

FALL 2023-24



Gouverneur

CENTRAL SCHOOL DISTRICT

In THIS ISSUE:

- Health Services 2
- Student Health Records 2-3
- Golden Age Pass 3
- School Lunch Program 4
- SchoolTool 5
- ParentSquare 5
- Code of Conduct 6-7
- Notifications 8-9
- Transportation 10
- Athletics 10
- 2023-24 Academic Calendar 11
- Board of Education Meeting Dates 12

Thursday, September 7, is the first day of school!

A message from the Superintendent

Dear Gouverneur Wildcat Families:

I hope you have had a great summer filled with fun, relaxation, and time well spent with family and friends. I am excited to welcome our students back for the 2023-24 school year. In many ways, this is the best time of the year, full of enthusiasm and promise. Students are excited, and probably even a little nervous, about all the things they will learn and do this year, and we are excited and ready to welcome them back for another school year!

Our faculty and staff have been working all summer preparing for opening day and a great school year to follow. Our teachers have spent time during the summer months working collaboratively with colleagues to bring consistency to curriculum across grade levels. They have worked to ensure the curriculum is both engaging and supports our district goals of developing the foundational skills necessary for students to effectively read and write. In addition to curriculum work, administrators, faculty, and staff have been working to ensure a culture in which all students feel safe, welcomed at school, and want to be a part of the school community.

Our maintenance staff has used the past couple of months to prepare and improve our facilities and learning spaces to provide students with a safe and comfortable environment. This year is sure to be exciting as we embark on the possibility of a large capital project to upgrade and improve our current buildings and look to provide our students, families, and the community with state-of-the-art facilities. Please watch closely for information regarding the upcoming capital project.

I am also excited to welcome new administrators, teachers, and staff to our school community who are eager to join the Gouverneur Wildcat team and work with our students and families. Our goals this year continue to focus on student success, and our administration, faculty, and staff will work with you to help us reach those goals. We will rely upon our strengths – our commitment to “Deliver the Promise of a Brighter Future for Our Students and Our Community,” and our dedication to the students of this district to achieve success. The entire Gouverneur Wildcat team is here to help your children be successful!

The beginning of a new school year is always an exciting time, and I encourage you to get involved in school events and activities. I am looking forward to working with you and welcoming everyone back on Thursday, September 7!

Sincerely,
Jacquelyn L. Kelly
Superintendent of Schools



Daily Building SCHEDULES			
	BUILDING OPENS	CLASSES START	CLASSES END
ELEMENTARY SCHOOL	8:30 a.m.	8:50 a.m.	3:50 p.m.
MIDDLE SCHOOL	7:15 a.m.	7:30 a.m.	1:55 p.m.
HIGH SCHOOL	6:50 a.m.	7:30 a.m.	2:18 p.m.
ST. JAMES	8:40 a.m.	9:05 a.m.	3:30 p.m.



HEALTH SERVICES

www.gcsk12.org/health-services/

High School

- Beverly Martin, RN
Head of Health Services
martin.beverly@gcsk12.org
- Kylynne Stamper, LPN
stamper.kylynne@gcsk12.org
- Lisa Morgan
Health/Athletics Secretary
morgan.lisa@gcsk12.org
- 315-287-1902
- Fax 315-287-5517

Middle School

- Christine Sitts, RN
sitts.christine@gcsk12.org
- Natalie Wood, LPN
wood.natalie@gcsk12.org
- 315-287-1903
- Fax 315-287-2666

Gouverneur Elementary

- Stacie Hale, RN
hale.stacie@gcsk12.org
 - Brittany Fairbanks, LPN
fairbanks.brittaney@gcsk12.org
 - 315-287-2260
 - Fax 315-287-2410
- School Physician
- Donald Schuessler, M.D.

Free school supplies

The Gouverneur Central School District will provide all elementary, middle and high school students with free school supplies for the 2023-24 school year.

