

# Gouverneur High School



**2025-2026**  
**Student Handbook**

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# I. General Information

## Gouverneur Central School Mission & Vision Statements

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Delivering the Promise of a Brighter Future for Our Students and Our Community

Gouverneur Central School District, in collaboration with the community, is dedicated to educating all individuals, in a safe environment, to be passionate learners and responsible citizens in a global society.

## Gouverneur Central School District Directory

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	<b>Phone</b>	<b>Fax</b>
<b>District Office</b>	315-287-4870	315-287-4736
<b>District Clerk</b> – Mrs. Tatia Kennedy	315-287-4870	
<b>Business Office</b>	315-287-4836	
<b>High School</b>	315-287-1900	315-287-5513
<b>Middle School</b>	315-287-1903	315-287-0137
<b>Elementary School</b>	315-287-2260	315-287-0073
<b>Bus Garage</b>	315-287-0650	

## Board of Education

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Mr. David Fenlong, President  
Mr. Todd Bates, Vice President  
Mrs. Brooke Bush  
Dr. William Cartwright  
Mrs. Tina French  
Mrs. Lisa McGregor  
Mr. Nickolas Ormasen  
Mrs. Laurie Roberts  
Mrs. Laura Spicer

## Administration

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<b>Superintendent of Schools</b> – Mrs. Jacquelyn Kelly	315-287-4870
<b>Assistant Superintendent</b> – Mrs. Jessica Sullivan	315-287-4870
<b>Director of Special Education</b> – Mrs. Kim Richards	315-287-4972
<b>High School Principal</b> - Ms. Nicole Donaldson	315-287-1900
<b>High School Assistant Principal</b> - Mrs. Margeaux Davis	315-287-1900
<b>Athletic Coordinator</b> - Mr. Aaron McEathron	315-287-1902

## High School Faculty & Staff

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### Aides (Individual & Classroom)

Mr. Steve Besaw  
Mrs. Kiera Matthews  
Mrs. Billie Jean Sheen  
Ms. Terry Streeter  
Mrs. Roxanne Todd

### Agriculture

Mrs. Kylie Torres

**Art**

Mr. Robert Decker  
TBD

**Business**

Mrs. Angela LaJoy

**Counseling**

Mrs. Marcy Tyler (A-K)  
Ms. Jamie DeRusso (L-Z)  
Ms. Christie Warren (Social Worker)  
Mrs. Hayley Murray (Virtual School Psychologist)

**Cafeteria Staff**

Mrs. Heather Hollis, Food Service Manager  
Ms. Nola Scott, Head Cook  
Ms. Crystal Christman  
Mr. Matt Cousino  
Ms. Karrie Koerick  
Ms. Sandra Martin  
Ms. Carol Ormasen

**Custodial Staff**

Mr. Jackson Sheen, Head Custodian  
Ms. Ashley Davis  
Ms. Brittany Davis  
Mr. Ryan Hays  
Mr. Shawn Reynolds  
Mr. Spencer Ritchie

**Driver Education & Health**

Mrs. Bethanie Denesha

**English**

Mr. Michael Bason  
Mrs. Meaghan Matthews  
Ms. Danielle Peake  
Ms. Julia Streeeter  
Ms. Alexia Taylor

**Instructional Technology Specialist**

Mrs. Stephanie Plaisted

**Library Media Center**

Ms. Kelly Wilson

**Music**

Ms. Olivia Montango (Concert Band)  
Ms. Janeen Streeeter (Orchestra)  
Mr. Brett Worden (Chrous)

**Math**

Mrs. Kathleen Beese  
Mr. Mark Dailey  
Mrs. Megan Sovie  
Mr. Cory Young

**Nurses**

Ms. Beverly Martin  
Ms. Kylynne Stamper

**Office Staff**

Mrs. Amy Barr, Main Office  
Mrs. Sunday Bennett, Attendance Clerk  
Mrs. Michelle Hassett, Main Office  
Mrs. Lisa Morgan, Health & Athletics Offices  
Ms. Katie Stubbs, Counseling Office

**Physical Education**

Ms. Korrine Patterson  
Mr. Shawn Typhair

**Science**

Mr. Shawn Cummings  
Ms. Melissa Devereaux  
Mrs. Lisa Dunkelberg  
Mrs. Bobbie Holmes  
Mr. Sam Sochia  
Mrs. Sarah Wood

**Social Studies**

Mrs. Donna Briscoe  
Mr. Robert Dunkelberg  
Mr. Matthew Miller  
Mrs. Emma York

**Spanish**

Mrs. Emily Bason  
Mrs. Gina White

**Special Education**

Mrs. Lisa Carbone  
Mrs. Jill Davis  
Mrs. Pam Easton  
Mrs. Heather Parker  
Mrs. Kristen Wallace  
Mr. Colter Whitmore

**Speech**

Ms. Erin Moon

**School Resource Officer**

Mr. Mike Tyler

### Teacher Assistants

Mrs. Kristen Gaebel  
Mrs. Emily Mashaw  
Mrs. Kathleen Stamper  
Mrs. Wendy Stowell  
Mrs. Tracy Whitton

### Technology

Mr. Tim Knowlton

## 2025-2026 School Calendar

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September 1	Labor Day - No School
September 2	Staff Development Day - No Students
September 3	Staff Development Day - No Students
September 4	School Opens
September 27	Homecoming Dance
October 10	5 Week Progress Reports Distributed
October 13	Columbus Day - No School
October 20	PM Staff Development Day - No PM Students
November 10	Staff Development Day
November 11	Veterans' Day - No School
November 14	Quarter 1 Report Cards Distributed
November 26-28	Thanksgiving Holiday - No School
December 12 & 13	High School Fall Drama
December 16	High School Winter Concert
December 19	15 Week Progress Reports Distributed
December 19	PM Staff Development Day - No PM Students
December 22-31	Christmas Holiday - No School
January 1 & 2	New Year's Day/Christmas Holiday - No School
January 19	Martin Luther King, Jr. Day - No School
January 20-23	Regents Exams
January 24	Winter Ball
January 29	High School Chamber Concert
January 30	Quarter 2 Report Cards Distributed
February 16	Presidents' Day - No School
February 17-20	Winter Recess - No School
March 12	25 Week Progress Reports Distributed
March 13	Staff Development Day - No Students
March 27 & 28	High School Musical
March 30	PM Staff Development - No PM Students
April 3-10	Spring Recess - No School
April 17	Quarter 3 Report Cards Distributed
April 21	Dean Oratoricals
May 9	Prom (Grades 10-12)
May 12	High School Spring Concert
May 22	35 Week Progress Reports Distributed

May 25	Memorial Day - No School
May 27	National Honor Society Induction
June 2	High School Chamber Concert
June 9 & 10	Regents Exams
June 12	Moving Up Day
June 17 & 18	Regents Exams
June 19	Juneteenth Holiday - No School
June 22-25	Regents Exams
June 26	Graduation
July 29	Quarter 4 Report Cards Mailed Home

## Bell Schedule

Lunch A	Start Time	End Time		Lunch B	Start Time	End Time
Per. 1	7:30	8:12		Per. 1	7:30	8:12
WW	8:15	8:30		WW	8:15	8:30
Per. 2	8:33	9:15		Per. 2	8:33	9:15
Per. 3	9:18	10:00		Per. 3	9:18	10:00
Per. 4	10:03	10:45		Per. 4	10:03	10:45
<b>Lunch A</b>	<b>10:48</b>	<b>11:18</b>		Period 5B	10:48	11:30
Per. 5A	11:21	12:03		<b>Lunch B</b>	<b>11:33</b>	<b>12:03</b>
Per. 6	12:06	12:48		Per. 6	12:06	12:48
Per. 7	12:51	1:33		Per. 7	12:51	1:33
Per. 8	1:36	2:18		Per. 8	1:36	2:18

