other appropriate entities identify homeless children, including homeless preschoolers.
4. Homeless children receive educational services, including Head Start and preschool services to which they are eligible, as well as referrals to health care and other appropriate services.

The Homeless Child Liaison for the Germantown Central School District is the Director of Special Education/PPS and may be contacted at (518) 537-6281 extension 2309.

**NYS EDUCATION LAW  
NOTIFICATION OF RIGHTS UNDER FERPA (THE FAMILY EDUCATIONAL  
RIGHTS AND PRIVACY ACT)**

This is to advise you of your rights with respect to student records pursuant to the Family Educational Rights and Privacy Act (FERPA). FERPA is a federal law designed to protect the privacy of student records. The law gives parents and students over 18 years of age (referred to in the law as “eligible students”) the following rights:

1. The right to inspect and review the student’s education records within 45 days of the day the district receives a request in writing for access.

Parents or eligible students should submit to the building principal a written request that identifies the records they wish to inspect. The principal 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 or misleading.

Parents or eligible students may ask the district to amend a record that they believe is inaccurate or misleading by writing the principal, clearly identifying the part of the record they want changed and specifying why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their rights 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 of 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 district 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 district 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 district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The office that administers FERPA is:

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

**PARENT INVOLVEMENT POLICY**

The Germantown Central School Parent Involvement Policy has been developed in accordance with the requirements of Title I/PCEN/AIS. The provisions for the policy are as follows:

- A written notification letter will be sent to the parents/guardians of students identified as in need of additional services. The letter will include information regarding the commencement of services, including a summary of services to be provided: reasons the student needs such services, and the consequences of not achieving expected performance levels.
- Opportunities will be provided for on-going communication with the parents/guardians through parent-teacher conferences and frequent reports during the regular school year. Telephone calls from the teachers or from the parents/guardians will be encouraged when more immediate contact is deemed necessary to the welfare of the student.
- As appropriate information will be sent to the parents/guardians to assist them in helping their children with homework and assessing their children's progress realistically. Occasional parent instruction programs will be offered by the school based on interest shown by the parents.
- The district will present a description of the school curriculum, the assessments used to measure progress, and the school performance profile annually.
- The Board of Education will adopt and annually review a parent involvement policy for the Germantown Central School District that reflects the current needs of the students in the district in the effort to reach the State academic standards.

### **PARENT'S RIGHT TO KNOW POLICY**

In accordance with the No Child Left Behind Act of 2001, parents/guardians have the right to request information about the professional qualifications of their child's classroom teachers. Specifically, you have the right to request the following information:

- Whether the teacher has met the NYS qualifications and licensing criteria for the grade levels and subject areas he/she teaches.
- Whether the teacher is teaching under emergency or other provisional status under which state qualifications or other licensing criteria have been waived.
- The teacher's college major, whether the teacher has any advanced degrees and, if so, the subject of those degrees.
- If your child receives services from any instructional assistants or similar paraprofessional, the qualifications of those individuals.
- In addition, schools must notify parents/guardians if their child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not qualified.

Requests to receive any of the above information may be directed in writing to the building principal. All requests will be honored in a timely manner.

## **PESTICIDE APPLICATION NOTICE**

In accordance with New York State Education Law, the Germantown Central School District publishes the following statements to the staff and parents:

- The Germantown Central School District may use pesticide products throughout the school year. These products may be applied either to the interior of the school facility or to its exterior and surrounding grounds.
- All New York State schools are required to maintain a list of staff and parents who wish to receive 48-hour prior written notification of pesticide applications at their facilities. To register for 48-hour prior notification, please notify the superintendent in writing. Notification will be given only to those individuals who have contacted the Superintendent's office.
  - **Contact Jim Palmieri, Head Custodian, at 537-5656 with questions or concerns.**

## **STUDENT PRIVACY – NOTIFICATION TO PARENTS**

The Board of Education recognizes that student privacy is an important concern of parents and the Board wishes to ensure that student privacy is protected pursuant to the Protection of Pupil Rights Amendment, as revised by the No Child Left Behind Act. To that end, the board has a policy on student privacy.