Historically, teachers have provided families with school supply lists prior to the start of each school year. This year families will not have to assume any of the costs related to purchasing school supplies. The district has elected to use a portion of federal funds to purchase school supplies for all students.

The school supplies have been ordered and are expected to arrive in time for the first week of school.

The supplies will be distributed to students upon arrival.



Student Health Records

The health records for students in grades preK-12, 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.

Parents have a right under FERPA to inspect and review those health and medical records that are considered "education records" under FERPA. Individual records may be interpreted by the school's registered professional nurse to administrators, teachers and other school officials, consistent with law.

Physicals & Screenings

NYSED requires a physical exam for new entrants and students in Grades pre-K or K, 1, 3, 5, 7, 9 & 11; annually for interscholastic sports; and working papers as needed; or as required by the Committee on Special Education (CSE) or Committee on Pre-School Special Education (CPSE).

Body Mass Index

As part of a required school health examination, students are weighed and their height is measured. These numbers are used to figure out the student's body mass index or "BMI." The state requires BMI and weight status group be included as part of the student's school health examination.

Required Immunizations

All students enrolled in New York State schools grades K-12 must provide proof of immunizations. If you have any questions, please contact your family physician or school nurse. If you do not have a health care provider or need help getting the immunizations, we can provide information from the local health department about where your child can receive them.

» Continued on next page...

» Continued from previous page...

Medication in School

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

The school’s registered professional nurse may administer medication to a student during the school day under certain conditions. The school must receive the following before medication will be administered to a student: a) The original written order from the student’s provider stating the name of the medication, precise dosage, frequency and time of administration; b) A written, signed consent from the student’s parent/guardian; and c) The medication, properly labeled in its original container, must be delivered to the Health Office by the student’s parent or guardian. A student is not permitted to carry any medication on their person in school, or on the school bus, or keep any medication in their school locker(s). Exceptions may apply, however, for students diagnosed with asthma or other respiratory illnesses, diabetes or allergies who will be permitted to carry and self-administer medication under certain conditions. All medication orders must be reviewed annually by school health office personnel or whenever there is a change in dosage.

Personal Care Items

- **Feminine Hygiene Products.** All schools will provide feminine hygiene products in building restrooms at no charge to students.
- **Alcohol-Based Hand Sanitizers.** NYSED permits the use of alcohol-based hand sanitizers in schools without a physician’s order. Parents

must provide written notification to the school if they do not wish to have their child use this product.

- **Sunscreen.** Students may carry and use FDA-approved sunscreen products for over-the-counter use. The student’s parent/guardian in parental relation must provide written permission for the student to carry and use sunscreen.

Head Lice

While a nuisance, head lice do not pose a public health risk. Consistent with accepted medical knowledge, the school nurse will determine the infestation and inform the parent/guardian immediately if their student has been identified as having an active case of head lice and will provide resources. Following corrective treatment, a student who has been infested will be readmitted to school after successfully completing an examination by the School Nurse. Current treatment protocols make this possible in less than twenty-four (24) hours. School staff will protect student privacy and maintain confidentiality of medical information when infestations are detected.

Student Insurance

Gouverneur Central School District carries a supplementary or secondary student injury insurance plan that covers each enrolled student in grades 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 parent/guardian’s 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.

Golden Age Pass

If you are at least 55 years of age, retired, and a resident of the school district, be sure to get your

GOLDEN AGE PASS

that entitles you to free admission to any activity or event sponsored by the Board of Education of the Gouverneur Central School District and open to the public.

Passes may be obtained from the Superintendent’s Office or by calling Mrs. Kennedy at 315-287-4870 or email: kennedy.tatia@gcsk12.org





School Lunch Program

www.gcsk12.org/resources/food-services

School Lunch Manager

• Heather Hollis
hollis.heather@gcsk12.org
315-287-1900 ext. 47162

High School

• Velicia Hadfield, Head Cook

Middle School

• Julie Richards, Head Cook

Gouverneur Elementary

• Shelly Blair, Head Cook



WATCH YOUR MAIL FOR IMPORTANT INFORMATION REGARDING THE CEP (COMMUNITY ELIGIBILITY PROVISION) OR VISIT OUR WEBSITE: WWW.GCSK12.ORG/RESOURCES/FOOD-SERVICES/

2023-24 Breakfast & Lunch Price List	
BREAKFAST	FREE TO ALL STUDENTS
LUNCH	FREE TO ALL STUDENTS

BREAKFAST & LUNCH are available daily in all Gouverneur School cafeterias. Breakfast and lunch are 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.