## Two Hour Delay Schedule

	Start Time	End Time	
Per. 1	9:30	9:58	<p style="text-align: center;"><u>AM SWT BOCES Students</u></p> 9:30 - Period 1 - Report for attendance 9:35 - Depart for BOCES 11:15 - Return to high school 11:15-11:41 - Study Hall in the auditorium 11:44-12:14 - Lunch 12:14-12:45 - Period 4 - Study Hall in the auditorium  <p style="text-align: center;"><u>PM SWT BOCES Students</u></p> 11:08am - Get a "to go" lunch and board the bus to BOCES at approximately 11:15.
WW	10:01	10:06	
Per. 2	10:09	10:37	
Per. 3	10:40	11:08	
Per. 5B & Lunch A	11:11	11:41	
Per. 5A & Lunch B	11:44	12:14	
Per. 4	12:17	12:45	
Per. 6	12:48	1:16	
Per. 7	1:19	1:47	
Per. 8	1:50	2:18	

## School Hours

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GHS will be open to students who need to be dropped off early at 6:50 am each morning. For the safety and security of all students and staff, please be aware that the canopy entrance is the only unlocked entrance to the high school. Students must remain on the first floor until the first bell rings at 7:25 am. The normal school day is from 7:25 a.m. to 2:18 p.m. Any student remaining in the school after 2:18 should be under the supervision of a faculty member. There are only three reasons for remaining after school:

- 1.) working with a teacher/making up classes/tutoring in library
- 2.) participating in athletics/extracurricular activities
- 3.) being assigned to after school detention

## Announcements

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Announcements will be made daily on the public address system at the start of Wildcat Wakeup - 8:15am. Announcement forms should be filled out in the office prior to 8:00am. Students are not allowed to submit announcements without the approval of their advisor or the principal. Mid-day announcements will be kept to a minimum. Announcements at the end of the day will be limited to essential items only.

## Communication with the School

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At Gouverneur High School, we believe that open and frequent communication between home and school is essential to student success. Academic progress is reported regularly through progress reports and report cards, which can be accessed through the SchoolTool Parent Portal. In addition to grades, class attendance is also available in the portal.

We encourage families to actively monitor student progress and use ParentSquare for updates and to contact teachers. Links to ParentSquare and SchoolTool are available on the district website.

Parents are also encouraged to keep the school informed of any changes or concerns that may affect a student's performance. If you have questions or would like to speak with a teacher, counselor, or administrator, please call the school during regular hours. Staff are generally available for conferences after 2:35. We would be pleased to meet with you whenever you have any concerns about your child.

## Student Planners

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Each student will receive a planner at the beginning of the school year from the District. It is meant to help students organize and keep track of their responsibilities. It also includes hallway pass pages. The planner must be carried at all times, and students may not tear out the hallway pass pages of their assignment books. If a student loses their planner, they may purchase a new one in the Counseling Office.

## Attendance

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1. **ALL STUDENTS** must be in their 1st period class and seated for attendance at 7:30 am.
2. **Absence** - Upon your return to school after an absence, always bring a note with the reason and the dates of absence. Excuses must be signed by the parent or guardian. If the student is absent more than one day, please call the school (315-287-1900) and inform the attendance office. In accordance with the State Education Law, only the following excuses are considered legal for absences or tardiness:
  - personal illness
  - illness or death in the family
  - impassable roads due to inclement weather

- religious observance
- required court appearances
- Doctors appointments
- college visits
- military obligations

All other excuses are considered unexcused if the reason for the lack of attendance does not fall into the above categories. Examples include oversleeping, vacation, babysitting, haircut, etc.

Class time and work must be made up, even if the absence is legally excused.

- 3. Tardiness** - Any student not in class at the 7:30 a.m. bell will be marked tardy. When you are tardy, report directly to the Attendance Office with a written tardy excuse signed by your parent or guardian or an excuse submitted through ParentSquare. The legal excuses for tardiness are the same as those for absences. All other excuses for tardiness are considered illegal by the State Department of Education.
- 4. Excused Early from School** - In order to be dismissed early from school, a parent or guardian must send a written note or call the attendance office directly. Students will receive an early dismissal pass from the attendance office and will sign out there prior to leaving school. Students may be picked up at the canopy entrance
- 5. Senior Privileges** – Senior privileges are granted based on a student’s average at the 5- or 10-week mark. The required average will be adjusted periodically throughout the year. Seniors who meet the academic requirements may leave campus for lunch, and later in the year (when notified), may also leave during a study hall that is directly connected to their lunch period. Students must sign in or out using the senior privilege binder located near the main office. These privileges may be revoked at any time due to behavior.
- 6. Attendance – Southwest Tech Center** - All students must arrive and return from BOCES via authorized Gouverneur transportation unless written permission from a parent/guardian AND a school administrator has been granted.

## Passes

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Students who leave their assigned location must have a pass. Teacher and staff-generated passes should conform to the following guidelines: one person per pass, must include time and destination; and must be legibly written in ink. Teachers and staff may only provide passes allowing students access to supervised areas. All students with passes are required to sign in/out of their destinations. Students are not permitted to go to/attend another teacher’s class without a PRE-SIGNED PASS obtained ahead of time.

## Visitors

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All visitors must sign in and out with the attendance lobby in the office and are expected to carry a visitor’s badge while in the building. Student visitors are not allowed at Gouverneur High School.

## After School Bus

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There is a 5:00 p.m. bus available for those students who are involved in extracurricular activities, are staying with staff for extra help, are at tutoring, or are assigned to after school detention. Late bus transportation is not available for students who want to "hang out." If students need to

stay with a teacher, they need to check with that teacher prior to dismissal. Students riding the bus need to obtain a pass from the supervising staff member.

## II. Conduct Expectations & Discipline

### Gouverneur CSD Code of Conduct

The Gouverneur Central School District Code of Conduct is reviewed and approved annually by the Board of Education. The full Code of Conduct can be found on our website: [www.gcsk12.org](http://www.gcsk12.org).

### Student Bill of Rights and Responsibilities

With every right comes a responsibility.

It is the student's right:	It is the student's responsibility:
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	→ To be aware of the information and services available and to seek assistance in dealing with personal problems, when appropriate.

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.	→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.
10) To a supportive learning environment where they feel safe and respected. Through the implementation of TCIS, the district is committed to providing interventions that promote positive behaviors and address challenges constructively, focusing on de-escalation and reintegration into the classroom.	→ To contribute to a positive and respectful learning environment by demonstrating self-regulation, engaging in conflict resolution strategies, and participating in restorative practices when necessary. Students are expected to follow de-escalation techniques, seek help from staff when facing challenges, and take an active role in reintegration efforts after behavioral incidents to maintain a safe and supportive school community.

### **Prohibited Student Conduct**

The Board of Education expects all students to conduct themselves in an appropriate and civil manner per the District Code of Conduct, 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. These expectations also apply to internships and student work experience.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to emphasize on the students' ability to develop self-discipline. To support this, the district implements Therapeutic Crisis Intervention for Schools (TCIS), which provides staff with strategies to prevent and de-escalate potential crises situations, reinforcing positive behavioral choices and fostering student well-being. While verbal interventions, conflict resolution, and restorative practices will be prioritized, physical interventions will only be used in situations where there is an imminent risk of harm, and all other de-escalation strategies have been exhausted.

The Board recognizes the need to be clear and specific in expressing its expectations for student conduct while on District property, at a District function, or off school property when the actions create or would foreseeably create a risk of substantial disruption within the school environment or where it is foreseeable that the conduct might reach school property. The rules of conduct listed below are intended to promote safety and respect for the rights and property of others.

Students who do not act responsibly for their own behavior or who violate these school rules will be required to accept the consequences for their conduct. In alignment with TCIS principles, 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, or endangers the safety, morals, health or welfare of others.

