

Gouverneur Middle School
Grades 5-8
Student Handbook



“Delivering the Promise of a Brighter Future”

25 Wilson Street
Gouverneur, NY 13642
<http://gcsk12.org>
Phone: (315) 287-1903
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WHO TO CONTACT AT GMS:

GMS Leadership

- **Principal (5-8):** Mr. Michael Hammond
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- **Assistant Principal (5-8):** Mrs. Brittany Buckmaster
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- **School Resource Officer (SRO):** Mr. Robert Klimowicz
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- **Secretary:** Mrs. Chelsi Griffith
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- **Attendance/Transportation Clerk:** Mrs. Bonnie Bates
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- **Superintendent:** Mrs. Jacquelyn Kelly
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- **Secretary to the Superintendent:** Mrs. Tatia Kennedy
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- **Secretary to the Assistant Superintendent:** Mrs. Lisa Sheen
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Guidance

- **Middle School Counselor (5-6):** Mrs. Hunter Hitchman
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- **Middle School Counselor (7-8):** Mrs. Monica Scott
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- **Middle School Guidance Secretary:** Mrs. Alicia Porter
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Phone: 315-287-1903
- **Middle School Social Worker:** Mrs. Kayley Learn
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CSE (Committee on Special Education)

- **Director of Special Education:** Mrs. Kimberly Richards
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- **CSE Secretary:** Mrs. Donna Wood
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Bus Garage: 315-287-0650

School Lunch Office: 315-287-1690

Health and Athletics: 315-287-1902



Welcome Wildcats!

At Gouverneur Middle School, we want every student to feel safe, respected, and ready to learn. Being a Wildcat means showing respect, responsibility, kindness, and integrity every day.

This handbook is designed to help you understand what is expected of you at school and how you can help make GMS a great place for everyone.

“Learn Today, Lead Tomorrow, Together We Thrive!”



GMS Start Time & Dismissal



Our academic day begins at **7:30am** and concludes at **2:00pm**. Students are considered tardy after **7:35am** and should sign in at the Main Office to receive a late pass.

There will be no supervision for students prior to **7:00am**, students can not be dropped off at the middle school before **7:00am**.

7:10am: Middle School Doors Open - parent drop off is in the front loop/front entrance of the building. Bus drop off is in the back loop outside the STEM/Music hallway doors.

7:10-7:30am: Breakfast

7:15am: Students are held in the cafeteria until 7:15am when they are released to their lockers and first period class.

Lunch Times:

Grade 5: Lunch A

Grade 6: Lunch B

Grade 7: Lunch C

Grade 8: Lunch D

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LUNCH	
PERIOD TIMES	
Lunch A	10:17-10:47
Lunch B	10:59-11:29
Lunch C	11:41-12:11
Lunch D	12:23-12:53

2:00pm: All students are dismissed (walkers/parent pick up and bus riders). Bus riders exit to the back loop, walkers/parent pick ups exit out the main entrance at the front of the building.

2:00-2:30pm: **Tues-Thurs** after school help is available with classroom teachers.

2:30-3:30pm: **Mon-Thurs** 1-hour detention, **Tues-Thurs** additional tutoring with grade level teachers, students can ride the 3:30pm late bus.

2:30-4:30pm: 2-hour detention, students can ride the 4:30pm late bus.

For changes to regular transportation:

- If a student is being picked up, parents/guardians must send a signed note to the school, including the specific name of the individual who will be picking up the child and the date(s) this will take place. I.D. verification will be required at pick up.
- Unless a parent/guardian has forwarded a signed note stating otherwise, students will be released only to those individuals authorized on the Emergency Contact form. If a child needs to take a different bus, a note must be provided specifying the address of the drop-off point, the name and phone number of the person residing at the location and the date(s) this is to take place.
- Parents/guardians must send (or drop off) written notes to school with the student for any changes, or email changes to bates.bonnie@gesk12.org.
- Changes must be received in the office by 11:00am.