OTHER NOTES OF INTEREST

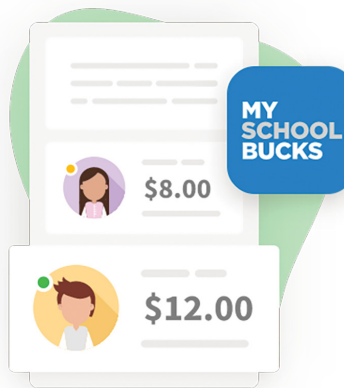
All Qualifying Meals must be "type A" meals. This means the meal must be taken in accordance with "Offer vs. Serve" guidelines.

**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.

ONLINE PAYMENT is available!

Go to: www.myschoolbucks.com



The Simple Way to Pay for school meals:

myschoolbucks.com

ONLINE PAYMENT PORTAL

Our school is using My School Bucks as a way for you to put money on your child's account for meals.

MYSCHOOLBUCKS

Track balances and purchases

View your student's meal purchases and current account balance at a glance. We'll even send you a reminder when their balance gets low.

SchoolTool



www.gcsk12.org/resources/parent-portal/

The SchoolTool™ Parent Portal is one of many ways to keep in touch with your child's academic progress, and is available to all parents in the Gouverneur Central School District, regardless of your child's grade level.

The Parent Portal is a component of the SchoolTool™ student

information system, and allows parents and legal guardians to view their child's class schedule, grades, assignments, attendance record, discipline history, and contact information from any device that can access the internet. It also provides a way to contact all the teachers your child has through email.

Access the Parent Portal by clicking on the SchoolTool™ link in the Families and Students menu.

If you have any questions about the SchoolTool™ Parent Portal, please feel free to email us at: schooltool@gcsk12.org.

School Closing Due to Inclement Weather or Other Emergencies

If school is open but you determine that conditions are too severe to send your child, please contact the school to inform us of their absence. When a decision is made to close school, all other after-school activities scheduled are also cancelled.

The district uses the ParentSquare 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, please visit our website at www.gcsk12.org/families-and-students/

When school is closed for the full day it is also communicated to local television and radio stations, including WWNY-TV Channel 7, by 6 a.m.

ParentSquare



Gouverneur Central School District uses the school-to-home communication tool ParentSquare. This unified communications platform is designed to be a "one-stop shop" to keep you informed and connected with the district.

ParentSquare allows you to:

- Direct message teachers and staff
- Share pictures and files
- See calendar items
- Schedule parent-teacher conferences
- Sign permission slips

We look forward to communicating with you through ParentSquare.

Dress for the Weather

Parents should remember that North Country winters can be severe. It's important that students dress appropriately in case of delays or emergencies en route. Students should wear a warm jacket or coat, hat or head covering, mittens or gloves, boots, and leg coverings.





Code of Conduct Summary Highlights

INTRODUCTION

The Board of Education of the Gouverneur Central School District 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 Summary. The full code may be found on our website: www.gcsk12.org/about-us/code-of-conduct/.

STUDENT USE OF ELECTRONIC COMMUNICATION DEVICES

The GCSK believes in the importance of uninterrupted instructional settings as critical to student attention to task and ultimately to their academic achievement. To that end, GCSK may control such interruptions to the learning climate including, but not limited to, personal electronic devices.

We also recognize that students are being educated in a global setting. Electronic devices play an important role in this education. Students now live in a technology dependent

STUDENT BILL OF RIGHTS AND RESPONSIBILITIES

With every right comes a responsibility.