Pursuant to the Protection of Pupil Rights Amendment, as revised by the No Child Left Behind Act, and the Germantown Central School District policy on student privacy, you have the right to opt your child out of the following activities:

1. The collection, disclosure and use of personal information gathered from students for the purpose of marketing or selling that information. This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluation or providing educational products or services for, or to student, such as:
  - college or other postsecondary education recruitment, or military recruitment;
  - book clubs, magazines and programs providing access to low-cost literary products;
  - curriculum and instructional materials used in schools;
  - tests and assessments used to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information for students or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments;
  - student recognition programs; and
  - the sale by students of products or services to raise funds for school-related activities.
  
2. The administration of any survey revealing information concerning one or more of the following:
  - political affiliations or beliefs of the student or the student’s parent;
  - mental or psychological problems of the student or the student’s family;
  - sex behavior or attitudes;
  - illegal, anti-social, self-incriminating or demeaning behavior;
  - critical appraisals of other individuals with whom respondents have close family relationships;
  - legally recognized privileged or analogous relationships, such as those of lawyers, physician and ministers;
  - religious practices, affiliations or beliefs of the student or the student’s parent;
  - income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
  
3. The administration of any non-emergency, invasive physical examinations or screening that is required as a condition of attendance, administration by the school not necessary to protect the immediate health or safety of the student or other students and not otherwise permitted or required by state law. The term “invasive physical examination” means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injecting into the body, but does not include a hearing, vision or scoliosis screening. It does not apply to any physical examination or screening required or permitted under State law, including those permitted without parental notification.

If you have any questions about the district’s student privacy policy and your right to opt your child out of certain activities, please contact James DiDonna at 518-537-6281, ext. 2311.

## **Germantown Central School** **Accceptable Use of Technologies Policy and Consent Form**

## **Student Acceptable Use of Technology Policy Regulations and User**

**Agreement** Germantown Central School (GCS) is pleased to offer 21st century technology to its staff, faculty and students and recognizes that technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work and life. This Acceptable Use Policy defines the guidelines and behaviors that students are expected to follow when using school technology resources. The use of technology exacts certain responsibilities on the parts of educators, parents and students and is provided as a privilege, not a right. This form is a promise that the responsibilities inherent to technology use will be respected.

**Technologies Covered** GCS may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. As new technologies emerge, GCS will attempt to provide access to them. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed.

**Usage Policies** All technologies provided by the district are intended for education purposes. All students are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be respectful, responsible, safe, and ready to learn; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

**Web Access** GCS provides its students with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with Child Internet Protection Act (CIPA) regulations and school policies. Web browsing may be monitored, and web activity records may be retained indefinitely. Users are expected to respect that the web filter is a safety precaution and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should follow district protocol to alert an IT staff member or submit the site for review.

**Digital Citizenship** Students should always use the Internet, network resources, and online sites in a courteous and respectful manner. Students should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Students should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there – and can sometimes be shared and spread in ways you never intended.

**Email** GCS may provide students with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies. If students are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher. Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived. Germantown Central School District.

### **Social/Web2.0/Collaborative Content**

Recognizing the benefits collaboration brings to education, GCS may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users. Students are expected to communicate with the same appropriate safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Communicating over the Internet brings anonymity and associated risks, and students should carefully safeguard the personal information of themselves and others. If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately. Students should never agree to meet someone they meet online in real life without parental permission.

## **Security**

Students are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If you believe a computer or mobile device you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

## **Downloads**

Students should not download or attempt to download or run .exe programs over the school network or on school resources without express permission from IT staff. You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for education purposes.

## **Mobile Devices Policy**

GCS may provide students with mobile computers or other devices to promote learning outside of the classroom. Students should abide by the same acceptable use policies when using school devices off the school network as on the school network. Students are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Students should report any loss, damage, or malfunction to IT staff immediately. Students may be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices off the school network may be monitored.