Important Bussing Information:

Bus students at the middle school may be required to ride a bus other than their own over to the highschool, where they will transfer onto their correct bus for transport. These ‘transfer’ buses will be assigned. Students may not ride buses they are not assigned to. Once a student is on their assigned bus they are not to get off of the bus unless they are at their destination or being directed to transfer to another bus by the bus driver and monitor.

Bus Rules:

1. Follow the directions of the bus driver and bus monitor.
2. Remain sitting and stay in your assigned seat at all times.
3. No yelling or screaming across the bus - talk to those around you with an ‘inside voice.’
4. Keep your hands, feet, and objects to yourself.
5. Remember to be at a zero voice level at railroad crossings.

All school policies apply on the school bus. Students are expected to follow the driver and monitor instructions.

Violation of the Bus Rules:

Violation of the bus rules will result in a verbal warning. Managing student behavior is the responsibility of the bus driver and/or monitor. Excessive noise, pushing, shoving, and fighting WILL NOT be tolerated. The drivers and monitors have been given the authority to enforce these rules. When a behavior incident arises, the driver or bus monitor will attempt to handle the problem and communicate with the parent(s). If the situation is not resolved, the incident will be reported to the building principal or their designee, and if necessary, additional consequences will be administered. 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.

Violation of the Bus Rules may Result in:

- Lunch Detention(s)
- After school detention(s) (1-hour or 2-hour)
- Suspension from the bus

Unplanned/Early Dismissal:

In the event of an unplanned emergency early dismissal, students must follow the instructions parents/guardians have provided on their student information form.

Note: the information on this form will override any parent notes for that day unless the note specifically states that it should be followed, even if there is an early dismissal.

School Closings or Delays:

If school is closed because of bad weather or for any other non-scheduled reason, notice will be given by local media. We also provide an automated message service (Parent Square) to all parents/guardians for notification of delays or cancellations.

Student Expectations

Be Respectful

- ☐ Treat others the way you want to be treated.
- ☐ Use appropriate language.
- ☐ Listen when others are speaking.
- ☐ Keep your hands, feet, and objects to yourself.
- ☐ Respect personal space.
- ☐ Follow directions from adults the **first** time.

Be Responsible

- ☐ Come to school every day and on time*.
- ☐ Be prepared for class.
- ☐ Complete assignments.
- ☐ Take care of school property and your own belongings.
- ☐ Accept responsibility for your choices.

***Attendance is essential to your success in school. This is especially important in grades 7 and 8, when New York State tracks “seat time” to determine whether students have attended enough class time to earn credit and successfully pass a course. ***

Be Safe

- ☐ Walk in the hallways.
- ☐ Keep hands, feet, and objects to yourself.
- ☐ Report safety concerns to an adult.
- ☐ Use equipment and technology appropriately.
- ☐ Make choices that keep everyone safe.

Be Kind

- ☐ Include others.
- ☐ Use positive words and actions.
- ☐ Help classmates when appropriate.
- ☐ Stand up for others and report bullying.
- ☐ Celebrate differences.

Student Rights

Every student has the right to:

- Learn in a safe and orderly environment.
- Be treated with respect.
- Express their opinions respectfully.
- Receive an education free from bullying, harassment, and discrimination.
- Participate in school activities.
- Get help from school staff when needed.

With every right comes the responsibility to respect the rights of others.



See Something? Say Something!



Bullying, harassment, discrimination, and cyberbullying are **not** allowed.

This includes:

- Name-calling
- Threats
- Spreading rumors
- Excluding others
- Online harassment that impacts the educational setting
- Harassment based on race, religion, disability, gender, sexual orientation, or any other personal characteristic

If you see or experience bullying, tell a trusted adult immediately.

Additional Resource: www.sandyhookpromise.org



Dress Code



Students should dress in a way that is safe, and school-appropriate.

Students may NOT wear:

- Clothing that exposes the chest, stomach, back, or undergarments
- Clothing with inappropriate language, images, or messages
- Clothing promoting drugs,
- alcohol, tobacco, or violence
- No hats or hoods inside the building unless approved for medical, religious, or school purposes (spirit day).

Students must wear shoes at all times.