#### **A. Conduct that is Disorderly**

Examples of disorderly conduct include, but are not limited to:

1. Engaging in any act which disrupts the normal operation of the school community, such as running in hallways, making unreasonable noise, or using language or gestures that are profane, lewd, vulgar, abusive, intimidating, or that incite others.
2. Obstructing vehicular or pedestrian traffic.
3. Trespassing. Students are not permitted in any area of a school building, other than the school they regularly attend, without permission from the administrator in charge of the building.
4. Misusing computer/electronic communications devices, including any unauthorized or inappropriate use of the District's computer system (DCS), consisting of software, hardware, computer networks and electronic communications systems; accessing inappropriate websites; evading the District's content filter; using an outside wireless network; or any other violation of the District Acceptable Use Policy.
5. Unauthorized use of electronic devices/equipment (i.e., laptops, netbooks, Chromebooks, cell phones, smart phones, iPods, iPads, tablets, eReaders, and other personal electronic devices deemed inappropriate by the administration).
6. Violations of the Student Dress Code.

#### **B. Conduct That is Insubordinate**

Examples of insubordinate conduct include, but are not limited to:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees, or otherwise demonstrating disrespect.
2. Lateness for, missing, or leaving school or class without permission.
3. Skipping detention.

#### **C. Conduct That is Disruptive**

Examples of disruptive conduct include, but are not limited to:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel or otherwise demonstrating disrespect.
2. Endangering the health and safety of other students or staff or interfering with classes or District activities by means of inappropriate appearance or behavior as per District Code of Conduct.

#### **D. Conduct that is Violent**

Examples of violent conduct include, but are not limited to:

1. Committing, threatening, or attempting an act of physical violence (such as hitting, kicking, punching, or scratching) upon a teacher, administrator or other District employee or attempting to do so.
2. Committing, threatening, or attempting an act of physical violence (such as hitting, kicking, punching, or scratching) upon another student or any other person lawfully on school property or attempting to do so.
3. Engaging in bullying and/or harassing conduct, threats, intimidation, or abuse (verbal or non-verbal) that reasonably causes or would reasonably be expected to cause a student to fear for their physical well-being.
4. Possessing a weapon as defined by this Code of Conduct. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on District property or at a District function.

5. Displaying, using, or threatening to use a weapon, as defined by this Code of Conduct, or displaying, using, or threatening to use what appears to be a weapon.
6. Intentionally damaging or destroying District property, the personal property of a student, teacher, volunteer, contractor, vendor, administrator, other District employee or any person lawfully on District property, or at a District function including but not limited to graffiti or arson.
7. Communication by any means, including oral, written or electronic (such as through the Internet, email or texting) off school property, where the content of such communication (a) can reasonably be interpreted as a threat to commit an act of violence on school property; or, (b) results in material or substantial disruption to the educational environment.

#### **E. Conduct That Endangers the Safety, Morals, Health or Welfare of Others**

Examples of such conduct include, but are not limited to:

1. Lying, deceiving, or giving false information to a teacher, administrator or other school personnel.
2. Stealing District property or the property of other students, school personnel or any other person lawfully on school property or while attending a school function.
3. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them. This can include, but is not limited to, posting or publishing video, audio recordings or pictures via social media or other electronic communications.
4. Discrimination, based on a person's actual or perceived race, age, use of a recognized guide dog, hearing dog or service dog, color, creed, national origin, ethnic group, religion, religious practice, sex, sexual orientation, gender or gender identity, marital or veteran status, disability, or any other legally protected class as a basis for treating another in a negative manner on school property or at a school function.
5. Harassment, the creation of a hostile environment by conduct or by threats, intimidation or abuse (verbal or non-verbal), that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical wellbeing based on a person's actual or perceived race, color, weight, national origin, political affiliation, ethnic group, religion, religious practice, marital or veteran status, use of a recognized guide dog, hearing dog or service dog, disability, sexual orientation, gender/gender identity or sex.
6. Bullying and intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm and/or emotional discomfort
7. "Cyberbullying," including the use of instant messaging, email, websites, chat rooms, text messaging, or by any other electronic means, when such use interferes with the operation of the school; or infringes upon the general health, safety and welfare of students or employees.
8. Sexual harassment, which includes unwelcome sexual advances, requests for sexual favors, taking, sending, or receiving sexually explicit videos, pictures or auditory recordings and other verbal or physical conduct or communication of a sexual nature.
9. Displaying signs of gang affiliation or engaging in gang-related behaviors.
10. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any District or school sponsored activity, organization, club, or team.
11. Selling, using, possessing, or distributing obscene material.
12. Possessing, using, consuming, selling, purchasing, distributing, or exchanging (or attempting to possess, use, consume, sell, purchase, distribute or exchange), or being under the influence of alcohol, Tobacco Products, or Illegal Substances (as defined in this Code), on School Property or at a School Function.
13. Gambling and gaming.
14. Inappropriate touching and/or indecent exposure. Engaging in displays of affection of a sexual nature, including but not limited to kissing, caressing, groping and other similar overt

expressions of affection. Such behavior is inappropriate in the school environment and depending on the circumstances, including the age of the students involved, may also constitute criminal conduct.

15. Initiating or reporting warning of fire or other catastrophe without valid cause, misusing 911, or inappropriately discharging a fire extinguisher.

#### **F. Misconduct While on a School Bus**

It is crucial for students to behave appropriately while riding on District buses for their safety and that of other passengers, and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior and with this Code of Conduct. Violations of the Code of Conduct occurring on a school bus shall be subject to the same discipline as though the conduct occurred on school grounds. Excessive noise, pushing, shoving, fighting, harassment, and discrimination will not be tolerated.

#### **G. Any Form of Academic Misconduct**

Examples of academic misconduct include, but are not limited to:

1. Plagiarism. Plagiarism includes, but is not limited to, instances when another person's work, words, or ideas are represented as one's own without the use of a school-recognized method of citation (e.g., copied from another source such as an author or another student without properly acknowledging the actual writer/author) or when another person's work is copied or otherwise duplicated for academic credit. Plagiarism also occurs when knowingly giving or allowing one's own work to be copied or otherwise duplicated by another for academic credit, or when submitting one's own work for academic credit when they have already received academic credit for that work. Cutting and pasting from online sources on the Internet without proper acknowledgment and citation of primary and secondary sources (e.g., writers/authors/ organizations) also constitutes plagiarism (Nova Southeastern, 2021).
2. Cheating. Cheating is intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise, or having others complete work or exams and representing it as one's own (Nova Southeastern, 2021).
3. Copying.
4. Altering records.
5. Accessing other users' email, district provided accounts or network storage accounts and/or attempting to read, delete, copy, modify, or interfere with the transferring and receiving of electronic communications.
6. Recording audio or video or taking photographs in classrooms (including online classes) without prior permission from the course instructor or pursuant to an approved disability accommodation, and from reproducing, sharing, or disseminating classroom recordings to individuals outside of the designated course.
7. Violation of the District Acceptable Use Policy for technology.
8. Assisting another student in any of the above actions.

### **Student Dress Code**

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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, whether in-person or remote learners, 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.

### **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 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 teacher, the building principal, the principal's designee, or the superintendent.

### **Reporting Discrimination, Harassment and Bullying (Dignity For All Students Act)**

Prevention is the cornerstone of the District's effort to address bullying and harassment. In order to implement this anti-bullying prevention program, the Board will designate, at its annual organizational meeting, individuals at each school to act as the Dignity For All Students Act Coordinator ("DAC").

The Dignity Act Coordinators are as follows:

email addresses are lastname.firstname@gcsc12.org:

Lead Coordinator – District: High School Principal, 315-287-1900

### Building Coordinators:

High School: Assistant Principal, 315-287-1900  
Guidance Counselors, 315-287-4914

## **Disciplinary Procedures**

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School officials must consult the Code of Conduct when determining an appropriate disciplinary intervention and/or consequence.

As a general rule, violations and associated penalties listed in this Code are advisory, and discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations. However, the District retains the discretion to impose any level of discipline, even for a first violation, that is proportionate to the misconduct at issue.