<i>It is the student's right:</i>		<i>It is the student's responsibility:</i>	
1)	To attend school in the district in which one's parent or legal guardian resides.	→	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 an education.
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.	→	To be aware of all rules and expectations regulating student's behavior and conduct oneself in accordance with these guidelines.
3)	To be respected as an individual.	→	To respect one another, and to treat others in the manner that one would want to be treated.
4)	To express one's opinions verbally or in writing.	→	To express opinions and ideas in a respectful manner so as not to offend, slander, or restrict, the rights and privileges of others.
5)	To dress in such a way as to express one's personality.	→	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.
6)	To be afforded equal and appropriate educational opportunities.	→	To be aware of available educational programs in order to use and develop one's capabilities to their maximum.
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.	→	To work to the best of one's ability in all academic and extracurricular activities, as well as being fair and supportive of others.
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.	→	To be aware of the information and services available and to seek assistance in dealing with personal problems, when appropriate.
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.	→	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.

world in which electronic devices such as laptop computers, tablets and smart phones play a key role. However, the district reserves the right to monitor, control, and limit the use of any electronic device used within the school grounds and at all school functions to mitigate distractions, enhance learning, and maintain the safety of students and staff.

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. If a student violates this prohibition, then he/she is subject to discipline under this provision and/or any other provision in the District Code of Conduct that may be applicable to the circumstances involved.

STUDENT DRESS CODE

The intent of the Student Dress Code is to foster an environment that is sanitary, safe and conducive to teaching and student learning. It is also intended to provide guidance to prepare students for their role in the workplace and society.

All students are expected to give proper attention to personal cleanliness and to dress

appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

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

- 1) Be safe, appropriate and not disrupt or interfere with the education process.
- 2) Clothing should not expose the midriff (front and back), lower abdominal area, gluteal area or chest and students may not wear clothing through which these areas of the body are visible.
- 3) Ensure that underwear and undergarments are completely covered with outer clothing, nor shall clothing contain any holes, rips, tears, or sheer portions allowing underwear or undergarments to be seen through 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 buildings except for a medical or religious purpose or designated school activities during the academic day.*

6) *Not include messages or images that are lewd, vulgar, obscene, contain sexually explicit messages, (including messages that are innuendos or have double-meanings), and/or libelous or denigrate others on account of race, color, religion, creed, national origin, gender/gender identity, sexual orientation, or disability.*

7) *Not promote and/or endorse the use of alcohol, tobacco or illegal substances (as defined in this Code) and/or encourage other illegal or violent activities.*

8) *Not be clothing, jewelry, symbols, etc. that are determined by the Administration to indicate membership in a group that exists to intimidate or threaten the safe and orderly operation of the school and/or the health and welfare of the staff and/or students.*

Each building principal or their designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the Dress Code made during the school year. Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including out of school suspension for the day. Any student who repeatedly fails to comply with the Dress Code shall be subject to

further discipline, up to and including out of school suspension.

Nothing in this Dress Code will be construed to limit the ability of students to dress and/or groom themselves in a way that allows them to express their gender identity, or to discipline students for doing so.

Nothing in this Dress Code will be construed to limit the ability of students to wear certain protective hairstyles (including but not limited to braids, locks and twists) or to wear their hair in a particular texture, or to discipline students for doing so.

PROHIBITED STUDENT CONDUCT

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 logical consequences, restorative practices and/or 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.

STUDENT SEARCHES AND QUESTIONING OF STUDENTS

The Board of Education is committed to facilitating an atmosphere on school property and at school functions that is safe and orderly. Accordingly, authorized district personnel may conduct searches and/or questioning of students

in accordance with applicable Board of Education policy.

VISITORS TO THE SCHOOLS

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.*

REPORTING VIOLATIONS

All students are expected to promptly report violations of the code of conduct to a teacher, guidance counselor, the building principal or their 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 their 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.