If you are in violation of the dress code you will be addressed and asked to cover up/change clothing. This could include borrowing clothes from the nurse's office or calling home for a change of clothes.

Refusal to abide by the dress code will earn time in the Opportunity Room.



Technology Expectations



Students are expected to:

- Use devices for school purposes only
- Visit approved websites
- Protect passwords
- Respect others online

Students may not:

- Access inappropriate content
- Bypass internet filters
- Use another person's account
- Damage school devices- families may be charged to cover the cost of repair/replacement.
- Record or photograph others without permission

Internet Enabled-Device Policy



NYS has **prohibited** cell phones and internet enabled devices for all school districts beginning July 21, 2025.

What does this mean?

- No devices (phones, smart watches, AirPods, etc.) are allowed from the first bell to the last bell of the day (7:15-4:30)
- No personal computers, chromebooks, or tablets are allowed (only school issued devices will be utilized at school)
- No Social Media Applications

If a device is brought to school they must be stored in assigned lockers and remain in assigned lockers throughout the entire day.

If a device is found:

- ➔ **1st offense:** device goes to office; student picks up at the end of the day, reflection activity completed.
- ➔ **2nd offense:** device goes to office; parent/guardian must pick up; student gets lunch detention and loses clubs/sports/dances for the day.
- ➔ **3rd offense:** device goes to office; parent/guardian must pick up; student gets 2-hour detention and loses clubs/sports/dances for the day.

Gouverneur Middle School: Cell Phone & Device Policy

Effective Fall 2025: To help every student stay focused and ready to learn, Gouverneur Middle School is following the updated New York State law that bans the use of cell phones and personal internet-enabled devices during the school day—from the first bell to the last.

What's Not Allowed?

You may **not use** or **have out** any of the following devices during the school day:

- Cell phones
- Smartwatches
- Tablets
- Wireless earbuds (like AirPods)
- Any other internet-enabled personal device

This includes during:

- Class time
- Lunch
- Study halls
- Hallways
- PE/outside time
- Time at lockers

What Should You Do With Your Device?

- If you bring a device to school, it must be turned off and locked in your locker as soon as you arrive.
- It must stay there until the dismissal bell.
- If you're signed out early, you may retrieve your device—but don't use it until you're off school grounds.

 We encourage students to **leave devices at home**. The school is **not responsible** for lost or damaged items.

What Is Allowed?

- School-issued devices like Chromebooks are allowed.
- If you need a personal device for medical reasons, talk to the main office with documentation.

Need to Communicate?

- **Parents/Guardians:** Call the main office at (315) 287-1903
- **Students:** Ask a staff member for a pass to use the school phone



Behavior That Is Prohibited



(Prohibited = NOT allowed)

Disrespectful Behavior

- Arguing with staff
- Refusing directions
- Using inappropriate language
- Being disruptive

Unsafe Behavior

- Running in hallways
- Horseplay
- Fighting
- Threatening others
- Throwing objects

Property Violations

- Vandalism
- Damaging school property
- Damaging another person's belongings

Academic Misconduct

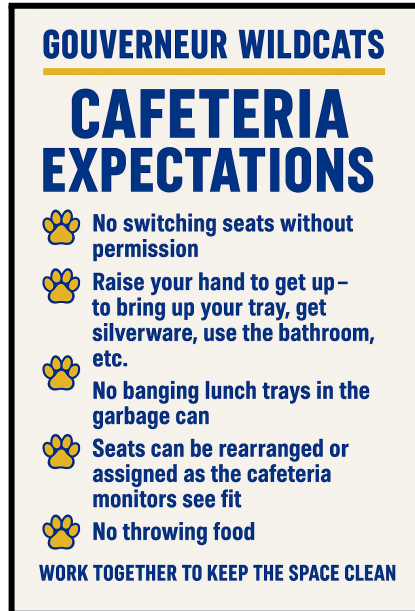
- Cheating
- Plagiarism
- Copying assignments
- Using AI or technology dishonestly

Serious Violations

- Possession of weapons
- Possession or use of alcohol, tobacco, vaping products, or drugs
- Threats of violence
- False fire alarms
- Severe harassment or bullying



Cafeteria Expectations



Failure to follow cafeteria expectations may result in assigned seating, lunch detention, or other consequences.