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. If warranted, consequences shall be administered consistent with the separate requirements of this code of conduct for disciplining students with a disability or presumed to have a disability. A student identified as having a disability shall not be disciplined for behavior related to the student's disability.

### **Interventions/Consequences**

Teachers and administrators may choose to utilize one or more responses to best address inappropriate behavior. Multiple incidents of lower-level infractions will warrant more intensive and more serious consequences resulting in a higher level of intervention. School staff should strive to utilize the least punitive responses they believe will properly address the student's inappropriate behavior.

There are a range of disciplinary interventions and/or consequences when a student has made an inappropriate choice about their behavior. These include:

#### Possible Interventions and/or Consequences

- Teacher/Student Conference
- Parent/Guardian Contact or Conference
- Reminders/Redirection
- Reteaching of Expectations and Skills
- Loss of Privileges
- Teacher Consequence
- Seat Change
- Written Reflection
- Verbal Redirection
- Reflective Activity
- Restorative Justice Strategies
- Warning/Meeting with Administrator
- Referral to Student Support Team (SST)
- Lunch Detention
- Removal from Class
- In-School Suspension
- Detention
- Change in Class/Schedule
- Restitution
- Referral to Counselor
- Short-term Out of School Suspension (1-5 days)
- Referral to Outside Support Agencies
- Long Term Out of School Suspension

- Expulsion
- Referral to Law Enforcement

## Student Searches & Questioning Of Students

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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.

## Guidelines of Conduct

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### 1. Study Hall Conduct

Please follow the guidelines listed below to ensure that the study hall environment is conducive to student learning:

1. Be respectful to others, including the person facilitating the study hall.
2. Arrive on time and be in your assigned seat before the bell rings.
3. Bring all materials with you.
4. Ask permission to talk quietly to others. This is only for school-related purposes.
5. Students will be allowed to sign out to visit the restroom one student at a time.
6. Students may sign out to the Library, Nurses' Office, Counseling Office, or the Main Office. They must be given a pass. When they return, please check the pass to see that it is signed. Students are not allowed to sign out to any other location without a pre-signed pass.
7. Students that are on the failure list are unable to sign out to any location without a pre-signed pass.

### 2. Library Conduct

#### 1. Study Halls:

Seniors: Seniors will be able to go directly to the LMC during study hall periods. They will use the Google form/Library sign in when they enter.  
 9th - 11th Graders: A pre-determined number of students may sign out from study hall for the media center. They must go to study hall first and wait for attendance to be taken. Students will sign in on the Google form.

Students will be ineligible to sign out for the LMC if they are failing 2 or more classes. No one may leave the library without permission or a signed pass.

2. **Talking:** Since the media center is to be a quiet place for work and reading, there is to be no talking at any time without permission from a staff member.
3. **Lost or damaged materials:** Students must pay for all lost or damaged books. If the book is found later, the money will be returned.
4. **Computer use:** The computers in the media center are available to students for school-related work. Students are expected to be quiet and respectful of others, equipment, and property (see the *Acceptable Use Policy for Student Use of Computerized Information Resources*). Computer use priority will be given to classes in the media center and students with projects or homework to complete.

### 3. Hallway Conduct

After 7:30 a.m. no one should be in the corridors without a signed pass from a teacher. Be courteous to other students and staff members.

#### 4. Restroom Conduct

To ensure that restrooms remain safe, clean, and available for their intended purpose, the following expectations apply:

1. Restrooms are to be used for their primary purpose only.
2. Smoking, vaping, or the use of any prohibited substances is strictly forbidden.
3. Restrooms are not social gathering spaces. Loitering, "hanging out," or engaging in disruptive behavior is not permitted.
4. Bathroom stalls are intended for one individual at a time. Multiple students in a single stall will result in disciplinary consequences.
5. Repeated misuse of restrooms, including unnecessary or prolonged visits, will be addressed through disciplinary action.

#### 5. Grounds and Building Conduct

Be respectful of the school property, building, and grounds.

#### 6. Cafeteria Rules

1. Breakfast is served from 7:00 a.m. until 7:30 a.m. each morning.
2. All students will eat in the cafeteria even if they bring their own lunch. Any student not wishing to eat lunch will still go to the cafeteria during his/her regular assigned lunch period.
3. Ninth and tenth grade students will sit in the 9/10 Cafeteria. Eleventh and Twelfth grade students will eat in the 11/12 cafeteria.
4. Students may not have take-out food delivered to school.
5. Be sure you leave your table clean. Be considerate and clean up after yourself if you should spill food.
6. Talk should be kept to normal tones.
7. Leaning back in your chair, hand wrestling, pushing tables, and throwing food or other materials are the types of behavior not permitted.
8. Each student must take his/her turn in the cafeteria line. Do not ask another student to get your lunch or snacks.
9. Return your trays, dishes, and silverware to the dish room window after discarding trash in the trash can. Do not throw cafeteria equipment into the trash.
10. Push your chair under the table quietly when you leave.
11. Students will not be allowed to leave the cafeteria before the bell unless permission has been secured from one of the supervisors in charge.

**Follow the directions given by cafeteria supervisors at all times!**

#### 7. Student Driver Conduct

1. Parent consent must be secured for all driving privileges.
2. Students should obey all traffic laws and be courteous at all times when operating a motor vehicle. Violations of school driving regulations may result in the loss of the driver's privileges on school property.
3. Permission to drive to school will be granted only after the proper parent permission/driver registration form is completed and approved by the school administration. All student-driven vehicles must be registered in the Main Office. Approved student drivers will be issued a parking permit.
4. Student vehicles should be parked only in the student parking lot. Student-operated vehicles are not to be parked on the streets in front of the school.
5. Vehicles operated in the school parking lots and driveways are not to be driven over **10 miles per hour**. Obey the person on duty in the parking lot area at all times. School buses and pedestrians have the right of way at all times. Report any motor vehicle accidents on school property immediately to the principal's office.

**Failure to comply with school driving regulations can cause your permission to drive to school to be suspended.**

## **Cell Phones and Electronics**

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As required by NYS Law, students will not be permitted to use cell phones or other internet-enabled devices (including smart watches and AirPods) on school grounds from the first bell to the last bell of the school day. This policy applies across all school buildings and grounds, including classrooms, hallways, study halls, cafeterias, PE areas inside and outside, and field trips. Students in off-campus programs, such as those at Southwest Tech, must follow the policies of that program.

Students are encouraged to leave devices at home. If they bring them to school, devices must be stored in their lockers and remain there until their dismissal. Students signed out early may retrieve their devices at dismissal, but they may not use them until they have exited the building.

The law allows for exceptions related to healthcare needs. At Gouverneur CSD, students may only use internet-enabled devices for managing personal healthcare with administrative knowledge and appropriate medical documentation.

Students may use the phone in the main office should they need to call home. If you need to reach your child during the school day, please contact the main office at 315-287-1900.

## **Cell Phone/Electronics Violations**

If a student's device is seen or heard, a progressive discipline procedure will be in effect. Students will turn the device over to the staff member and it will be stored in the safe in the main office.

- 1<sup>st</sup> Offense - The student will be required to complete a reflective reading assignment and may pick the device up at the end of the day.
- 2<sup>nd</sup> Offense- The student will be assigned a lunch detention and a parent/guardian must pick up the device at the end of the day. The student will be unable to attend extracurricular activities (clubs, sports, dances) that day.
- 3<sup>rd</sup> Offense- The student will be assigned a 2 hour after school detention and a parent/guardian must pick up the device at the end of the day. The student will be unable to attend extracurricular activities (clubs, sports, dances) that day.

Students who refuse to turn over the device will receive a referral for insubordination and the Code of Conduct will be followed appropriately.