Student Attendance Policy Summary

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

The district is an active partner with students and parents in the task of ensuring that all students meet or exceed the New York State Academic Standards. The district recognizes that consistent school attendance, academic success, and school completion have a positive correlation, and therefore has developed a Comprehensive Student Attendance Policy to meet the following objectives: a) Increase school completion for all students; b) Raise student achievement and close gaps in student performance; c) Identify attendance patterns in order to design attendance improvement efforts; d) Know the whereabouts of every student for safety and other reasons; e) Verify that individual students are complying with education laws relating to compulsory attendance; f) Determine the district's average daily attendance for state aid purposes.

Determination of Excused and Unexcused Absences, Tardiness and Early Departures. a) Excused: if due to personal illness, illness or death in the family, impassable roads due to inclement weather, religious observance, quarantine, required court appearances, attendance at health clinics, approved college visits, approved cooperative work programs, military obligations or other such reasons as may be approved by the Board of Education. b) Unexcused: if the reason for the lack of attendance does not fall into the above categories (e.g., family vacation, hunting, babysitting, haircut, obtaining learner's permit, oversleeping).

A written excuse, signed by a parent/guardian in parental relation should be presented by the student when returning to school following each absence.

Family Educational Rights and Privacy Act (FERPA) Student Records

Policy 7240, Student Records: Access and Challenge can be found at www.gcsk12.org/boe/policies/.

The Board of Education recognizes the importance of accurate student records and the need to maintain confidentiality in accordance with the Family Educational Rights and Privacy Act (FERPA). With respect to a student's educational records, parents have the right to: (1) inspect and review the student's education records; (2) request the amendment of the student's education records that the parent or eligible student believes are inaccurate; (3) consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent; and (4) file a complaint with the U.S. Dept. of Education concerning alleged failures by the district to comply with 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: Dale R. Munn Jr., Records Access Officer.

Release of Student Information

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the 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, the district may release student information defined as "directory information" without written consent, unless otherwise notified by parents. The primary purpose of directory information is to allow the 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

District website including official social media sites

Directory information can also be disclosed to outside organizations, such as companies that manufacture class rings or publish yearbooks, without a parent's prior written consent. The district has designated the following information as directory information: Student's name; Address; Telephone listing; Date/place of birth; Major field of study; 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 the 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 Dale R. Munn Jr., Records Access Officer, at 133 E. Barney St., Gouverneur, NY 13642 by Sept.15 of each year.

Disclosure of Student Information to Military Recruiters and/or Colleges

In accordance with federal law, the district must release secondary school students' names, addresses and telephone listings to military recruiters or institutions of higher education unless eligible students or parents/guardians request in writing that such information not be released. If you would not like this information released, please notify the High School Principal in writing by Sept. 30 of each year

Rights Under the Protection of Pupil Rights Amendment (PPRA)

The full policy can be found on our website: www.gcsk12.org/boe/policies/ as Policy 7516, Student Privacy, Parental Access to Information, and Administration of Certain Physical Examinations to Minors.

The Protection of Pupil Rights Amendment provides parents/guardians with certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. In particular, if a survey is funded in

whole or part by the U.S. Department of Education, parents/guardians have the right to consent before students are required to complete a survey that asks about any of eight protected areas: a) Political affiliations or beliefs; b) Mental or psychological problems; c) Sex behavior or attitudes; d) Illegal, anti-social, self-incriminating or demeaning behavior; e) Critical appraisals of other individuals with whom respondents have close family relationships; f) Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; g) Religious practices, affiliations, or beliefs; or h) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program). The following specific activities and surveys are covered under this requirement: The collection, disclosure, or use of personal information for marketing, sales or other distribution; administration of any protected information survey not funded by the Education Department; and any non-emergency, invasive physical examination or screening. 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.

Non-Discrimination and Anti-Harassment

In accordance with applicable federal and state laws and regulations, the district does not discriminate on the basis of any legally protected class or category in its education programs and activities or when making employment decisions. Further, the district prohibits discrimination and harassment on school property and at school functions on the basis of any legally protected class including, but not limited to: race, color, religion, disability, national origin, sexual orientation, gender identity or expression, military status, sex, age, and marital status.

