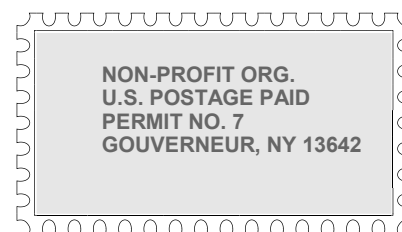


**GOUVERNEUR CENTRAL SCHOOL DISTRICT  
133 EAST BARNEY STREET  
GOUVERNEUR, NEW YORK 13642**



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## **SCHOOL OPENS ON SEPTEMBER 8, 2020**

The 2020-2021 District Calendar as well as our Daily Events Calendar can be found on our Website:  
[www.gcsk12.org](http://www.gcsk12.org)

# Superintendent



Lauren F. French  
Superintendent of Schools

We are excited to welcome our students, whether in-person or virtually, back on September 8th to the supportive learning environment ever more critical in these uncertain times.

According to the CDC, aside from a child's home, no other setting has more influence on a child's health and well-being than their school. Gouverneur Central School District is committed to this belief. To enable us to support and assist each scholar we encourage an open and honest channel of communication between home and school. The more timely and accurate the communication, the better our combined efforts.

We know the disruptions in instruction can be harmful to learning for most scholars. The disruption in the educational and social continuity is also lost opportunity for the supportive services provided by the school. We have worked very diligently during the pandemic to provide food, resources, connections and support. We will continue to do so. The details have yet to be finalized.

As guidance has been released, we have developed a comprehensive plan that starts and stops with the provision of a safe and effective educational experience for our students and employees alike. We have enhanced safety provisions...from the purchasing of PPE/sanitizing products, supplies to clean our buses, ventilation and the modification of spaces. We are engaged in professional learning with August 31 – September 3 designated as Superintendent Conference Days for staff development. We have assessed staffing capacity and are using our staff resources to provide maximum contact for our scholars.

We are focused on reopening schools and providing our scholars with a safe and quality experience on September 8, and remain committed to our vision of *Delivering the Promise of a Brighter Future*.

## Daily Building Schedules

	Classes Start	Classes End
Elementary School	8:20	3:05
Middle School	8:05	2:43
High School	8:10	2:58
St. James	7:45	2:20

# Administration

Lauren F. French (287-4870)  
Superintendent of Schools  
french.lauren@gcsk12.org

Donna Runner (287-4870)  
Asst. Superintendent for  
Curriculum & Instruction  
runner.donna@gcsk12.org

Carol L. LaSala (287-4836)  
Business Manager  
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Shannon Mattice (287-4914)  
Chief Information Officer  
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Cory Wood (287-1900)  
High School Principal  
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Chris Marshall (287-1900)  
Athletic Director / Dean of  
Students  
marshall.chris@gcsk12.org

Jessica Sullivan (287-1903)  
Middle School Principal  
sullivan.jessica@gcsk12.org

Angela Calkins (287-1903)  
Assistant MS Principal  
calkins.angela@gcsk12.org

Charity Zawatski (287-2260)  
Elementary Principal  
zawatski.charity@gcsk12.org

Robyn Knowlton (287-4972)  
CSE / CPSE Chair  
knowlton.robyn@gcsk12.org

Tatia Z. Kennedy (287-4870)  
District Clerk  
kennedy.tatia@gcsk12.org

Heather Hollis (287-1690)  
Food Services Manager  
hollis.heather@gcsk12.org

Harold Simmons (287-1013)  
Director of Facilities III  
simmons.harold@gcsk12.org

Kimberly Shampine (287-4836)  
District Treasurer  
shampine.kim@gcsk12.org

# Board of Education 2020-2021

David Fenlong, President  
fenlong.david@gcsk12.org

Lisa McGregor, Vice President  
mcgregor.lisa@gcsk12.org

Todd E. Bates  
bates.todd@gcsk12.org

Brooke Bush  
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Dr. William Cartwright  
cartwright.william@gcsk12.org

Naaman Lowry  
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Nickolas Ormasen  
ormasen.nickolas@gcsk12.org

Laurie M. Roberts  
roberts.laurie@gcsk12.org

Laura Spicer  
spicer.laura@gcsk12.org

Student Representative – TBA

Meetings are held in the Middle School Cafeteria at 5:30 PM.

Meetings are closed to the public until further notice. They will be broadcast live on Facebook.

July 13 - <i>Organizational Meeting</i>	April 19 May 10 – <i>Annual Budget Hearing</i>
August 3	<i>followed by Regular Board Meeting</i>
August 24	May 18 – <i>Annual School Board Election and Budget Vote</i>
September 14	May 24
September 28	June 14
October 19	June 28
November 9	
November 23	
December 14	
January 11	
January 25	
February 8	
March 8	
March 29	

# Transportation

## Transportation

Kelley Moore (287-0650)  
Transportation Supervisor  
Terminal Manager  
moore.kelley@gcsk12.org

Iva Walrath (287-0650)  
Dispatcher  
walrath.iva@gcsk12.org

Harold Simmons (287-1013)  
Director of Facilities III  
simmons.harold@gcsk12.org