## **III. Academics & Counseling**

### **A. Academic Practices & Procedures**

#### **When a Student is Absent**

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Students who are absent from class for any reason are expected to complete all homework and missed classroom work or tests. Students are responsible for finding out the work that they missed and completing it in a timely manner to be determined by the teacher.

If a student is absent for three or more consecutive days, a parent can call the Counseling Office and make arrangements for picking up their child's assignments. Requests must be made to the Counseling Office by 10 am. When students return to school, they should speak with each of their teachers about their work and make arrangements for any missed quizzes or tests.

## Grading System

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Your scholastic progress will be recorded on progress reports and report cards. Progress reports will be given after the 5th, 15th, 25th, and 35th weeks of school. Report card grades are determined at 10, 20, 30, and 40 weeks based on classroom performance, assignments, projects, quizzes, and tests.

A student needs a minimum final average of 65 to earn academic credit for passing a class.

We use a numerical grading system on the report cards; therefore the following conversion table will be used for recording letter grades received from other schools.

A	=	95
A-	=	91
B+	=	88
B	=	85
B-	=	82
C+	=	79
C	=	76
C-	=	73
D+	=	70
D	=	67
D-	=	65
F	=	50

## Grading Procedures

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Grades will be calculated consistently for all courses with the marking period averages counting 80% of the final calculated average, and the midterm and final exam(s) counting 10% each in the final calculated average.

### Full Year Courses (1 credit)

- A. Progress reports issued at 5, 15, 25 and 35 weeks.
- B. Report cards issued at 10, 20, 30 and 40 weeks.
- C. Grades will be calculated as follows:
  - a.  $((MP1 + MP2 + MP3 + MP4) \times 2 + \text{Midterm Exam} + \text{Final Exam}) / 10 = \text{Final calculated average}$
- D. Midterm exam grades will be entered into Schooltool at the end of MP2.
- E. If one of the student's first two marking period grades is failing, and the student maintains a passing average for marking period 3 and 4, then the teacher has the authority to replace one of the failing marking period grades with a 65%.

### Semester Courses (½ credit)

- A. Progress reports issued at 5 and 15 weeks or 25 and 35 weeks.
- B. Report cards will be issued at 10 and 20 weeks or 30 and 40 weeks.
- C. Grades will be calculated as follows:
  - a.  $((MP1 + MP2) \times 2 + \text{Final Exam}) / 5 = \text{Final calculated average}$
  - b. If a student's first marking period average is failing, and the student maintains a passing average for the rest of the semester, then the teacher can replace the first report card grade with a 65%.

## Test-Taking

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Students are required to follow all directions given by teachers during testing situations. This includes during the administration of State and local assessments. There is to be NO communication, *verbal, nonverbal, or electronic*, during a test. If a teacher or supervising staff person determines that communication did occur, a student may receive **a grade of zero or his/her score may be invalidated** for the quiz, test, or assessment.

## Regents Examinations

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Students will be required to take Regents examinations in all subjects in which they are offered. If a student takes a Regents examination in June, and the student fails, he/she may request permission to take the Regents examination in August or January. Students should discuss this with their Counselor.

## Class Ranking

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Class rank will be based on a weighted grading system. All courses will be included. Class rank will be computed every semester. The following factors will be used in determining weighted class rank:

1. grades in full credit Regents courses will be multiplied by 1.0;
2. grades in local courses will be multiplied by 1.0;
3. grades in Advanced Placement or college courses will be multiplied by 1.1;

Weighted grades will be added and divided by the number of credits taken. All computations will be carried to three decimal places. The honors group will be identified at the end of the first semester of the senior year by use of the weighted class rank system. The weighted class average will be used for scholarship reports. Actual grades will be recorded on report cards.

## Course Load Expectations

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All students are encouraged to carry a course load of 6 credits each year, including physical education.

## Changing & Dropping Classes

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In the spring of each year, students and parents have an opportunity to verify and make changes to course requests for the following year. After that point, requests to change a student's schedule can be made in-person during the first few days of school. No schedule changes will be made after the first week of each semester.

## Grade Status

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In order to be advanced to the next grade level, students must earn the appropriate number of credits listed below:

Sophomore – 5.5 credits

Junior – 11 credits

Senior – 16.5 credits or possible graduate (a student who has the possibility to meet graduation requirements by June)

## Course Descriptions

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A course description catalog is available from the Counseling Office or on our website.

## Physical Education

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Each student in grades 9-12 must successfully complete physical education during each year of attendance in school in order to qualify for graduation. New York State requires credit in physical education for a high school diploma.

All students are expected to participate in physical education unless they are medically excused by a doctor or have a note from the nurse. If students are unprepared (not dressed in proper physical education clothing), they may still be required to participate in class. They must be wearing sneakers.

Any student who is a member of an interscholastic athletic team must maintain a 65 average or better in physical education. Failure to maintain a 65 or better average in physical education will place the student on academic probation. In cases where a student is officially injured or on a medical leave from participating in physical education, said conditions shall be taken into consideration.

Gym lockers are provided to all students so that a change of clothes should always be available. The only times a student should be in the locker room area are between 7:25 - 7:30 a.m., during their physical education class, or after school.

## B. Graduation Requirements, Pathways, & Recognition

### New York State Diploma & Examination Requirements

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The requirements for a NYS Diploma differ depending on the year a student enters Grade 9. Detailed information is available at <https://www.nysed.gov/standards-instruction/graduation-requirements> or from the Counseling Office.

### Diplomas & Credentials

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Students may achieve the following credential(s) or diplomas: Career Development and Occupational Studies (CDOS) credential, Skills and Achievement Commencement credential, Local diploma, Regents diploma, Advanced Designation diploma.

### Graduation

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Any student who has satisfactorily completed all graduation requirements will be permitted to participate in the graduation ceremony and all related graduation activities of his or her graduating class subject to certain exceptions. Students may be prohibited from participating in the graduation ceremony or related graduation activities as a consequence of violating the District's Code of Conduct. While permitted to participate, these students are not required to participate in the graduation ceremony or related graduation activities of his or her high school graduating class.

- Students will wear appropriate academic garb as prescribed by the school administration. They may not alter the mortarboards (hats) or gowns in any manner without permission of the high school principal.
- Students will wear appropriate clothing and footwear with the academic garb as directed by the school administration. (Students needing assistance in procuring appropriate clothing and footwear must make the administration aware of their individual situation at least 2 weeks ahead of time generally before Moving Up Day).
- Students that are suspended from school or barred from school district property will not be allowed to take part in graduation ceremonies.
- Student speakers and speeches must be pre-approved by the high school principal.

- School issued cords will be worn with permission and recognition by the District. Any other adornment of graduation apparel needs to be approved by administration.

## **Early Graduation**

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The standard four-year program is suited to most students in terms of their emotional, physical, and intellectual development. It is also most readily adaptable to post high school educational and vocational plans. Special situations may occur in which students may need to shorten the length of their high school program. Such a decision must involve the student, parents/legal guardians, school counselor, and principal, and may take some advance planning to ensure that all academic requirements are met.

## **Appeal to Graduate with a Lower Score on a Regents Examination**

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Information regarding appealing Regents Exam scores below 65 can be found at <https://www.nysed.gov/sites/default/files/programs/standards-instruction/appealgraduatelowerscoreregents.pdf>. Please contact your guidance counselor to see if you are eligible to appeal a Regents examination.

## **Doubling Up English or Social Studies Courses for Seniors**

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A student will be allowed to double in English or social studies only when the student is considered a senior or possible graduate. Permission from administration must be garnered prior to doubling in English or Social Studies. Any student who would like to double prior to their senior year must gain approval from administration.

## **Dual Enrollment, Distance Learning, and Advanced Placement**

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Dual enrollment allows high school students to take college-level courses and earn both high school and college credit at the same time. These classes are offered through partnerships with local colleges or universities and are taught on our campus. Students must meet eligibility requirements set by the college and follow all application and enrollment procedures. See your counselor for more information.