Further, the district does not discriminate on 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): Mr. Cory Wood, 315-287-1900; wood.cory@gcsk12.org; or Mrs. Jessica Sullivan, Gouverneur CSD, 133 E. Barney St., Gouverneur NY 13642; 315-287-4836; sullivan.jessica@gcsk12.org.

Dignity for All Students Act (DASA)

The full policy can be found on our website: www.gcsk12.org/boe/policies/ as Policy 7532, Dignity for All Students.

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. The district further prohibits discrimination against students, including, but not limited to, discriminatory acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex by employees or other students on school property, at school functions, and in certain instances off school property. The district will promptly respond to reports of harassment, bullying, and/or discrimination of students, ensure that all investigations are conducted within a reasonably prompt time frame and under a predictable fair grievance process that provides due process protections, and impose disciplinary measures and implement remedies when warranted.

To make a report, contact any Dignity Act Coordinator (DAC). All district employees who witness or receive an oral or written report of harassment, bullying, and/or discrimination are required to make an oral report not later than one school day after to the Superintendent or Principal, their designee, or the DAC. All incidents are thoroughly investigated.

If a report is investigated through the proper channels and it is determined to NOT be a case of bullying or harassment, the district and school administration will work with those involved to reach a mutually agreeable solution to the problem.

The District's Dignity Act Coordinators are:

- Mr. Cory Wood: Lead Coordinator, District
- High School: Assistant Principal, Guidance Counselors
- Middle School: Principal, Assistant Principal, Guidance Counselors
- Elementary School: Principal, Guidance Counselors

Title IX and Sex Discrimination

Title IX prohibits discrimination on the basis of sex in any education program or activity operated by a district that receives federal financial assistance. The full policy can be found on our website: www.gcsk12.org/boe/policies as Policy 3421, Title IX and Sex Discrimination.

Inquiries about this policy or the application of Title IX may be directed to the District's Title IX Coordinator(s), the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

The district has designated and authorized the following district employee(s) to serve as its Title IX Coordinator(s): Cory Wood, High School Principal, 315-287-1900, wood.cory@gcsk12.org; and Jessica Sullivan, Assistant Superintendent, 315-287-4836, sullivan.jessica@gcsk12.org.

Use of Pesticides & Request for Notification

The full policy can be found on our website: www.gcsk12.org/boe/policies/ as Policy 5693, Pest Management & Pesticide Use.

The Gouverneur Central School District uses an Integrated Pest Management approach to control weeds, structural and landscape pests and to minimize pesticide exposure to students, employees and visitors. The district will maintain a list of those people who wish to receive forty-eight (48) hour notice before pesticide applications and will deliver such notice in a timely fashion to all affected. To receive these notifications, please send a written request to Harold Simmons, GCS D pesticide representative, at 133 E. Barney St., Gouverneur NY 13642, or simmons.harold@gcsk12.org.

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 in the Gouverneur Central School Office at 315-287-1013.

Parents' Bill of Rights for Data Privacy and Security

The district is committed to maintaining the privacy and security of student data and teacher and principal data. In accordance with New York Education Law Section 2-d and its implementing regulations, the following is a summary of the district's Parents' Bill of Rights. The entire document and supplemental information can be found on our website at sites.google.com/gcsk12.org/gcsd-edlaw2-d.