## **Personally Owned Devices Policy**

Students should keep personally-owned devices (including laptops, tablets, smart phones, and cell phones) turned off and put away during school hours – unless in the event of an emergency or as instructed by a teacher or staff for educational purposes. Because of security concerns, when personally-owned mobile devices are used on campus, they should not be used over the school network without express permission from IT staff. In some cases, a separate network may be provided for personally-owned devices.

## **Plagiarism**

Students should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Students should not take credit for things they didn't create themselves or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

## **Cyber bullying**

Cyber bullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking are all examples of cyber bullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyber bullying can be a crime. Remember that your activities are monitored and retained.



## **Examples of Acceptable Use**

I will:

- Use school technologies for school-related activities.
- Keep my personal log in/password to myself.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits.
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.

*This is not intended to be an exhaustive list. If you are unsure whether or not a particular action is acceptable, please bring it to the attention of an adult*

## **Examples of Unacceptable Use**

I will not:

- Use school technologies in a way that could be personally or physically harmful.
- Share my personal log in/password with others.
- Attempt to find inappropriate images or content.
- Engage in cyber bullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarize content I find online.
- Post personally identifying information, about myself or others.
- Agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that isn't intended for my use.
- Create, share, distribute or sell sexually explicit or other inappropriate materials.

*This is not intended to be an exhaustive list. If you are unsure whether a particular action is acceptable, please bring it to the attention of an adult*

## **Violations of this Acceptable Use Policy**

Violations of any of these rules may result in loss of technology use privileges, a failing grade, suspension, expulsion, and/or legal action.

## **Limitation of Liability**

Germantown Central Schools does not guarantee that the services provided through our network and computers will be free of defects. The District is not responsible for any damage a student may suffer through loss of service

or data. GCS is not responsible for the veracity or accuracy of the information obtained through the use of its network and computers.

By signing the attached page, Germantown Central School, it's employees and/or any affiliated institutions will be released from any and all claims of any nature that may result from a student's use of, or inability to use, our computers and network, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services

### **Consequences**

Violations of any of these rules may result in loss of technology use privileges, a failing grade, suspension, expulsion, and/or legal action.

### **School Disclaimer**

Germantown Central Schools does not guarantee that the services provided through our network and computers will be free of defects. The District is not responsible for any damage a student may suffer through loss of service or data. GCS is not responsible for the veracity or accuracy of the information obtained through the use of its network and computers.

By signing the attached page, Germantown Central School, it's employees and/or any affiliated institutions will be released from any and all claims of any nature that may result from a student's use of, or inability to use, our computers and network, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

### Compliance

*This Acceptable Use Policy brings Germantown Central School District into compliance with state and national telecommunications rules and regulations.*

### **Questions**

Questions about these regulations and this form should be directed to Germantown Central School Administration. Copies of Germantown's Acceptable Use Policy will be available in administrative offices.

# Permission Form and Student User Agreement

Please complete ALL SECTIONS and return this form to the school office.

Student's Name \_\_\_\_\_

My child has access to the Internet at home for their school work. YES  NO

## Parent Permission for Student Computer Use

As a parent or guardian of a student at Germantown CSD, I have read the **Acceptable Use of Technology Policy (AUP)** and I understand this agreement will be kept on file at the school.  
(Questions should be directed to the principal for clarification.)

1. My child may use the computer/instructional network according to the rules outlined in the AUP. YES  NO
2. My child may use the Internet according to the rules outlined in the AUP. YES  NO

Parent Name (Please Print) \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

## Student Use Agreement

As a Germantown CSD Student, I have reviewed the **Acceptable Use of Technology Policy (AUP)** with my parents and I agree to comply with these rules.

Student Name (Please Print) \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

## Parents/Students Opt-Out Form

*\*For Juniors and Seniors Only\**

### **Parental Notification – Right to withhold certain information from military recruiters and institutions of higher learning**

Pursuant to the No Child Left Behind Act, the school district must disclose to military recruiters and institutions of higher learning, upon request, the names, addresses and telephone numbers of high school students. The district must also notify parents of their right and the right of their child to request that the district not release such information.