**MASKS MUST BE WORN  
AT ALL TIMES WHILE  
STUDENTS ARE ON  
THE BUS.**

**ASSIGNED SEATS ARE  
MANDATORY.**

**WE WILL NOT BE  
ACCEPTING DAILY  
TRANSPORTATION  
CHANGES AT THIS  
TIME.**

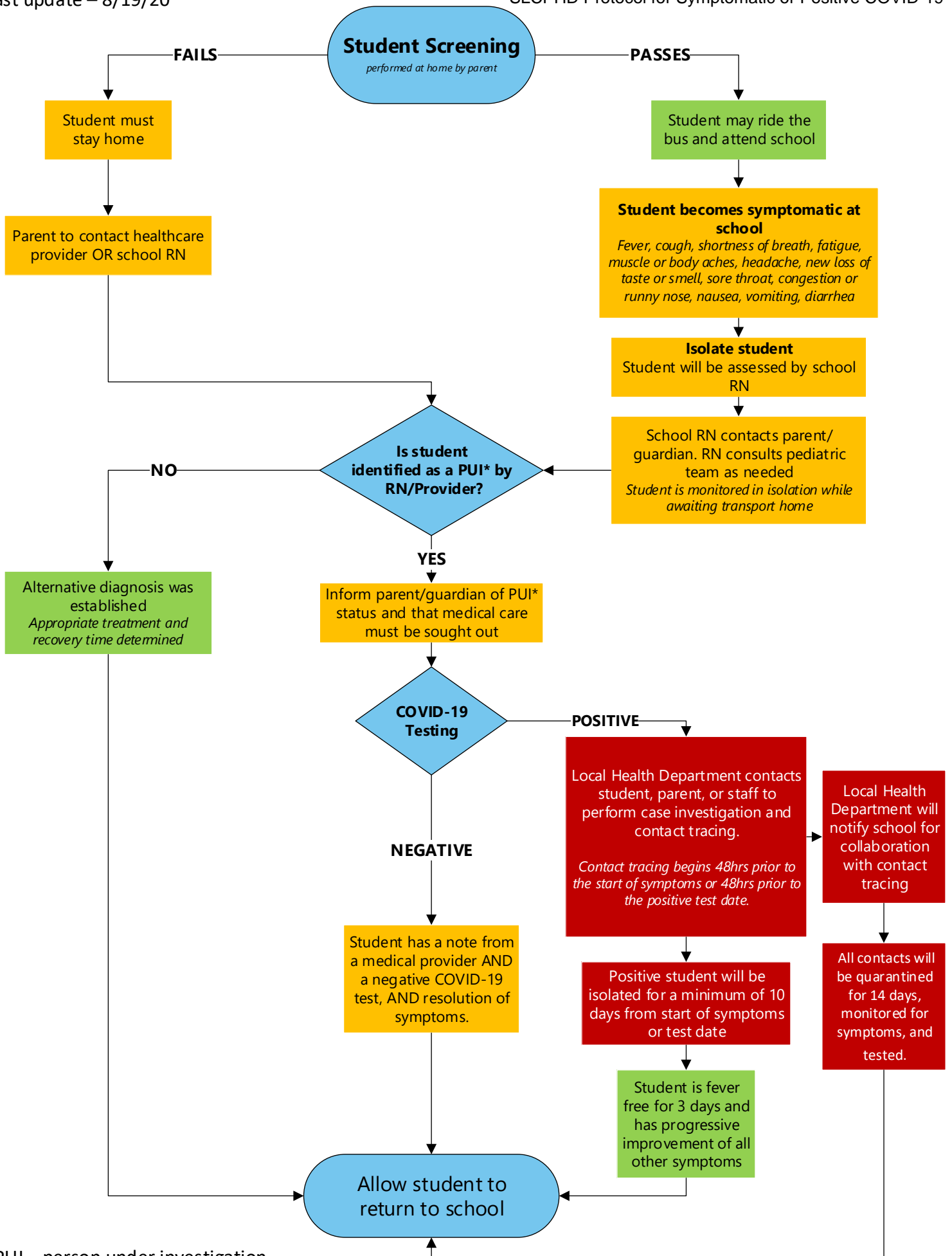
# Health Services

**Donald Schuessler, M.D.**  
School Physician

**High School**  
**Beverly Martin, RN**  
**Head of Health Services**  
martin.beverly@gcsk12.org  
Kyllynne Stamper, LPN  
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Bonnie Walker  
Health/Athletics Secretary  
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315-287-1902  
Fax 315-287-5517

**Middle School**  
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Kyllynne Stamper, LPN  
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315-287-1903  
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**Gouverneur Elementary**  
Melissa Breckenridge, RN  
breckenridge.melissa@gcsk12.org  
Brittany Fairbanks, LPN  
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315-287-2260  
Fax 315-287-2410



## **Welcome to the 2020-2021 School Lunch Program**

**BREAKFAST and LUNCH** is available daily in all Gouverneur School cafeterias. **Breakfast and Lunch is FREE to all students.**

Monthly menus will be available throughout the school year in the main office at the school building your child(ren) attends. These menus are also available to view and print from our district website by going directly to: <http://www.gcsk12.org>, click on *Families & Scholars* at the top of the page, and select *Food Services*.

**A Household Eligibility Form for the 2020-2021 school year must be completed.** For your convenience, this form is attached as the last page of this newsletter, and it is also available to view and print directly from our district website at the link above.

**OTHER NOTES OF INTEREST:** **ALL Qualifying Meals** must be 'type A' meals. This means the meal must be taken in accordance with 'Offer vs. Serve' guidelines.

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

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

**CHARGING POLICY:** Students **MAY NOT** charge ala carte items.

**ONLINE PAYMENT** is available! More information will be on our website soon.

### **Community Eligibility Provision**

We are pleased to inform you that **ALL SCHOOLS IN THE GOUVERNEUR CENTRAL SCHOOL DISTRICT** will be participating in the Community Eligibility Provision (CEP) in the 2020-2021 School Year.

**What does this mean for me and my students who attend the school(s) identified above?** All students enrolled in a CEP school are eligible to receive a healthy breakfast and lunch at school at no charge to your household each day of the 2020-21 school year. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit a meal application.

**Do I still need to complete a Household Income Eligibility Form?** Yes, you still need to complete a form. Our school is eligible to receive additional state and federal funds based on the number and/or percentage of students enrolled who reside in households that meet established federal income guidelines. We use the *Household Income Eligibility Form* for Educational Benefits to collect household information. The form also helps our school district qualify for education funds and discounts. Please help our school district by completing and submitting the form to GOUVERNEUR CENTRAL SCHOOL, SCHOOL LUNCH OFFICE, 133 EAST BARNEY STREET, GOUVERNEUR NY 13642.

If you have any questions, please contact the school lunch office.

***Heather Hollis, School Lunch Manager***  
***(315) 287-1690***

**Nondiscrimination Statement:** This explains what to do if you believe you have been treated unfairly.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (886) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410
- (2) Fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

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## Rights Under FERPA for Elementary and Secondary Schools

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

- (1) The right to inspect and review the student's education records.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.
- (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.

Exceptions which permit disclosure without consent include directory information; disclosure to school officials with legitimate educational interests; to another educational institution; for health and safety emergency reasons; to foster care agencies; pursuant to a subpoena or court order; for financial aid purposes; to accrediting organizations; to parents of a dependent student; for audit/evaluation purposes; for conducting studies.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without

consent to officials of another school district in which a student seeks or intends to enroll.

[NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

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

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

### School contact:

**Shannon Mattice,**  
**Records Access Officer**  
[Student Health Records](#)

For PreK through grade 12 students, health records maintained by the District, including immunization records and school nurse records, generally are considered "education records" subject to FERPA. Since student health and medical information in education records is protected by FERPA, the Health Insurance Portability and Accountability Act of 1996 (HIPPA) Privacy Rule excludes such information from its coverage.

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## Parents' Bill of Rights for Data Privacy and Security

Pursuant to New York State Education Law §2-d, parents, legal guardians and persons in parental relations to a student are entitled to certain rights with regard to their child's personally identifiable information. This document contains a plain-English summary of such rights; the entire document can be found on our website at <http://www.gcsk12.org/families-and-scholars/files/parents-BOR-data-privacy.pdf> or by request from the District office.