1. A student's personally identifiable information cannot be sold or released for any commercial purposes.
2. Parents have the right to inspect and review the complete contents of their child's educational records.
3. State and federal laws protect the confidentiality of personally identifiable student information, and safeguards must be in place when data is stored or transferred.
4. A complete list of all student data elements collected by New York State is available for review at the following website: www.p12.nysed.gov/irs/sirs/documentation/NYSEDstudentData.xlsx or by writing to: Office of Information & Reporting Services New York State Education Department Room 863 EBA, 89 Washington Avenue Albany, NY 12234
5. Parents have the right to have complaints about possible breaches of student data addressed. Complaints should be directed to: Jacquelyn L. Kelly,

Data Protection Officer Email: kelly.jackie@gcsk12.org
 Phone: 315-287-4870 OR Chief Privacy Officer New York State Education Department 89 Washington Avenue Albany, NY 12234 Email: CPO@mail.nysed.gov

6. Each contract with a third-party contractor which will receive student data, or teacher or principal data will include provisions requiring that confidentiality of such shared data be maintained in accordance with law, regulation, and district policy.

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 Monica Scott, Gouverneur Middle School (315-287-1903, Option 4) 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/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.



Athletics

www.gcsk12.org/athletics/



GCSD uses FamilyID for sports sign-ups. This provides a convenient way to sign up for one or more sports for all family members throughout the school year. Click the "Sports Registration" link on our website to enroll or access your current account.



Reporting Child Abuse

If you believe a child is being abused or maltreated, you can help by making a call to the Child Abuse Hotline. You will be connected with a child abuse expert who will walk you through the process of reporting. They will ask you a series of questions including the child's name, date of birth, address, the child's injuries and relationship of the alleged offender to the child.

The hotline is available 24 hours a day, seven days a week, 365 days a year. If you suspect a child is in immediate danger, call 911.



**New York State
Child Abuse
Hotline:
1-800-342-3720**

The Dominic Murray Sudden Cardiac Arrest Prevention Act

This act is a new law as of July 1, 2022. This law requires schools, students, and parents/guardians have information on sudden cardiac arrest risks, signs, and symptoms.

To decrease any chance of SCA in a student, the Interval Health History for Athletics must be completed and signed by a parent/guardian before each sports season unless a physical examination has been conducted within 30 days before the start of the season.

The law also requires any student who has signs and symptoms of pending SCA be removed from athletic activity until seen by a physician. The physician must provide written clearance to the school for the student to be able to return to athletics.

Additional information will be provided to all student athletes and their families prior to the start of their sports season, or you may contact Beverly Martin, Head of Health Services, at martin.beverly@gcsk12.org or 315-287-1902.

Questions may be directed to the State Education Department's Office of Student Support Services at studentsupportservices@nysed.gov or 518-486-6090.



Transportation

- **Kelley Moore**
Transportation Supervisor
Terminal Manager
moore.kelley@gcsk12.org
315-287-0650
- **Iva Walrath**
Dispatcher
walrath.iva@gcsk12.org
- **Harold Simmons**
Director of Facilities III
simmons.harold@gcsk12.org

Important: Notes on Bus Transportation of Students

Please note the following key points regarding transportation of students:
 Schools are responsible for providing bus transportation for students residing in their districts and who are eligible for such services.
 While there is no requirement for schools to provide transportation to more than one residence, Gouverneur CSD's policy is to provide transportation for a child to two locations if so requested in writing by a child's parent or legal guardian.
 Temporary Changes in Busing Arrangements: When circumstances of an urgent nature arise which necessitate a change in the normal busing arrangement for a child, the appropriate school office must receive written notice of a requested change no later than 11 a.m. the morning of the requested change. After 11 a.m., written emergency requests must be presented in person by the parent/guardian or person previously authorized as an emergency contact for the child. In the interest of student safety, telephone calls, voicemails, texts, or faxes will not be accepted to change a child's busing arrangement.

All bus changes must be provided to the appropriate school office, not the bus driver or monitor.

2023-24 Academic Calendar

Approved at the Jan. 9, 2023, regular meeting of the Gouverneur Central School District Board of Education.