Distance learning courses are those in which college credit is earned through the ITV system with Hudson Valley Community College.

Advanced Placement (AP) courses have a rigorous level of course work and students take a college-level AP exam in May. Depending on respective college policy, students may receive college credit based on their score on the test.

## **Southwest Technical Center**

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Students enrolled at Southwest Tech Center will attend Gouverneur High School during the morning or afternoon and will take English, social studies, and other subjects necessary to satisfy graduation requirements. Upon successful completion of their technical program, students will earn four credits per year.

Students will be taken by school bus to BOCES in the morning and afternoon and attend classes for approximately two hours. Students are not allowed to drive to and from SWT unless written permission from a parent/guardian and a school administrator has been granted.

Complete information is available in the counseling office as to the courses available, age, and grade level requirements. All requests to participate in SWT programs must go through the counseling office where they maintain a list of updated programs.

## **Honor Roll, High Honor Roll, & Academic Excellence**

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Honor roll is calculated for all students. The actual calculation depends on the student's course load. Report card grades are not rounded up for honor roll calculation. Students with grades of "I", "U", "F" and/or "DF" are not eligible for the Honor Roll. Calculation of standing:

- 87 - 92 Honor Roll
- 93 - 96 High Honor Roll
- 97 - 100 Academic Excellence

## **Honors Group**

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The honors group will be identified at the end of the first semester of the senior year by use of the weighted class rank system. Membership will be determined by those students that have successfully maintained a 90% overall average at the end of their first 7 semesters of high school. Student averages will not be rounded up.

## **National Honor Society**

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Membership in the Gouverneur chapter of the National Honor Society is a prestigious recognition awarded by the faculty of Gouverneur Central High School. Selection is granted to students who exemplify the four foundational pillars of the society: scholarship, leadership, service, and character.

To be considered for membership, candidates must have a cumulative average of 90% or higher, beginning in 9th grade, with no rounding.

Eligible students will receive a letter inviting them to meet with the NHS advisor. During this meeting, the candidacy process will be explained, including how to complete the candidacy form. Candidates are required to document their experiences in leadership and service (volunteering, employment, & co-curricular involvement), including a brief description of responsibilities and a verifying signature from an advisor or supervisor. Candidates are also required to submit a written statement.

Once candidacy forms are submitted, faculty members complete a character evaluation survey to assess the student's behavior, ethics, and overall reputation within the school community. Character is evaluated according to specific standards, including integrity, demonstrated by honesty and a clean record free of cheating or intentional dishonesty; positive behavior, reflected in consistent respect for school rules and responsible conduct; cooperation, shown through respectful interactions with peers and staff; and ethics, demonstrated by a commitment to making good, principled choices.

All candidate materials and evaluations are reviewed by a five-member Faculty Council. The council's decision is submitted to the administration for final action.

In order to maintain one's membership in National Honor Society, members must:

- 1) Maintain an overall average of 87% or higher
- 2) Remain in good standing in the areas of citizenship, leadership, and ethics
- 3) Participate in at least 75% of all chapter meetings and activities
- 4) Complete the required service hours

## **Scholarships**

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Each year a number of students receive formal recognition for excellence in academic, service, and athletic activities. Outstanding achievement is recognized by honors conferred at the end of the school year.

Scholarships to high school graduates will be awarded on the basis of the student's academic achievement, his/her potential for success at an institution of higher learning, financial need, and the student's inability to pursue higher education without the scholarship, as applicable to the type of award being given. Recipients of academic awards will be selected by the Scholarship Committee from a list of eligible candidates prepared in consultation with appropriate school staff.

## **Transcript Requests**

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All transcript requests must be submitted through the Counseling Office in person or in writing. The transcript request form can be found on our website with directions on how to complete this request for processing: <https://www.gcsk12.org/high-school/counseling/transcripts/>

## **Homeschool Procedures**

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When a homeschool student transfers from homeschool instruction into GHS, the principal will award credit on the basis of assessment or evidence that the student has successfully completed the coursework. Students will be issued a passing (P) or failing (F) grade for each course assessed by the principal to be recorded on the GHS transcript.

# **IV. Health, Safety & Security**

## **Injuries at School**

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Be sure you report all injuries immediately, no matter how slight and minor, to the teacher in charge or to the health office. More serious injuries which cannot be fully cared for by the school will be referred to the family or school physician.

In an emergency, the school will be responsible if a parent is not available for obtaining medical care for the student at the time of the injury. However, if a student has to return to a doctor's office or hospital for additional treatment, x-rays, etc., it is the responsibility of the parents to see that the student is transported to the doctor's office or place of treatment.

## **Illness at School**

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If you become ill at school, report to the health office. Your condition will be assessed by the school nurse. Your parents will be notified if needed in the event of illness or a serious accident. The responsibility for providing medical care and relief beyond first aid or emergency care is strictly the obligation of the parent/guardian. Please inform the school nurse of any health concerns regarding your child. If a student chooses to contact parents, rather than seeing the school nurse, to report an illness, it is the responsibility of the parents to make arrangements for an early release, including a written note, if they wish to have their student leave early. Parents should call the nurse.

## **Administration of Medication in School**

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Nurses practicing in schools are governed by laws and regulations under the Nurse Practice Act. Only those medications which are necessary to maintain the student in school and that must be given during school hours should be administered. Any student who is required to take medication during the regular school day or while participating in school-sponsored activities (i.e. field trips, athletics, etc.) should comply with all procedures.

All medications, including nonprescription drugs, given in school must be ordered by a licensed prescriber on an individual basis as determined by the child's health status. Written orders should include the student's name and date of birth, diagnosis, the name of the medication, the dosage/route of administration; self-administration orders, if indicated, conditions under which

the medication should be administered for PRN (as necessary) medications, the date written, and the prescriber's name, title, signature, and phone number.

The following guidelines must be followed:

- All medications must be in the original pharmacy container.
- Medication orders must be renewed annually or when there is a change in medication or dosage.
- The pharmacy label does not constitute a written order and cannot be used in lieu of a written order from a licensed prescriber. A written order from the prescriber and a parent permission note are required to receive medications in school.
- The parent/guardian is responsible for delivering all medications to the school nurse. The student is not allowed to bring his/her own medication to school with the exception of inhalers.
- All students requiring medication during school hours should receive their medication in the health office.
- Medications must be retrieved by the parent by the last school day in June. Medications cannot be stored in the nurse's office over the summer vacation.

School nursing personnel may receive a request from a parent/guardian and physician to permit a student to carry and self-administer his/her own medication (e.g. inhalers). Under certain conditions it is permissible to allow a student to do so. Such decisions are to be made on an individual basis. In this case, the prescriber's order, in addition to a written parent/guardian request, is required.

## **Other School Health Services and Information**

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1. Students in grades 9 & 11 are required by law to have a school physical. The school physician will perform this physical if the parents are unable to provide one from their own healthcare practitioner. These students and any other students deemed necessary will also be screened for vision, hearing and scoliosis if applicable. The school nurse will notify parents of any defects detected.
2. All candidates for athletic teams will be required to have a physical examination within the last year of the season's start date, and only those meeting acceptable standards will be permitted to participate.

## **Automatic External Defibrillators**

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Gouverneur Central School District coaches are trained in the use of AEDs and each district building has at least one available for use in the event of an emergency.

## **McKinney-Vento Services**

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Students with uncertain or temporary housing should contact the GCSD McKinney-Vento liaison, Ms. Monica Scott ([scott.monica@gcsk12.org](mailto:scott.monica@gcsk12.org)).

## **Fire Drills & Lockdown Drills**

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Fire drills and lockdown drills are held several times throughout the school year.

When the fire alarm sounds, all work is stopped immediately. Students will leave the classroom in single file, keeping to the same side of the corridor as the room which they left. They must move to the exit designated on the building map which is posted in each classroom. Each classroom has an emergency exit window which will be used to clear the building when the normal fire exit is not usable.