- A student's personally identifiable information (PII) cannot be sold or released for any commercial purposes.
- Parents have the right to inspect and review the complete contents of their child's education records.
- State and federal laws protect the confidentiality of PII, and safeguards associated with industry standards and best practices, including but not

limited to encryption, firewalls, and password protection, must be in place when data is stored or transferred.

- A complete list of all student data elements collected by the state is available for public review at the following website <http://www.nysed.gov/student-data-privacy/student-data-inventory> or by writing to the Office of Information and Reporting Services, New York State Education Department, Room 865 EBA, 89 Washington Avenue, Albany, New York 12234.
- Parents have the right to have complaints about possible breaches of student data addressed.

The District has established the following procedures to file complaints about breaches or unauthorized releases of student and/or teacher or principal data:

- a) All complaints must be submitted to the District's Data Protection Officer in writing. The Data Protection Officer for the District is:  
**Shannon Mattice,**  
**Chief Information Officer.**

b) Upon receipt of a complaint, the District will promptly acknowledge receipt of the complaint, commence an investigation, and take the necessary precautions to protect PII.

c) Following the investigation of a submitted complaint, the District will provide the individual who filed the complaint with its findings.

d) If the District requires additional time, or where the response may compromise security or impede a law enforcement investigation, the District will provide a written explanation that includes the approximate date when it will respond to the complaint.

Each contract the District enters into with a third party contractor where the third party contractor receives student data will include the following information:

- The exclusive purposes for which the data will be used;
- How the third-party contractor will ensure that the subcontractors, or other authorized persons or entities to whom the third-party contractor will disclose the data, if any, will abide by all applicable data protection and

security requirements;

- When the agreement expires and what happens to the student data or teacher and principal data upon expiration of the agreement;
- If and how a parent, student, eligible student, teacher, or principal may challenge the accuracy of the data that is collected; and
- Where the student data or teacher or principal data will be stored, and the security protections taken to ensure such data will be protected, including whether such data will be encrypted.

The District will publish on its website the supplement to the Bill of Rights (i.e., the supplemental information described above) for any contract or other written agreement it has entered into with a third-party contractor that will receive PII from the District. The Bill of Rights and supplemental information may be redacted to the extent necessary to safeguard the privacy and/or security of the District's data and/or technology infrastructure.

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# Family Educational Rights and Privacy Act (FERPA)

## Notice for Directory Information

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

- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- A playbill from a drama production
- Sports activity sheets

## Disclosure of Student Information to Military Recruiters and/or Colleges

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. Gouverneur Central School District has designated the following information as directory information: Student's name; Address; Telephone listing; Electronic mail address; Photograph; Date / place of birth; Major field of study; Dates of attendance; Grade level; Participation in officially recognized activities and sports; Weight and height of members of sports teams; The most recent educational agency or institution attended.

If you do not want Gouverneur Central School District to disclose directory information from your child's education records without your prior written consent, notice of refusal must be sent in writing to Shannon Mattice, Records Access Officer, at 133 East Barney Street, Gouverneur NY 13642 by September 15.

Parents, or students who are at least 18 years old, wishing to exercise their option to withhold their consent to the release of the above information to military recruiters and institutions of higher learning must notify the High School Principal by September 30 with a letter requesting that the student's name, address, and telephone number are not released to military recruiters or institutions of higher learning, and must be signed and dated by the parent or the student if 18 years or older.

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# Rights Under the Protection of Pupil Rights Amendment (PPRA)

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

**Consent** before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;

5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

**Receive** notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

**Inspect**, upon request and before administration or use:

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18

years old or an emancipated minor under State law.

Following is a list of the specific activities and surveys covered under this requirement:

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

*Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Dept of Education, 400 Maryland Ave, SW, Washington, D.C. 20202-5901.*



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## Student Use of Computerized Information

The District provides access to various computerized information resources through the District Network Media ("DNM" hereafter) consisting of software, hardware, computer networks and electronic communications systems. This access may include, but not be limited to, electronic mail, online services and the Internet. It may include the opportunity for some students to have independent access from their home or other remote locations. All use of the DNM, including independent use off school premises, must be in support of education and/or research and consistent with the goals and purposes of the School District.

### Access to Inappropriate Content/Material and Use of Personal Technology or Electronic Devices

Despite the existence of District policy, it is impossible to completely prevent access to content or material that may be considered inappropriate for students. Parents and guardians must be willing to establish boundaries and standards for the appropriate and acceptable use of technology and communicate these boundaries and standards to their children. The appropriate/acceptable use standards outlined in this policy apply to student use of technology via the DNM or any other electronic media or communications, including by means of a student's own personal technology or electronic device on school grounds or at school events.

### Standards of Acceptable Use

Generally, the same standards of acceptable student conduct which apply to any school activity shall apply to use of the DNM.

Students who engage in unacceptable use may lose access to the DNM in accordance with applicable due process procedures, and may be subject to further discipline under the District Code of Conduct. The District reserves the right to pursue legal action against a student who willfully, maliciously or unlawfully damages or destroys property of the District. Further, the District may bring suit in civil court against the parents/guardians of any student who willfully, maliciously or unlawfully damages or destroys District property pursuant to General Obligations Law Section 3-112.

Student data files and other electronic storage areas will be treated like school lockers. This means that such areas shall be considered to be School District property subject to control and inspection. District personnel may access all such files and communications without prior notice to ensure system integrity and that users are complying with the requirements of this policy and accompanying regulations. Students should NOT expect that information stored on the DNM will be private.

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## Comprehensive Student Attendance Policy Summary

School attendance is both a right and a responsibility. The School District has developed a Comprehensive Student Attendance Policy to meet the following objectives:

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

The attendance policy has been formalized as Board of Education Policy 7110 and is available on the district website <http://www.gcsk12.org/boe/policies/> or by request from the District office.

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### One Call Now

The district uses the OneCallNow notification system to provide timely communication to parents and staff members regarding delays and cancellations as well as other district emergencies. For more information and to change your account settings,

go to [www.gcsk12.org/families-and-scholars/one-call-now/](http://www.gcsk12.org/families-and-scholars/one-call-now/).

School closures, delays, and early dismissals are also communicated to local television and radio stations, including WWNY TV Channel 7, by 6 a.m.



