

2023 – 2024

**Germantown
Central School**



**Elementary
Student and Parent
Handbook**

Germantown Central School
123 Main Street
Germantown, NY 12526
www.germantowncsd.org
518-537-6281

We are Kind. We are Respectful. We Persevere. We are GCS.

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Board of Education

Lester Olsson, President
Teresa Repko, Vice President
Linda Anderson
Ralph DelPozzo
Andrea Foley
Cheryl Kaszuga
David Rifenburgh

District Office

Benjamin Bragg	Superintendent (ext. 2302)
Lisa Shanley	District Clerk/ Sup. Sec. Registration (ext. 2302)
Ryan Smith	Business Administrator (ext. 2307)
Diane Palazzo	District Treasurer/ Tax Collector (ext. 2324)
Carrie Wessel	Senior Account Clerk (ext 2306)
Janet Crawford	Payroll Clerk (ext 2323)
Leah Martin	Attendance Officer PreK-12 (ext. 2301)

Elementary School Office

Beverly Meagher	Elementary Principal (ext. 2305)
Karyn Schassler	School Counselor Grades PreK-6 (ext. 2322)
Teresa Kreig	School Office Secretary PreK-6 (ext. 2304)

Jr./Sr. High School Office

Stacy Hilton	High School Principal (ext. 2303)
Devin Jackowski	School Counselor Grades 7-12 (ext. 2312)
Deanna Heuer	Secretary Grades 7-12 (ext. 2311)

Office of Student Support Services

Anthony DiRusso	Director of PPS & Special Education (ext. 2309)
Rebecca Van Alstyne	CSE Secretary (ext. 2309)
Dr. Shannon Miller	School Psychologist (ext. 2314)
Shirley Dorion	Speech & Language Pathologist (ext. 2320)
Kevin Flanagan	Speech & Language Pathologist (ext. 2320)
Andrea Takacs	School Nurse (ext. 2325)
Renee Grzeskow	Social Worker (ext. 2147)
Heather Lincoln	Social Worker (ext. 2320)
Kim Slingerland	Certified Occupational Therapy Assistant (ext. 3110)
Dr. Mackenzie Martin	Physical Therapist (ext. 3110)
Ryan Broast	Athletic Director (ext. 2310)
Shannon Carinci	Food Service Program Manager (537-5680)

**Germantown Central School
Elementary Staff**

Pre-Kindergarten:	Mary Eidens, Kerri Mills
Kindergarten:	Heather Christiana, Amy Fountain, Ashley Margielewski
First Grade:	Diane Delamater, Karen Krager, Brittany Newman
Second Grade:	Claire Hinkein, Rachel Ide, Sarah Kalimeras, Kylie Pudney
Third Grade:	Darcie Colwell, Jennifer Graziano, Mary Mitchell
Fourth Grade:	Elizabeth Melino, Jennifer Taylor
Fifth Grade:	Megan Phelan, Michael Pudney, Elizabeth Trachta
Sixth Grade:	Jessica Brannen, Casey Britton, Megan Dodge
ENL Specialist:	Jessica Proctor
AIS	Elizabeth Bathrick, Lyndsey Fink, Karyn Moore, Jennifer Tanner
Art:	Michael DelPozzo
Music:	Dan Galliher, Emily McQuaid, Charlie Raftery
Physical Education:	Brett Holmes, Christina Pudney
Library:	Cheryl Werner
Computer:	Hannah Benham
Support Staff:	Emma Brooks, Teresa Cavanaugh, Tamera Connelly, Jessica Daley, Delia DeLucca, Denise Fried, Lucy Henry, Kristen Hoffman, Karen Long, Tammy Lyons, Melissa Mudge, Rosa Quijada, Kim Sanzo, Susan Schuhknecht, Carole Seeley, Brenda Seymour, Anthony Smith, Helen Stumbo, Christina Tillou

Germantown Central School District Board of Education

The Board of Education is the official policy making body of our school district. Board elections take place in May along with the annual school budget vote.

The Board is responsible for ensuring the quality of education in the district. As elected officials, they represent the public in:

- defining the philosophy of the district;
- setting goals and objectives to achieve educational progress;
- employing professional educators to meet the goals;
- establishing policies for the operation of the school district;
- evaluating the effectiveness of the district programs and services;
- developing a budget consistent with educational needs and community resources;
- communicating the needs and progress of the district to the community and educational governing boards.