AUG/SEPTEMBER 2023

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

OCTOBER 2023

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

NOVEMBER 2023

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

DECEMBER 2023

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

JANUARY 2024

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

FEBRUARY 2024

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH 2024

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

APRIL 2024

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

MAY 2024

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

JUNE 2024

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
24	25	26	27	28	29	30

JULY 2024

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



KEY:

- **TEACHER IN-SERVICE DAYS:**
(no school for students)
- FIRST/LAST DAY FOR STUDENTS**
- ▲ **PARENT-TEACHER CONFERENCES:**
(half-day for elementary and middle school families only)
- TESTING (TENTATIVE)**
January 23-26 – Regents Exams;
April 19-26 – ELA 3-8 CBT;
May 2-9 – Math 3-8 CBT;
May 23-June 2 – Science 8;
June 5 – Science Written 8;
June 14, 18, 20-25 – Regents Exams
- SCHOOL CLOSED/HOLIDAYS**
July 4 – Independence Day;
Sept. 4 – Labor Day;
Oct. 9 – Columbus Day;
Nov. 10 – Veterans Day Observed;
Nov. 22-24 – Thanksgiving Recess;
Dec. 22-Jan. 1 – Holiday Break;
Jan. 15 – Martin Luther King Day;
Feb. 19-23 – Mid-Winter Break;
March 29-April 5 – Spring Break;
May 27 – Memorial Day;
June 19 – Juneteenth



Board of Education

DAVID FENLONG, *PRESIDENT*
fenlong.david@gcsk12.org
TODD E. BATES, *VICE-PRESIDENT*
bates.todd@gcsk12.org
BROOKE BUSH
bush.brooke@gcsk12.org
DR. WILLIAM CARTWRIGHT
cartwright.william@gcsk12.org
MARK HENDRICK
hendrick.mark@gcsk12.org
NAAMAN LOWRY
lowry.naaman@gcsk12.org

NICKOLAS ORMASEN
ormasen.nickolas@gcsk12.org
LAURIE M. ROBERTS
roberts.laurie@gcsk12.org
LAURA SPICER
spicer.laura@gcsk12.org

Superintendent

Jacquelyn L. Kelly

District Clerk

Tatia Z. Kennedy

Editor

Erin Drescher

Produced in cooperation with the Capital Region BOCES Communications Service.

Board of Education 2023-24 meeting dates

Meetings are held in the High School Auditorium at 5:30 p.m.

- JULY 10: Organizational
- JULY 31
- AUGUST 21
- SEPTEMBER 11, 25
- OCTOBER 16
- NOVEMBER 6, 20
- DECEMBER 4, 18
- JANUARY 9, 23
- FEBRUARY 12
- MARCH 4, 18
- APRIL 8, 22
- MAY 13:
Annual Budget Hearing followed by regular Board Meeting
- MAY 21:
Budget Vote and School Board Election
- JUNE 3, 17

Administration

Jacquelyn L. Kelly
Superintendent of Schools
kelly.jackie@gcsk12.org
315-287-4836, Option 1

Cory Wood
High School Principal
wood.cory@gcsk12.org
315-287-1900, Option 8

Robert Kotz
Middle School Principal
kotz.robert@gcsk12.org
315-287-1903, Option 8

Kimberly Richards
Elementary Principal, PreK-1
richards.kimberly@gcsk12.org
315-287-2260, Option 8

Harold Simmons
Director of Facilities III
simmons.harold@gcsk12.org
315-287-1013

Jessica Sullivan
Assistant Superintendent for Curriculum
sullivan.jessica@gcsk12.org
315-287-4836, Option 2

Nicole Donaldson
Assistant HS Principal
donaldson.nicole@gcsk12.org
315-287-1900, Option 8

Michael Hammond
Assistant Middle School Principal
hammond.michael@gcsk12.org
315-287-1903, Option 7

Rich Trowbridge
Elementary Principal, 2-4
trowbridge.rich@gcsk12.org
315-287-2260, Option 7

Heather Hollis
Food Services Manager
hollis.heather@gcsk12.org
315-287-1900, Option 5

Dale R. Munn Jr.
Business Manager
munn.dale@gcsk12.org
315-287-4836, Option 3, 1

TBA
Athletic Coordinator
315-287-1900, Option 7