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### Student Insurance

Gouverneur Central School District carries a supplementary or secondary student injury insurance plan that covers each enrolled student PreK-12. At the time of injury, the student or parent will be issued a claim form and a certificate of insurance brochure that explains what the plan covers. Please read this carefully! The par-

ents' insurance plan is the primary coverage; the student injury plan is the secondary coverage. Please note that there are scheduled benefits; the student insurance plan does not specify that it covers what the primary plan doesn't. If you have any questions, please call the district health office at (315) 287-1902.



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## Dignity for All Students Act (DASA)

The District seeks to create an environment free of harassment, bullying, and discrimination; to foster civility in its schools; and to prevent conduct that is inconsistent with its educational mission. The District, therefore, prohibits all forms of harassment and bullying of students by employees or other students on school property and at school functions.

In addition, other acts of harassment, bullying, and/or discrimination that occur off school property may be subject to discipline or other corrective action, where such acts create 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.

To report any incident of bullying on school property (including athletic fields, playgrounds, and parking lots), as well as at school-sponsored events or activities, contact Mr. Cory Wood, Lead DASA Coordinator for Gouverneur Central School, or a DASA Building Coordinator - all building principals, assistant principals, and guidance counselors. Administrators must report incidents of bullying or bias-based harassment to the NYS Department of Education. Additional information including reporting forms and the full Board policy can be found on our website: <http://www.gcsk12.org/families-and-scholars/dasa>.

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## Non-Discrimination and Anti-Harassment

The Board of Education is committed to providing an environment free from discrimination and harassment. Accordingly, the Board prohibits discrimination and harassment on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability or other legally protected category. Such actions and occurrences are prohibited regardless of whether they take place on School District premises or at school-sponsored events, programs, or activities held at other locations.

The Gouverneur Central School District provides equal opportunity for students and does not discriminate against any student enrolled in (or any candidate for admission to) its programs and activities on the basis of actual or perceived race, color, national origin, sex, disability, or age. Further, the District does not discriminate on the basis of weight, ethnic group, religion, religious practice, sexual orientation, gender, or any other basis prohibited by state or

federal non-discrimination laws, and provides equal access to its facilities to the Boy Scouts and other designated youth groups.

The School District will act to promptly, thoroughly, and equitably investigate all complaints of discrimination and will promptly take appropriate action to protect individuals from further discrimination.

A formal complaint may be filed in writing with the District's Civil Rights Compliance Officer(s):

	For male students and staff:	For female students and staff:
Name	Mr. Cory Wood	Dr. Donna Runner
Address	Gouverneur High School 113 East Barney Street Gouverneur, NY 13642	Gouverneur CSD 133 East Barney Street Gouverneur, NY 13642
Telephone	(315) 287-1900	(315) 287-4870
EEmail	<a href="mailto:wood.cory@gcsk12.org">wood.cory@gcsk12.org</a>	<a href="mailto:runner.donna@gcsk12.org">runner.donna@gcsk12.org</a>

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## Homeless Students

Students in temporary housing (i.e., homeless children and youth) will have access to the same free and appropriate public education, including public preschool education, as other students, as well as access to educational and other services necessary to be successful in school.

### The McKinney-Vento Liaison for Students in Temporary Housing

The District has designated Dr. Donna Runner, Assistant Superintendent (315-287-4870) as the District liaison for students in temporary housing (otherwise referred to as the McKinney-Vento liaison). The District's McKinney-Vento liaison serves as one of the primary contacts between families experiencing homelessness and school staff, district personnel, shelter workers, and other service providers. The McKinney-Vento liaison coordinates services to ensure that homeless children and youth enroll in school and have the opportunity to succeed.

### Access to Free Meals

The District will provide free meals to all children identified as homeless. They do not have to complete a free or reduced-price meal application. When the McKinney-Vento liaison or a shelter director provides a child's name to the District's school food service office, free school meals will commence immediately.

### Comparable Services

The District will provide services to students in temporary housing comparable to those offered to other students in the District, including: transportation services; educational services for which the child or youth meets the relevant criteria, such as services provided under Title I or similar State or local programs; educational programs for students with disabilities; educational programs for English learners; programs in career and technical education; programs for gifted and talented students; and school nutrition programs.

### Student Privacy

Information about a student in temporary housing's living situation will be treated as a student education record and will not be deemed to be directory information under the Family Educational Rights and Privacy Act (FERPA). A parent or guardian or unaccompanied youth may consent to the release of a student's address information in the same way they would for other student education records under FERPA.

## Teacher Qualification

Under the “Every Student Succeeds Act” (ESSA), you have the right to know about the professional qualifications of the teachers and paraprofessionals providing services to your child and you may request that information from the principal in your child’s school. The District will provide in a timely manner upon request the following information to parents:

a) Whether the student’s teacher has met NYS qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;

b) Whether the student’s teacher is teaching under emergency or other provisional status through which the New York State qualification or licensing criteria have been waived;

c) Whether the student’s teacher is teaching in the field of discipline of certification of the teacher; and

d) Whether the student is provided services by any instructional aides or similar paraprofessionals and, if so, their qualifications.

In addition, the District will provide to parents timely notice that

their student has been assigned or has been taught for four or more consecutive weeks by a teacher who does not meet applicable New York State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

### Disclosure of APPR Data

Under New York Education Law section 3012-c, parents/legal guardians have the right to access the final quality ratings

and composite effectiveness scores for teachers and Principals to which your student is currently assigned. Upon written request to the Superintendent, parents will receive an oral or written explanation of the composite effectiveness scoring ranges for final quality ratings and be offered the opportunity to understand such scores in the context of teacher evaluation and student performance.

## Grade Promotion and Placement

Grade promotion and the placement of students within the District’s instructional system shall be at the discretion of the school administration and shall be subject to review at any time. In making such decisions, the Building Principal will be guided by student performance in class; past records, including various measures of student

growth; parent and teacher recommendations; and any other appropriate sources of information. With regard to student placement decisions, parents may submit written requests for teacher attributes that would best serve their child’s learning needs; however, requests for specific teachers will not be honored.

## Wellness

The Gouverneur Central School District is committed to providing a school environment that promotes and protects children’s health, well-being, and the ability to learn by fostering healthy eating and physical activity before, during, and after the school day.

The District has established a wellness committee to establish goals for, and oversee the development of, the District’s local wellness policy. The Wellness Coordinators for the District are Kelly Ayen (ayen.kelly@gcsk12.org) and Lindsey Carvel (carvel.lindsey@gcsk12.org). The Wildcat Wellness Initiative was formed to gather ideas on wellness and communicate them with the school and community, and can be found on the District website at <http://www.gcsk12.org/families-and-scholars/wildcat-wellness/> or by contacting a District Wellness Coordinator.