Board Meetings

The Board of Education meets on Wednesday evenings at 6:30pm once a month as noted in the annual school calendar. The Board welcomes and encourages the public to attend these meetings.

Working Together

The Board believes that concerns are handled best when resolved as close to their origins as possible. School personnel should be given every opportunity to consider the issues and to resolve the problem. Therefore, please follow the proper channeling of complaints as listed below:

The Teacher: If you have a concern or complaint about something in the classroom, you are encouraged to meet with the teacher first.

The Principal: If your concern is about general school operations and policies, or if meeting with a teacher is either inappropriate or does not help, then you are encouraged to meet with the school principal.

The Superintendent: If your concern involves school district operations generally, or if the teacher and principal are not able to resolve your problem, please contact the Superintendent for an appointment.

The Board of Education: If your concern is directly related to Board actions or operations, you may address the Board directly or contact the Superintendent. If you have a complaint and you have made an attempt to solve the matter at other levels and have not been satisfied with the response(s), your complaint may be brought to the attention of the Board either directly at a meeting or through written correspondence.

Germantown

CENTRAL SCHOOL DISTRICT

2023–2024 Calendar

JULY 2023						
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30	31					

AUGUST 2023						
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SEPTEMBER 2023						
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OCTOBER 2023						
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NOVEMBER 2023						
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DECEMBER 2023						
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JANUARY 2024						
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FEBRUARY 2024						
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MARCH 2024						
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APRIL 2024						
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MAY 2024						
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JUNE 2024						
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2023

Jul. 5-Aug. 24	Special Ed. Summer School
August 16-17	Regents Testing
August 30	New Staff Orientation
September 4	Labor Day
September 5-6	Superintendent Conference Day
September 7	Classes Begin
October 9	Columbus Day
October 20	Staff Development Day
November 10	Veterans Day
November 16	Parent/Teacher Conference
November 22-24	Thanksgiving Recess
December 22	District Closed
December 25 – January 1	Holiday Recess
December 29	District Closed

2024

January 2	Classes Resume
January 15	Martin Luther King Jr. Day
January 23-26	Regents Testing
February 16-23	Winter Recess
February 19	Presidents Day
March 15	Regional Staff PD Day
March 29 – April 8	Spring Recess
May 27	Memorial Day
June 4, 14, 18, 20-21, 24-25	Regents Testing
June 19	Juneteenth
June 24-26	Elementary School – Half Days
June 26	Regents Rating Day
June 26	Last Day of School

INSTRUCTIONAL DAYS:

September	17	February	15
October	20	March	19
November	18	April	16
December	15	May	22
January	21	June	17
TOTAL			180
Staff Development			4
TOTAL			184
Emergency Days			4

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

In the event that all emergency/snow days are used, make up days would be on the first available recess period (i.e. February/ April break week). Give back days of unused Emergency/Snow Days: 1 day – May 28, 2 days – May 24, 3 days – May 23.

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

GCS PTSA provides programs, activities, and equipment, which enrich our students’ educational experience. Meetings are open to all members and will be announced via the website and monthly school calendar. The organization’s leaders have streamlined volunteer services so that all parents (even the busiest) may collaborate to provide these excellent programs and activities for our children.

2023-2024 Officers: Karli Chiavelli (President), Dr. Angelo Castello (Vice President), Lori Crawford (Treasurer), and Kristen Lent (Secretary)

Elementary Report Card & Progress Report Schedule

First Trimester Begins	9/07/2023
First Trimester Progress report ends	10/06/23
First Trimester 6-week Progress report sent home	10/13/23
First Trimester Marking Period ends	11/09/23
First Trimester Report Card sent home on the 16 th or 17 th	11/17/23
Second Trimester Begins	11/13/23
Second Trimester Progress report ends	1/12/24
Second Trimester 6-week Progress report sent home	1/19/24
Second Trimester Marking Period ends	3/08/24
Second Trimester Report Card sent home	3/14/24
Third Trimester Begins	3/11/24
Third Trimester Progress report ends	5/03/24
Third Trimester 6-week Progress report sent home	5/10/24
Third Trimester Marking Period ends	6/21/24
Third Trimester Report Card sent home	6/26/24

***Parent Teacher Conferences** November 16, 2023

Emergency Closing Alert

Listen to the following radio stations or watch the following TV channels for school delays or closing news.