If you do NOT consent to the disclosure of this information, you must fill out the attached request form and return it to the Guidance Office by **September 16, 2022**. If you do not return the form by this date, we will release your child's information upon request. However, please be aware that if you choose not to return the form at this time, you may do so at any time during your child's school career and the request for non-disclosure will be honored.

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### **Parental Opt-Out Form / Return this form to Guidance**

Please complete the following if you do **not** consent to the release of your child's information, name, address, and telephone number, to military recruiters and/or institutions of higher education that request this information.

Student's Last Name: \_\_\_\_\_ Student's First Name: \_\_\_\_\_

I am requesting that my child's name, address and telephone number **NOT** be shared with: (Please check appropriate box)

- Military Recruiters
- Institutions of Higher Education

Parent/Guardian _____	_____	_____
Name (please print)	Signature	Date

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### **Student Opt-Out Form – Students who are 18 may opt out.** Return this form to Guidance.

#### PROHIBITING RELEASE OF STUDENT NAME, ADDRESS AND PHONE NUMBER TO MILITARY RECRUITERS OR MILITARY PERSONNEL

Our school may be asked to provide the names and addresses of high school students to military recruiters. I opt not to participate in this program.

Please do not disclose my contact information to the U.S. Military without the prior permission of my parents.

- I do not want my personal information (address, telephone number) shared with military recruiters
- I do not want my information withheld from educational institutions and other job recruiters as well.

Date \_\_\_\_\_ Student's Name (Please Print) \_\_\_\_\_

Student's Signature \_\_\_\_\_

## **OBJECTION TO RELEASE OF DIRECTORY INFORMATION DESIGNATIONS**

The school district has designated certain categories of student information as “directory information.” Directory information includes a student’s name, address, telephone number, date and place of birth, major course of study, participation in school activities or sports, weight and height (if a member of an athletic team) dates of attendance, degrees and awards received, photograph, e-mail address, and class roster.

If you object to the release of any or all of the directory information listed above, you must do so in writing within 10 business days of receiving this notice. For your convenience, you may note your objections to the release of directory information on this form and return it to the Building Principal.

\_\_\_\_\_  
Please do not release directory information without my prior consent

\_\_\_\_\_  
(Parent/Guardian or Eligible Student Signature) (Date)

\_\_\_\_\_  
(Student’s Name)

### **Yearbook**

**YEARBOOK EXCEPTION:** \_\_\_\_\_ (your initials)

**I WILL ALLOW** my child to be included in the ***GERMANTOWN HIGH SCHOOL YEARBOOK***.

This includes portrait, name, and group photos for clubs, sports, and events.  
***This is for the yearbook ONLY.***

### **Acknowledgement of receipt and review of Student Handbook**

Student (Print your Name) \_\_\_\_\_ Grade Level \_\_\_\_\_

Homeroom teacher \_\_\_\_\_

Check list of things to return: All forms and this checklist should be returned to the **Homeroom** teacher by Friday, Sept. 16.

1. 11<sup>th</sup>/12<sup>th</sup> graders Opt Out form (page 51)
2. Student Data Form (mailed home) 8-12 only
3. Parent/Guardian sign below that you received and reviewed the 2022-2023 Student and Parent Handbook

\_\_\_\_\_  
(Parent/Guardian's signature)

4. Student Sign below that you received and reviewed the 2019-2020 Student and Parent Handbook.

\_\_\_\_\_  
(Student's Signature)

**Student Acknowledgement** of Reviewing the Attendance Procedure

I, \_\_\_\_\_, have reviewed the attendance procedure in my Homeroom.  
(Print your name)

On \_\_\_\_\_, I received the Student and Parent Handbook for 2022-2023  
(Date)

\_\_\_\_\_  
(Student signature)