Bathroom Expectations

- Use the designated classroom computer to sign out using HallPass before leaving. (Make sure you are aware of your grade level bathroom rules - pass/time limitations)
- Go directly to and from the bathroom traveling quietly and respectfully
- Restrooms are not social gathering spaces. Loitering, “hanging out,” or engaging in disruptive behavior is not permitted.
- Stalls are intended for one individual at a time. Multiple students in a single stall will result in disciplinary consequences.
- Smoking, vaping, or the use of any prohibited substances is strictly forbidden.
- Repeated misuse of restrooms, including unnecessary or prolonged visits, will be addressed through disciplinary action.

Hallway Expectations

- Walk at all times.
- Use appropriate volume- no screaming, shrieking or disruptive behavior.
- Keep hands, feet, and objects to yourself.
- Have a pass when required.

Disciplinary Procedures

At GMS, we believe in helping students learn from their mistakes. In most cases, consequences will become more serious if the same behavior continues. However, if a behavior is severe or puts others at risk, a more serious consequence may be assigned, even for a first offense.

Possible Interventions and/or Consequences

- Teacher/Student Conference
- Parent/Guardian Contact or Conference
- Reminders/Redirection
- Reteaching of Expectations and Skills
- Loss of Privileges
- Seat Change
- Written Reflection
- Verbal Redirection
- Reflective Activity
- Restorative Justice Strategies
- Warning/Meeting with Administrator
- Referral to Student Support Team (SST)
- Lunch Detention
- Informal Behavior Plan
- Removal from Class
- In-School Suspension
- Detention (1hour or 2 hour)
- Change in Class/Schedule
- Restitution (Payment for damaged property)
- Referral to Counselor or Social Worker
- Short-term Out of School Suspension (1-5 days)
- Referral to Outside Support Agencies
- Long term Out of School Suspension

Middle School Bell Schedule

A Lunch Schedule		B Lunch Schedule		C Lunch Schedule		D Lunch Schedule	
Period	Time	Period	Time	Period	Time	Period	Time
Advisory 1	7:15-7:30	Advisory 1	7:15-7:30	Advisory 1	7:15-7:30	Advisory 1	7:15-7:30
1st	7:30-8:10	1st	7:30-8:10	1st	7:30-8:10	1st	7:30-8:10
2nd	8:12-8:52	2nd	8:12-8:52	2nd	8:12-8:52	2nd	8:12-8:52
3rd	8:54-9:34	3rd	8:54-9:34	3rd	8:54-9:34	3rd	8:54-9:34
4th	9:36-10:16	4th	9:36-10:16	4th	9:36-10:16	4th	9:36-10:16
A Lunch	10:17-10:47	5BCD	10:18-10:58	5BCD	10:18-10:58	5BCD	10:18-10:58
5A	10:49-11:29	B Lunch	10:59-11:29	6CD	11:00-11:40	6CD	11:00-11:40
6AB	11:31-12:11	6AB	11:31-12:11	C Lunch	11:41-12:11	7D	11:42-12:22
7ABC	12:13-12:53	7ABC	12:13-12:53	7ABC	12:13-12:53	D Lunch	12:23-12:53
8th	12:55-1:35	8th	12:55-1:35	8th	12:55-1:35	8th	12:55-1:35
Advisory/9th	1:36-2:00	Advisory/9th	1:36-2:00	Advisory/9th	1:36-2:00	Advisory/9th	1:36-2:00
Dismissal	2:00	Dismissal	2:00	Dismissal	2:00	Dismissal	2:00
Bus Leaves	2:05	Bus Leaves	2:05	Bus Leaves	2:05	Bus Leaves	2:05

GMS Clubs and Organizations	
History Club Student Council Builders Club Art Club Robotics	Junior National Honor Society Marching Band Middle School Drama HS Musical ESports

Family Communication Chain of Command

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