Lockdown drills are conducted as a precaution against intruders on school grounds. Students and staff “lock down” in secure areas for a short period of time. During a lockdown drill, no access to the building from the outside is permitted.

## V. Student Resources & Services

### Student Lockers

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Students at Gouverneur High School are assigned lockers in which to secure their belongings. In order to maintain a safe and secure environment for both students and their belongings, the following procedures and regulations have been adopted:

- Students are to use the lockers to secure internet-enabled devices, clothing and school-related materials.
- The combination is given only to the student issued the locker.
- Students may not change lockers without permission from the counseling office.
- Personal locks are prohibited.
- Students are asked to leave valuables at home.
- GCSD is not responsible for lost or stolen property.
- Students are to report any missing or stolen property immediately to an administrator. Also any locker or lock malfunctions should be reported to the counseling office.
- Lockers must be closed and locked at all times when not in use.
- Lockers need to be kept neat and orderly at all times.

Lockers, locks, the combinations, and/or the keys are the property of the school district and may be subject to a search at any time by administration as well as law enforcement officials designated by the administration to conduct a search. Search of lockers shall be at the discretion of the administration. Students and their families are advised that they should not expect privacy for anything contained in their lockers. Searches of lockers may be conducted with, or without, prior notice to the student body.

### Physical Education Lockers

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Each student will be assigned another locker in the physical education department for physical education classes. Each student will obtain a combination lock from his/her physical education teacher to use on his/her locker in the locker room. Only school-issued locks are permitted on physical education lockers. Be sure to keep your equipment, clothing and valuables (money, jewelry, etc.) in your **locked** locker while in class. GCSD is not responsible for lost or stolen property. Any lost or damaged locks will be paid for by the student concerned. These lockers are the property of Gouverneur Central School District. Students should have no expectation of privacy from school administrators with respect to the contents of their assigned lockers, including any contents of a closed container within the locker.

### Free and Reduced Lunch Program

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All students currently receive free breakfast and lunch through the Community Eligibility Provision. All questions should be directed to the food service director.

### Working Papers

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Students wishing to obtain working papers may do so by applying with the health & athletics secretary. A current physical and proof of age are required. Whenever possible, working papers should be processed before school closes in June.

## Posters & Notices

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All signs, posters, and notices must be cleared through the Principal's office before they can be posted in school.

## Textbooks

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- All basic textbooks are furnished on a loan basis by the Board of Education without charge to the student.
- All books issued will be numbered and a record made of the condition of the book by the classroom teacher. Furthermore, students should place their names in the assigned books as directed by the teacher.
- Students who damage books will have to pay for the damage when the books are returned to the teachers.
- All books must be returned to the teacher who issued them.
- Any student leaving this school must turn in his/her school issued textbooks and equipment.

## VI. Extracurriculars & Athletics

### Athletic/Extracurricular Code of Conduct

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A complete version of the GCSD Athletic/Extracurricular Code of Conduct is available on our website: [www.gcsk12.org](http://www.gcsk12.org). All students engaging in athletics or extracurricular activities and their parents are required to sign the code, indicating they have read it.

### Athletic Teams

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Presently, the following athletic teams are available to students:

FALL SPORTS SEASON	<u>BOYS</u> Cross Country Football Soccer	<u>GIRLS</u> Cross Country Soccer Swim Volleyball	<u>COED</u> Cheer
WINTER SPORTS SEASON	Basketball Indoor Track Swim Wrestling	Basketball Indoor Track Wrestling	Comp. Cheer
SPRING SPORTS SEASON	Baseball Track & Field	Softball Track & Field	Golf

### Clubs and Organizations

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The various clubs and organizations at Gouverneur High School have been developed to offer a variety of activities to students. Being part of a club or organization is a privilege that allows students to explore their talents and interests while gaining valuable experience in teamwork and collaboration. All students are encouraged to take full advantage of the opportunities and benefits that club membership provides.

If a group of students wish to form a new club/organization for some purpose, they may look for an advisor and complete paperwork to be approved as an unofficial club.

Presently, the following clubs and organizations are available to students:

- Student Senate
- Art Club
- National Honor Society
- Fall Drama
- Spring Musical
- Whiz Quiz
- Paw Print Student Newspaper
- Color Guard
- Varsity Club
- Key Club
- FFA
- Tri-M Honor Society
- Marching Band
- Chamber Singers
- Jazz Band
- Select Strings
- Yearbook
- Trap Team
- Math Club
- Model UN
- DEI Club

## **Athletic/Extracurricular Attendance Expectations**

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In order for a student to be eligible to participate in or spectate an extracurricular event on any given day, they must be in regular attendance at school as per the student attendance policy unless excused for legal reasons other than illness.

1. Legal or excused absences are defined as:

- Illness or death in the family
- Doctor's appointment(s)
- Driver's test
- Impassable roads
- Religious observance
- Required court appearance
- Approved college visit
- Military obligations

2. All students must be in school by 10:45 AM in order to participate in practices or games.

3. Students excused from PE or released from school early due to illness or injury will not be allowed to participate in any event or game that evening.

4. Students must provide prior notification to their coach/advisor concerning any anticipated absences from athletic/club activities. Failure to notify the coach/advisor may result in disciplinary action at the coach's/advisor's discretion.

5. Any requests for variance on these stipulations must be directed to the Principal prior to the activity.

## **Academic Eligibility Policy**

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Academic achievement is the primary focus of Gouverneur Central School District. Students will be encouraged to maintain and improve academic performance during the entire school year. All students who participate in extracurricular activities are subject to eligibility requirements. The purpose of these eligibility requirements is to emphasize the importance of academics, promote a sense of order and discipline and to keep each student's extracurricular endeavors in the proper perspective.

Students will be reviewed academically every five (5) weeks to determine eligibility.

## **Probation**

If a student is found to be failing two (2) classes, the student will be placed on probation for a ten-school-day period. During this time students will be allowed to actively participate in extracurricular activities. At the end of the probation period, the student may not be failing more than one class. Any student failing two or more classes at the end of their ten-school-day probation period will be placed on ineligibility for an additional ten-school day period.

## **Ineligibility**

If a student is found to be failing three (3) or more classes, the student will be placed on ineligibility for a ten-school-day period. During this time students are allowed to practice with their club/team. However, playing in games or participating in major club activities during this period is prohibited. Any student failing two or more classes at the end of the ten-school-day ineligibility period will be removed from the team.

## **Eligibility Review and Student Expectations**

During periods of academic probation or ineligibility, students are responsible for actively seeking academic support from their teachers and/or participating in after-school programs. They must also maintain full compliance with the Interscholastic Eligibility Agreement. After each period of ten-school-days, students' progress will be reviewed. Students who are non-compliant or do not show timely and appropriate academic progress will be removed from the team.

Exceptions may be made upon deliberation and agreement by/amongst the Principal and the Athletic Director and communicated with applicable coaches, the student, and parent/guardian.

*For the fall season, students who failed two classes at the end of the previous school year and did not attend or pass summer school will begin on probation until the first five-week report. Students who failed three or more classes and did not attend or pass summer school will begin on ineligibility until the first five-week report.*

## **Athletic/Extracurricular Code Violations**

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### **Penalties**

Violations of the Code will result in penalties as determined formally by the building Principal and the Athletic Director. In determining appropriate penalties, the building Principal and the Athletic Director shall be guided as follows:

#### First Offense

If an offense occurs that is deemed to be a violation of the Code, the student will be allowed to practice with the team, but shall not be allowed to participate in the team's scheduled competitions according to the eligibility chart. For example, a student on a team with a 16-game schedule found guilty of smoking or vaping during the season, would be expected to practice with the team but would not be permitted to participate in the next four regularly scheduled contests.