## GCSD Athletics

Visit our website at [www.gcsk12.org/athletics/](http://www.gcsk12.org/athletics/) to find updated information on sports and sign-ups, as well as a full list of current and past “Athletes of the Year”, and school Sporting Records, Wall of Fame inductees and nomination form, Coaching information and application forms, the Athletic/Extracurricular Code of Conduct, and much more.

2020-2021 Breakfast & Lunch Price List		
Breakfast	Elementary MS/HS	FREE TO ALL STUDENTS
Lunch	Elementary MS/HS	FREE TO ALL STUDENTS

## Pesticide Use

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

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

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

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

**If you would like to receive 48-hour prior notification** of pesticide applications that are scheduled to occur in your school, please complete the form at right and return it to Harold Simmons, Gouverneur CSD pesticide representative, at 133 E Barney St, Gouverneur NY 13642.

### **Gouverneur Central School District - Request for Pesticide Application Notification**

(Please print)

School Building:

Name:

Address:

Day Phone:

Evening Phone:

E-Mail:

## Asbestos Notification

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

A copy of the AHERA management plan is in the main office and available for your inspection.

For additional information or questions, contact Harold Simmons, Director of Facilities III in the Gouverneur Central School Office at (315) 287-1013.

## Student "Working Papers"

All minors (under the age of 18) require employment certificates. School districts in New York State are responsible for issuing employment certificates to qualified applicants. Minors in the Gouverneur School District can contact Bonnie Walker, the designated certifying official at the Gouverneur High School, to apply for their working card by calling 315-287-1902 or email: [walker.bonnie@gcsk12.org](mailto:walker.bonnie@gcsk12.org).

### General Information

An employment Certificate may be used for an unlimited number of successive job placements in lawful employment permitted by the particular type of certificate.

A new Certificate of Physical Fitness is required when applying for a different type of employment certificate, if more than 12 months have elapsed since the previous physical for employment.

An employer shall retain the certificate on file for the duration of the minor's employment. Upon termination of employment, or expiration of the employment certificate's period of validity, the certificate shall be returned to the minor. A certificate may be revoked by the school district authorities for cause.

### Prohibited Employment

Minors 14 and 15 years may not be employed in a factory (except in delivery and clerical employment in an enclosed office thereof), or in certain hazardous occupations such as: construction work; helper on a motor vehicle; operation of washing, grinding, cutting, slicing, pressing or mixing machinery in any establishment; painting or exterior cleaning in connection with the maintenance of a building or structure; and others listed in Section 133 of the New York State Labor Law.

Minors 16 and 17 years of age may not be employed in certain hazardous occupations such as: construction worker; helper on a motor vehicle, the operation of various kinds of power-driven machinery; and others listed in Section 133 of the New York State Labor Law. In order to work past 10 p.m. on nights before a school day, both school and parental consent will be required. For work past 10 p.m. on a night before a non-school day, only parental consent will be required.

Generally, employment is illegal for minors under the age of 14 years. No minor under 14 years of age may be employed in any capacity except: Newspaper Carrier, provided the applicant is at least 11 years old; as a farm worker employed, however only in the hand-harvest of berries, fruit and vegetables, provided the applicant is at least 12 years old; as a worker on the minor's home farm or doing other outdoor work not connected with a business for his or her parents or guardians.

	Maximum Daily Hours	Maximum Weekly Hours	Maximum Days per Week	Permitted Hours when not required to attend school
Minors 14-15 years of age	3 hrs – school day 8 hrs – other days	18	6	7 a.m. – 7 p.m.
Minors 16-17 years of age	4 hrs – school day 8 hrs – day before non-school day, Sundays, and holidays	28 –When school is in session 48 – When school is not in session	6	6 a.m. – 10 p.m. When school is in session 6 a.m. –Midnight when school is not in session

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# GOUVERNEUR CENTRAL SCHOOL DISTRICT

## CODE OF CONDUCT SUMMARY HIGHLIGHTS

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Please turn to pages 16-17 for a special Pandemic Addendum to the Code of Conduct, printed in its entirety.

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### INTRODUCTION

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The Board of Education of Gouverneur Central School is committed to providing a safe and orderly school environment where students may receive and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents and other visitors is essential to achieving this goal. The district has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity. The Board recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline, when necessary, is administered promptly and fairly. Unless otherwise indicated, this code applies to all students, school personnel, parents and other visitors when on school property or attending a school function. The following is excerpted from the Code of Conduct. **The full code may be found on our website: [www.gcsk12.org](http://www.gcsk12.org) or requested from any school office.**

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### STUDENT BILL OF RIGHTS AND RESPONSIBILITIES

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**With every right comes a responsibility.**

*It is the student's right:*

- 1) To attend school in the district in which one's parent or legal guardian resides.
- 2) To expect that school will be a safe, orderly and purposeful place for all students to gain an education and to be treated fairly.
- 3) To be respected as an individual.
- 4) To express one's opinions verbally or in writing.
- 5) To dress in such a way as to express one's personality.
- 6) To be afforded equal and appropriate educational opportunities.
- 7) To take part in all school activities on an equal basis regardless of race, color creed, religion, religious practice, sex, sexual orientation, gender, national origin, ethnic group, political affiliation, age, marital status, or disability.
- 8) To have access to relevant and objective information concerning drug and alcohol abuse, as well as access to individuals or agencies capable of providing direct assistance to students with serious personal problems.
- 9) To be protected from intimidation, bullying, harassment, or discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion, or religious practice, sex, gender/gender identity, sexual orientation, or disability, by employees or students on school property or at a school-sponsored event, function or activity.

*It is the student's responsibility:*

- To attend school daily, regularly and on time, perform assignments, and strive to do the highest quality work possible and be granted the opportunity to receive a good education.
- To be aware of all rules and expectations regulating student's behavior and conduct oneself in accordance with these guidelines.
- To respect one another, and to treat others in the manner that one would want to be treated.
- To express opinions and ideas in a respectful manner so as not to offend, slander, or restrict, the rights and privileges of others.
- To dress appropriately in accordance with the dress code, so as not to endanger physical health, safety, limit participation in school activities or be unduly distracting.
- To be aware of available educational programs in order to use and develop one's capabilities to their maximum.
- To work to the best of one's ability in all academic and extracurricular activities, as well as being fair and supportive of others.
- To be aware of the information and services available and to seek assistance in dealing with personal problems, when appropriate.
- To respect one another and treat others fairly in accordance with the District Code of Conduct and the provisions of the Dignity Act. To conduct themselves in a manner that fosters an environment that is free from intimidation, bullying, harassment, or discrimination. To report and encourage others to report any incidents of intimidation, bullying, harassment or discrimination.