- | | | |
|------|---------------|-------------|
| WHUC | 1230 AM | Hudson |
| WGY | 810 AM | Schenectady |
| WCKL | 560 AM | Catskill |
| WGHQ | 94.3 FM | Kingston |
| WFGB | 89.7 AM | Kingston |
| WROW | 590 AM | Schenectady |
| WPTR | 1540 AM | Albany |
| WRGB | Channel 6 TV | |
| WTEN | Channel 10 TV | |

Part I: General Guidelines A – Z Prekindergarten through Grade Six

The school day starts at **8:00 a.m.** and ends at 2:50 p.m. Students arriving to school after 8:10 a.m. are considered tardy.

Arrival and Dismissal from School

Student Drop-off and Pick-up:

- Students who are being dropped off should use the main entrance, 123 Main Street. For safety reasons, do not use the 9G (bus circle) entrance.
- For security reasons, it is not permitted for parents to accompany their child(ren) to their classroom.
- At the end of the school day, parents are to stay in cars to pick up their child(ren). Students will be brought to the car.

Pick Up Prior to School Dismissal Time:

- In the rare occasion that a child must be picked up prior to dismissal time (for example: doctor's appointment), students may be signed out in the school vestibule by a parent or legal guardian.
- Notes must be received in the school office by the morning of the day of the expected pick-up, and must include the reason for the early release of the student, as well as who will be picking up the child.
- Parents picking their child(ren) up early must do so by **2:15 p.m.** **After 2:15, all students to be picked up will be dismissed at the Main Street entrance between 2:40 and 2:50 p.m.**
- Students may not sign themselves out. All students in grades PreK-6 must be signed out by an adult or a high school student approved by the parent/guardian..
- For the child's safety, please provide written notification of any unique custodial and/or legal situations immediately to the building principal.

Breakfast / Lunch Programs:

- Families are required to complete a Free and Reduced Meal application to receive either free or reduced-price meals for their children.
- Breakfast will be served between 7:45am and 8:00am in the cafeteria for Grade K--12 students.
- Breakfast price: \$1.75, Elementary Lunch price \$2.75

CAP - Clipper After-School Program:

- CAP offers After School Care from **2:50 to 5:30 p.m., Monday - Friday.**
- Please contact Janet Crawford, CAP Director, at jcrawford@germantowncsd.org

Bus Drills

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

Community Resource Guide

The elementary school office and the Germantown Central School District website (<http://www.germantowncsd.org>) have available a community resource guide for the Capital Region/Hudson Valley. This guide provides a brief overview and contact information pertaining to resources and agencies in our area including:

- Department of Social Services/Programs
- Early Childhood/Children's Services
- Emergency Service Contacts
- Food Pantries
- Legal Assistance
- Medical Services
- Migrant Worker Health Services
- Mental Health Agencies
- Prescription Assistance Program
- Rental Assistance
- Substance Abuse Services
- Support Groups
- Transition Support
- Transportation Services
- Utility Rights
- Victim Assistance Agencies

Family Vacations

We strongly urge families to plan their vacation during school recess, but if a family must take a vacation while school is in session the child(ren) will be expected to make up missed work after they return. This may include staying after school and working during recess.

Field Trips

All students participating in field trips or off-campus activities are required to ride the bus to and from the field trip destination. Students will be released to a parent or guardian and must be signed out from the school office after the school sponsored field trip.

Fire Drills

State law requires 12 emergency drills each year.

Health Office & Policies

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

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

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

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

Illness Policy:

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

- a temperature of 99 degrees or greater in the past 24 hours*
- vomiting in the past 24 hours*
- diarrhea in the past 24 hours*
- Strep Throat, or other infection requiring antibiotics, such as conjunctivitis or pink eye; student must have been taking antibiotics for at least 24 hours before returning to school.

- a bad cold, with a very runny nose or bad cough, especially if it has kept the child awake at night.

*Children must be symptom-free for one full school day following symptoms, without the use of medication, before returning to school.

School Security

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

Visitors to the School

All visitors shall be required to report to the school vestibule window (Main St.) upon arrival at school and state their business. Visitors will be given a visitor's pass to access the building during the school day. Visitations to classrooms for any purpose require permission in advance from the teacher and/or building principal in order to allow teachers the opportunity to arrange their schedules to accommodate such requests.