#### Second Offense

If a second offense occurs within twelve (12) months of the last offense, the student will be allowed to practice with the team, but shall not be allowed to participate in the team's scheduled competitions according to the eligibility chart. For example, a student on a team with a 16-game schedule found guilty of smoking or vaping prior to the start of the season and again during the season, would be expected to practice with the team, but would not be permitted to participate in the next eight regularly scheduled contests.

### **Third Offense**

If a third offense occurs within twelve (12) months of the last offense, the student shall be removed from participation in all interscholastic athletics for one calendar year beginning on the date the penalty for the third offense is imposed.

### **Out-of-School (OSS)/In-School Suspension (ISS)**

A student may not participate in any extracurricular activity until the suspension period has concluded and the student has been formally readmitted to school. Any student serving a full day of ISS cannot participate in after-school activities. Any student serving a full day of OSS/ISS on Friday cannot participate in a contest held on the weekend.

### **Detention**

A student may not participate in any extracurricular activity until detention has been completed on the day of.

## **Varsity Letters**

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For a student to earn a school letter, he/she must have been a member of a varsity athletic team for that particular sports season.

A student will be issued one letter award at the Varsity level during his/her school athletic career. When a student repeats in qualifying for a letter award, in other sports and in other seasons, an appropriate emblem or insignia (pin) will be presented to be attached to the letter previously received.

## **Dance Guidelines**

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1. Gouverneur High School dances are not open to the public. Students attending GHS dances must be enrolled at GHS or have a guest pass signed by administration. Students must be in class the day of a dance.
2. Currently, prom is open to students in grades 10-12 only.
3. The GCSD Code of Conduct is in effect throughout school dances.
4. Eligibility to attend dances will be determined based on a review of grades, attendance, and behavior. Only students in good standing may participate.
5. Students must be academically eligible to attend a dance, including Prom. Any student failing 2 or more classes as of the most recent report card will not be allowed to attend. Students may appeal this decision with the Principal. In order to appeal, students must be able to show that they have been staying after with those teachers regularly and that they are showing improvement in the class.
6. Students engaged in behavior which is inappropriate for a public place (i.e. excessive displays of affection) will be requested to stop their inappropriate behavior. If the students refuse, they will be asked to leave the dance. Parents will be notified immediately.
7. Students must arrive no later than one hour after the start of the dance.
8. Any student who enters a dance may not leave the dance and re-enter. Once a student makes the decision to leave the dance, he/she may not return.
9. Students suspended out of school or serving an extra-curricular suspension are not allowed at dances.

## **VII. Transportation**

### **Bus Conduct**

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1. Students are expected to follow the driver's instructions.

2. The bus should be thought of as an extension of the school classroom. All rules of conduct that apply in the classroom also apply on the school bus. This includes no profanity or use of tobacco products, vape devices, etc.
3. Students should take seats and remain seated at all times. Heads, arms, and legs are to be kept within their own space and are not to go out open windows.
4. Upon leaving the bus, be sure to look up and down the highway before crossing. You are to cross a street or highway in front of the bus. **BE CAREFUL!**
5. Students must get off at home or a designated bus stop and nowhere else unless written permission from the parent/guardian has been filed in the office. Those students will be issued a bus pass.
6. While waiting to load, stay away from the bus until it has stopped. Remain on the sidewalk loading area while waiting for a bus. Do not walk or run to meet or enter a bus that is moving. Wait until the bus has come to a complete stop.
7. Help to keep your school bus clean.

Students found violating bus conduct rules will be subject to disciplinary action in accordance with the GCSD Code of Conduct. Video cameras may be used to monitor student behavior on school buses. If a student persists in breaking the school bus rules, he/she may be denied further bus privileges. In such a case, the parent/guardian must provide transportation.

## **Field Trips**

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Field trips conducted by the school are for educational purposes only. A student must have a parent permission slip signed for such a trip or the student will not be allowed to participate.

## **Conduct At Other Schools**

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1. Remember you are a guest there. Conduct yourself to be a credit to your school, team, and yourself. Good sportsmanship is a must.
2. Students are under the same regulations at all other schools as they would be here at Gouverneur.
3. Students who create problems or are unsportsmanlike in their conduct while on a school trip will be suspended from future trips. Improper behavior while waiting for buses at the pickup points may also cause suspension from future trips.

## **Bus Transportation for Athletics, Band, & Other School Groups**

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All students are to go and return by school transportation unless previous permission has been secured to do otherwise. Permission will be granted only in unusual circumstances. If you go on the bus, you must come home on the bus unless a parent/guardian signs you out with the coach or advisor. This is necessary because of legal requirements as to the responsibility for your safe transportation to and from the game. Specific permission must be obtained prior to the trip. For athletic events, more information is available in the Athletics Office.

# **VIII. Technology Use & Responsibility**

## **Student Use of Computerized Information Resources (Acceptable Use Policy 7370)**

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The Board of Education will provide 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 to the DNM from their home or other remote locations. All use of the DNM, including independent use off school premises, shall be subject to

this policy and accompanying regulations. Further, all such use 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**

This policy is intended to establish general guidelines for the acceptable student use of the DNM and also to give students and parents/guardians notice that student use of the DNM will provide student access to external computer networks and the Internet, which are not controlled by the School District. The District cannot screen or review all of the available content or materials on these external computer networks. Thus some of the available content or materials on these external networks may be deemed unsuitable for student use or access by parents/guardians.

Despite the existence of District policy, regulations and guidelines, it is impossible to completely prevent access to content or material that may be considered inappropriate for students. Students may have the ability to access such content or material from their home, other locations off school premises and/or with a student's own personal technology or electronic device on school grounds or at school events. 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. This policy does not attempt to articulate all required and/or acceptable uses of the DNM; nor is it the intention of this policy to define all inappropriate usage. Administrative regulations will further define general guidelines of appropriate student conduct and use as well as proscribed behavior. District students shall also adhere to the laws, policies and rules governing computers and electronic devices including, but not limited to, copyright laws, rights of software publishers, license agreements, and student rights of privacy created by federal and state law.

### **STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES**

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.

## X. Communication

### Communication Chain for Families

*2025 - 2026*

We are here to help in the Gouverneur Central School District.

Partnering with district families and our community is essential to our success. In the interest of promoting effective communication with our stakeholders, we have developed a chain of command checklist outlining the personnel to contact with a question and/or concern. This will ensure that questions and concerns are addressed in an efficient and effective manner. When you contact our district with a question or concern, you will be asked if you have contacted the staff member noted below. If you have done so and did not receive a response or resolution, then you should proceed to the next contact.

*Please check our website for additional information.*

Questions/Concerns Regarding:	Contact 1	Contact 2	Contact 3	Contact 4
Academics	Teacher	School Counselor	Principal	Assistant Superintendent
Academic Intervention Services (AIS)	Teacher	School Counselor	Principal	Assistant Superintendent
Athletics	Coach	Athletic Coordinator	Principal	Superintendent
Behavior/Discipline	Teacher	Assistant Principal	Principal	Superintendent
Classroom Procedures	Teacher	Principal	Assistant Superintendent	
Counseling	School Counselor	Principal	Superintendent	
Curriculum/Instruction	Teacher	Principal	Assistant Superintendent	
Dignity for All Students (DASA)	Counselor	Principal	DASA Coordinator	Superintendent

<b>Questions/Concerns Regarding:</b>	<b>Contact 1</b>	<b>Contact 2</b>	<b>Contact 3</b>	<b>Contact 4</b>
Enrollment	Registrar	Residency Officer	Superintendent	
Extracurricular Activities	Activity Advisor	Principal	Superintendent	
Food Service	Building Secretary	Principal	Food Service Director	Superintendent
Health/Medical	School Nurse	Head Nurse	Principal	Superintendent
Special Education	Teacher/Counselor	Principal	Director of Special Ed.	Superintendent
Technology	Teacher	Principal	Instructional Technology Specialist	
Taxes	Tax Collector	Business Manager		
Transportation	Bus Garage	Principal	Executive Director of Operations	Superintendent