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## STUDENT USE OF ELECTRONIC COMMUNICATION DEVICES

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Students are prohibited from using any paging device, mobile telephone, cellular telephone, laser pointer or pen or any other type of telecommunications or imaging device during instructional time, except as expressly permitted in connection with authorized use in classrooms. While students are permitted to possess such devices during the school day, they are prohibited from using them in any manner which invades the privacy of students, employees, volunteers or visitors. Students are not permitted to use any form of information technology, including their own personal electronic devices, to intimidate, harass or threaten others. This type of harassment is generally referred to as cyberbullying. Any electronic device that is permitted on school property is encouraged to be kept on the person and in a concealed manner.

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## PROHIBITION OF CELL PHONES AND ELECTRONIC DEVICES IN NEW YORK STATE ASSESSMENTS

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Students are prohibited from bringing cell phones and certain other electronic devices into a classroom or other location where a New York State assessment is being administered, including but not limited to Regents Exams, Regents Competency Tests, Grades 3-8 Tests in English Language Arts and Mathematics, Grades 4 and 8 Science Tests, NYSESLAT, and the NYS Alternate Assessment.

Prohibited devices include, but are not limited to:

- Cell phones
- BlackBerry devices and other PDAs
- iPods and MP3 players
- iPads, tablets, and other eReaders
- Laptops, notebooks or any other personal computing devices
- Cameras or other photographic equipment
- Headphones, headsets, or in-ear headphones such as earbuds
- Any device capable of recording audio, photographic or video content, or capable of viewing or playing back such content

Some students with disabilities may use certain recording/playback devices provided that such an accommodation is specified in the student's IPE or 504 Plan. Prohibited devices further may be allowed if there is documentation from a medical practitioner on file at the school that a student requires such a device during testing. In all other cases, the prohibition as provided above remains in effect and the student may not enter the exam room with any prohibited device.

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## STUDENT DRESS CODE

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A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, shall:

- 1) Be safe, appropriate and not disrupt or interfere with the education process.
- 2) Not be lewd nor offensive, nor contain sexually explicit messages, nor be material allowing another to see through to undergarments, nor to be otherwise determined by administration to be insufficient to properly cover a student. Examples of such insufficient garments may include shorts, tube tops, net tops, and halter tops.
- 3) Ensure that underwear is completely covered with outer clothing.
- 4) Include footwear at all times. Footwear that is a safety hazard will not be allowed.
- 5) Not include the wearing of hats or head coverings in the classroom except for a medical or religious purpose or designated school activities during the academic day.
- 6) Not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
- 7) Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
- 8) Not be clothing, jewelry, symbols, etc. that are determined by the Administration to indicate membership in a group that exists to intimidate or threaten the safe and orderly operation of the school and/or the health and welfare of the staff and/or students.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including out of school suspension for the day.

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## PROHIBITED STUDENT CONDUCT

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Students are to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of facilities and equipment. Students who will not accept responsibility for their own behavior or who violate these school rules will be required to accept the consequences for their conduct. Students may be subject to disciplinary action, up to and including suspension from school or removal from a program, when they engage in conduct that is disorderly, insubordinate, disruptive, violent, endangers the safety, morals, health or welfare of others, engage in misconduct on the school bus, or engage in academic misconduct including work/internship sites.



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## VISITORS TO THE SCHOOLS

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The Board welcomes parents and other district citizens to visit the district's schools and classrooms; however, certain limits must be set for such visits:

- 1) Anyone who is not a regular staff member or student of the school will be considered a visitor.
- 2) All visitors to the school must report to the office of the principal upon arrival at the school. All visitations must have a purpose. All visitors are required to sign the visitor's register,
- 3) Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings are not required to register.
- 4) Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance.
- 5) Teachers are expected not to take class time to discuss individual matters with visitors.
- 6) Any unauthorized person on school property will be reported to the principal or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
- 7) All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct.

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## PUBLIC CONDUCT ON SCHOOL PROPERTY

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### A. Prohibited Conduct

No person, either alone or with others, shall:

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

### B. Penalties

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

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

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## REPORTING VIOLATIONS

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All students are expected to promptly report violations of the code of conduct to a teacher, guidance counselor, the building principal or his or her designee. Any student observing or having knowledge of a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a school official. District staff will impose disciplinary sanctions in a prompt, fair and lawful manner. Persons standing in the parental relationship to the student shall be notified of code violations by telephone, followed by a letter. The building principal or his or her designee must notify the appropriate local law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of a school as soon as practical.

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## DISCIPLINARY PENALTIES, PROCEDURES AND REFERRALS

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Students who are found to have violated the district's code of conduct may be subject to the following penalties, either alone or in combination; if the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education.

- 1) Oral warning
- 2) Written warning
- 3) Written notification to parent
- 4) Detention
- 5) Suspension from transportation
- 6) Suspension from athletic participation
- 7) Suspension from social or extracurricular activities
- 8) Suspension of other privileges
- 9) In-school suspension
- 10) Removal from classroom by teacher
- 11) Short-term (five days or less) suspension from school
- 12) Long-term (more than five days) suspension from school
- 13) Permanent suspension from school

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## ALTERNATIVE INSTRUCTION

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

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## DISCIPLINE OF STUDENTS WITH DISABILITIES

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Students with disabilities are guaranteed certain procedural protections when they become the subjects of disciplinary action; the Code expressly recognizes and employs these protections in accordance with applicable federal and state law and regulations.

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## CORPORAL PUNISHMENT

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Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any district employee is strictly forbidden. However, reasonable physical force may be used to protect any person from physical injury, protect the property of the school or others, or to restrain or remove a student whose behavior interferes with the orderly exercise and performance of school district functions, powers and duties, if that student has refused to refrain from further disruptive acts.

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## STUDENT SEARCHES AND INTERROGATIONS

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The United States Supreme Court has held that a student may be searched by a school official if the official has "reasonable suspicion" to believe that a search of the student will result in evidence that the student violated the law or the district code of conduct. Students are not entitled to any sort of "Miranda"-type warning before being questioned by school officials, nor are school officials required to contact a student's parent before questioning the student. However, school officials will tell all students why they are being questioned. An authorized school official may conduct a search of a student's belongings that is minimally intrusive, such as touching the outside of a book bag, without reasonable suspicion, so long as the school official has a legitimate reason for the very limited search.

### A. Student Lockers, Desks and other School Storage Places

As part of any investigation, the District has the right to search all school property and equipment including District computers. Rooms, desks, cabinets, lockers, computers, etc. are provided by the District for the use of staff and students, but the users do not have exclusive use of these locations or equipment and should not expect that materials stored therein will be private. This means that student lockers, desks and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.



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## CODE OF CONDUCT ADDENDUM

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### COVID-19 Pandemic Additions

During the COVID-19 pandemic, students and staff have a right to a district-provided face mask if they do not have one readily available. Students and staff also have a right to facilities, which can accommodate social distancing in all school activities. The following is a list of additions to the current code of conduct that will be expected and enforced during the COVID-19 pandemic.

#### **Student Rights and Responsibilities: (During the COVID-19 pandemic)**

1. All students are required to wear a face mask or face covering, especially when within six feet of others. This requirement may be altered when students are outdoors, when students can maintain social distancing, and when students are eating meals at school.
2. Students are required to practice social distancing. Social distancing means that students and other persons must maintain an appropriate distance of at least six feet from all other persons while engaged in any school-related activity or while on School District property and twelve feet should be maintained when in an activity that involves voice projection. The purpose of this is to help to stop the spread of the COVID-19 disease. Social distancing requires physical separation and the district will enforce that requirement as part of this code.
3. Students are encouraged to frequently wash hands with soap and water for a minimum of 20 seconds to promote a healthy environment.

#### **Parents are expected to: (During the COVID-19 pandemic)**

1. Send students to school with the appropriate personal protective equipment, including a proper face mask or face covering.
2. Instruct students to maintain proper social distancing unless they are members of the same household.
3. Report to the District if a child is not feeling well, including but not limited to, symptoms involving elevated temperature higher than 100 degrees Fahrenheit, loss of taste, loss of smell, and other COVID-19 related symptoms.
4. Urge students to thoroughly wash their hands with soap and water for 20 seconds before going to school.

#### **All teachers, counselors, administrators, and the Superintendent are expected to: (During the COVID-19 pandemic)**

1. Promote a safe and stimulating learning environment.
2. Encourage participation.
3. Require all persons to maintain proper social distancing.
4. Require all persons to wear proper face masks/coverings and appropriate personal protective equipment for the activity or duty being performed.
5. Encourage students to wash their hands with soap and water for a minimum of 20 seconds in order to promote a healthy environment.

#### **Prohibited Student Conduct: (During the COVID-19 pandemic)**

Students are expected to act in an appropriate and civil manner, focusing on safety and respect for the rights and property of others. Students may be subject to disciplinary action, up to and including suspension from school, when they:

1. Engage in conduct that is insubordinate. (Examples related to COVID-19: failing to properly socially distance when required and/or failing to wear a proper face mask/covering.)
2. Engage in any conduct that endangers the safety, morals, health, or welfare of others. (Examples related to COVID-19: failing to maintain proper social distancing and/or failing to wear a proper face mask/covering when required.)

#### **Extracurricular Activities Eligibility - Participation in all extra-curricular activities, including athletics, will be based on the following standards during the COVID-19 pandemic:**

Students are required to adhere to all safety requirements, including but not limited to, wearing proper face masks and/or coverings, maintaining proper social distancing, properly washing hands and reporting any known illness symptoms, such as elevated temperature over 100 degrees, loss of smell, loss of taste and other COVID-19 symptoms.

#### **Virtual Learning standards/expectations: (During COVID-19 pandemic)**

Gouverneur Central School (GCS) students receiving digital curriculum and direct instruction online, are subject to any applicable GCS District policies and this Student Remote Learning Digital Code of Conduct. As a remote learning student, there are additional rules and expectations regarding proper online *etiquette* in place in order to protect all students and staff. Access to remote learning must be used in a responsible, safe, efficient, ethical, and legal manner. To ensure that all GCSD students understand how to behave in a remote (online) environment, we have developed a code of conduct that students are required to follow.

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## CODE OF CONDUCT ADDENDUM—CONTINUED

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### Student remote learning expectations: (During the COVID-19 pandemic)

- **Work Completion**-It is expected that students will complete assignments for ALL classes during this remote learning experience. Students should log in each day to SeeSaw(PreK-Gr.3) or Google Classroom(Gr.4-12) to check and complete assignments in a timely manner. Students will be assessed based on the quality of the work submitted. Marking period grades will conclude during the same timeframe as those students attending school in-person.
- **Attendance**-Daily attendance will be required for each course. Students are expected to attend required synchronous (Zoom or Meet) meetings, complete daily attendance check-ins and assignments to be marked as in attendance for each course.
- **Behavior**-Students are responsible for proper behavior during remote online learning. This includes but is not limited to the following:
  - Use of appropriate verbal and non-verbal language during virtual communication with staff and other students. Students should not use obscene, profane, threatening, or disrespectful language or images.
  - Do not send or post discriminatory, harassing, or threatening messages or images. Bullying and Harassment will not be tolerated and shall be just cause for disciplinary action.
  - Do not take, steal, use, or disclose someone else's code or password.
  - Use all district devices and programs for the intended educational purpose.
  - Do not copy, pirate, or download software and electronic files without permission.
  - Do not send or post messages that defame or slander other individuals.
  - Do not disturb the virtual learning environment.
  - Do not record your teacher and/or classmates without authorization.
  - **Expectations for Remote (Zoom/ Meet) meetings:**
    - ◆ Do not share Zoom/ Meet links or passwords without teacher authorization.
    - ◆ Leave yourself on mute, unless the teacher asks you to unmute. Raise your hand to speak. Type your question in the chat box.
    - ◆ Wear school appropriate clothing; sit up.
    - ◆ Aim the camera at your face, look up when speaking, and stay on topic.
    - ◆ Be in a distraction-free, quiet location where you can attend to the meeting.
    - ◆ Put away your phone or other things that may distract you from the meeting.
    - ◆ Login prior to the start of the meeting, be on time, and remain for the entire session.
    - ◆ Be prepared- Have your computer charged and use headphones if you need them.
    - ◆ Be focused, attentive and an actively, engaged participant.
- **Integrity and authenticity of student work**- Students should not cut, copy or plagiarize internet content or work of their remote classmates. Copying the work of others, allowing others to knowingly copy a students' work, and/or misusing content from the internet could result in a failing grade and other disciplinary actions.
  - Academic integrity is an ethical code, whereby the student guarantees that all work submitted is the student's own work. There are two kinds of academic integrity violations:
    - ◆ Plagiarism-to steal and pass off (the ideas and words of another) as one's own; use another author's production without crediting the source. For example: copying and pasting a report from the internet and representing it as your own.
    - ◆ Cheating-providing questions/answers/work to another student or receiving questions/answers/work from another student.
- **Communication**- Students are expected to contact teachers via email, GoGuardian, Zoom/Meet with questions or concerns regarding assignments. Teachers will be available via email and scheduled Zoom/Meet office hours throughout the school day.

### Parent Remote Learning Expectations: (During COVID-19 pandemic)

As a parent/guardian of a remote learning student, it is very important to understand the responsibilities associated with that role. As partners in supporting student learning, you are encouraged to:

- **Communication**-Provide the GCSD with updated contact information including email, phone number, and address. Reach out to teachers through email or phone with questions or concerns.
- **Remote Learning Environment**-Help your student to create an ideal remote learning environment:
  - Quiet space away from siblings/pets and other distractions (where possible).
  - TV, music, video games and other background noise turned off.
- **Work Completion**-Encourage your student to participate in required Zoom /Meet meetings and complete all assignments in accordance with due dates.
- **Attendance**-Ensure that your student attends all required Zoom/Meet meetings and completes check-ins, assignments, projects and learning tasks to receive attendance credit.

### Teachers Expectations: (During COVID-19 pandemic)

- Teachers must be available for scheduled office hours during scheduled Zoom/ Meet times.
- Teachers are expected to communicate assignments with students each week by 8:00 a.m. Monday morning.
- Teachers are expected to take daily attendance for each course.
- Teachers will use SeeSaw or Google Classroom to post assignments, lessons, student work, feedback and student expectations.

# GOUVERNEUR CENTRAL SCHOOL DISTRICT

High School Health Department  
113 East Barney Street  
Gouverneur, New York 13642

Bev Martin, RN—Head Nurse

Dear Parent/Guardian:

Gouverneur Central School requires that the school have on file permission signed by the parent/guardian **and** the child's physician **before** we can administer **any** medication to your child. This includes both prescription and non-prescription (over-the-counter) medications.

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

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

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

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

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

STUDENT NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

SCHOOL: (circle one) ELEMENTARY MIDDLE SCHOOL HIGH SCHOOL ST. JAMES PAROCHIAL

Both  
Signatures  
are  
required

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
Date

\_\_\_\_\_  
PHYSICIAN'S SIGNATURE

\_\_\_\_\_  
Date

**A NEW form must be signed and on file yearly.**

**2020-21 Community Eligibility Provision (CEP)/Provision 2 non-base year**  
**Household Income Eligibility Form FOR ALL GOUVERNEUR CENTRAL SCHOOL DISTRICT STUDENTS (UPK – 12<sup>th</sup> GRADE)**

**GOUVERNEUR CENTRAL SCHOOL DISTRICT** is participating in the Community Eligibility Provision (CEP) or Provision 2 in a non-base year. All children in **GCSD** will receive meals at no charge regardless of household income or completion of this form. This form is to determine eligibility for additional State and federal program benefits that your child(ren) may qualify for. Read the instructions on the back, complete **only one** form for your household, sign your name and return it to the school named above. Call our **SCHOOL LUNCH MANAGER** at (315)287-1690, if you need help.

**1. List all children in your household who attend GOUVERNEUR CENTRAL SCHOOL DISTRICT:**

<u>Student Name</u>	<u>School</u>	<u>Grade/Teacher</u>	<u>Foster Child</u>	<u>No Income</u>
	<b>GES    GMS    GHS</b> (circle appropriate school)		<input type="checkbox"/>	<input type="checkbox"/>
	<b>GES    GMS    GHS</b> (circle appropriate school)		<input type="checkbox"/>	<input type="checkbox"/>
	<b>GES    GMS    GHS</b> (circle appropriate school)		<input type="checkbox"/>	<input type="checkbox"/>
	<b>GES    GMS    GHS</b> (circle appropriate school)		<input type="checkbox"/>	<input type="checkbox"/>
	<b>GES    GMS    GHS</b> (circle appropriate school)		<input type="checkbox"/>	<input type="checkbox"/>

**2. SNAP/TANF/FDPIR Benefits:**

If anyone in your household receives either SNAP, TANF or FDPIR benefits, list their name and CASE # here. Skip to Part 4, and sign the application.

**Name:** \_\_\_\_\_ **CASE #** \_\_\_\_\_

**3. Household Gross Income:** List all people living in your household, how much and how often they are paid (weekly, every other week, twice per month, monthly). **Do not leave income blank.** If no income check box. If you have listed a foster child above, you must report their personal income.

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

**4. Signature:** An adult household member must sign this application.

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

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Total Household Members (children and adults):** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_ **Home Address:** \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE – FOR SCHOOL USE ONLY**

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

- ☐ SNAP/TANF/Foster
- ☐ Income Household: Total Household Income/How Often: \_\_\_\_\_ / \_\_\_\_\_ Household Size: \_\_\_\_\_
- ☐ Free Eligibility    ☐ Reduced Eligibility    ☐ Denied Eligibility
- ☐ **Signature of Reviewing Official** \_\_\_\_\_ **Date Notice Sent:** \_\_\_\_\_

## CEP/Provision 2 Non-Base Year Household Income Form INSTRUCTIONS

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

- (1) Print the names of the children, including foster children, for whom you are applying on one form.
- (2) List their grade and school.
- (3) Check the box to indicate a foster child living in your household, and check the box for each child with no income.

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**PART 2 HOUSEHOLDS GETTING SNAP, TANF OR FDPIR SHOULD COMPLETE PART 2 AND SIGN PART 4.**

- (1) List a current SNAP (Supplemental Nutrition Assistance Program), TANF (Temporary Assistance for Needy Families) or FDPIR (Food Distribution Program on Indian Reservations) case number of anyone living in your household. Do not use the 16-digit number on your benefit card. The case number is provided on your benefit letter.
- (2) An adult household member must sign the form in PART 4. **SKIP PART 3** - Do not list names of household members or income if you list a SNAP, TANF or FDPIR number.

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**PARTS 3 & 4 ALL OTHER HOUSEHOLDS MUST COMPLETE ALL OF PARTS 3 AND 4.**

- (1) Write the names of everyone in your household, whether or not they get income. Include yourself, the children you are completing the form for, all other children, your spouse, grandparents, and other related and unrelated people living in your household. Use another piece of paper if you need more space.
  - (2) Write the amount of current income each household member receives, before taxes or anything else is taken out, and indicate where it came from, such as earnings, welfare, pensions and other income. If the current income was more or less than usual, write that person's usual income. **Specify how often this income amount is received: weekly, every other week (bi-weekly), 2 x per month, monthly. If no income, check the box.** The value of any child care provided or arranged, or any amount received as payment for such child care or reimbursement for costs incurred for such care under the Child Care and Development Block Grant, TANF and At Risk Child Care Programs should **not** be considered as income for this program.
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### PRIVACY ACT STATEMENT

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