Part II: Elementary Academic Program PreKindergarten through Grade Six

The PreK-6 curriculum at Germantown Central School is based on the New York State Department of Education (NYSED) standards. There is ongoing work in all subject areas to improve and align our curriculum. Information regarding the New York State standards is available at the NYSED website: www.nysed.gov.

English Language Arts (ELA)

PreK – Grade 6

- Curriculum is based on the New York State Common Core Standards
- PreKindergarten: Unit-based learning aligned with the PreKindergarten Foundation for the Common Core Standards for early childhood reading & writing.
- Grades K-3: Resources include Wit & Wisdom, Foundations and Heggerty phonics-based programs, and Geodes.
- Grades 4-6: Resources include Wit & Wisdom and other literacy-based resources.
- Just Words: An early intervention reading program 4-6.
- K-6 ELA Benchmark Assessments
- Trimester Report Cards (On-going formative and summative classroom assessments)
- Grades 3-6: NYS ELA Assessment

Mathematics

- Curriculum is based on the New York State Common Core Standards.
- PreKindergarten: Unit-based learning aligned with the PreKindergarten Foundation for the Common Core Standards and the mathematical domains of counting and cardinality, operations and algebraic thinking, measurement & data, and geometry.
- Grades K-6 Pearson/Savvas Envision & New York State Math Modules
- K-6 Math Benchmark Assessments
- Trimester Report Cards (On-going formative and summative classroom assessments)
- Grades 3-6: NYS Math Assessment

Social Studies / Science

- Curriculum is based on New York State Learning Standards and integrated into the English Language Arts Program.
- Mystery Science and FOSS Science program is integrated within the curriculum to provide a hands-on approach to learning.

Social, Mental, and Physical Health

- PreK–Grade Four: 20-minute class once per week.
- Grade Five and Six: 40-minute class once per week.

Library Media

- PreK–Grade Six: 40-minute class once per week to include instruction focused upon information literacy and the development of an appreciation for reading and storytelling.

Computer

- PreK–Grade Six: 40-minute class once per week to include instruction focused upon digital citizenship, keyboarding, and coding.
- **All students are required to have an *Acceptable Use of Technologies Policy and Consent Form* signed by their parents before using GCS computer and/or iPad.**

General Music/Band/Chorus

- PreK – Grade 4: 40-minute general music class per week
- Weekly instrumental lessons are offered to students in grades 4-6.
- Grade 5 and 6 students will have the option to participate in Band and/or Chorus, which will serve as a general music credit.

Physical Education

- PreK-6 students receive 120 minutes of physical education instruction each week. Physical education time is in accordance with the district’s Wellness Policy and NYSED requirements.
- All children are expected to participate in physical education. Please provide a doctor’s medical excuse if your child has any limiting medical conditions or situations. Please call the school nurse if you have any questions.
- All students **must have sneakers** on gym days to participate.

Note - Children may go outside in all types of weather. Please ensure that your child has appropriate clothing for physical education and recess. (Winter recess is outside, providing temperatures are **23° or above**, including wind chill.)

Special Education and Section 504

The Individuals with Disabilities Education Act (IDEA) and Section 504 (Rehabilitation Act of 1973) oblige school districts to identify, evaluate, and extend to every qualified student with a disability residing in the district a free appropriate public education, including modifications, accommodations, specialized instruction or related aids as deemed necessary to meet their educational needs as adequately as the needs of the non-disabled students are

met. Please refer to the district website for more information and resources regarding the Department of Pupil Personnel Services and Special Education.

Special Education: If you think your child has a disability which adversely affects her/his educational performance and may require accommodations and/or special education you may initiate a referral by writing to the Committee on Special Education (“CSE”) in this school district. The CSE Contact person for The Germantown School District is: Anthony DiRusso, Director of Pupil Personnel Services and Special Education and may be reached at (518) 537-6281 extension 2321.

Section 504: If your child has a physical or mental impairment which substantially limits one or more major life activity (including learning) and may require accommodations you may initiate a referral by writing to the Section 504 Committee in this district. The Section 504 Compliance Officer for the Germantown School District is: Anthony DiRusso, Director of Pupil Personnel Services and Special Education and may be reached at (518) 537-6281 extension 2321.

Part III

Elementary Code of Conduct

Prekindergarten through Grade Six

Part III A: An Overview

We are Kind We are Respectful We Persevere We are GCS

All parents/guardians and students are expected to know and follow all school rules, procedures, and policies of the Germantown Elementary School and District.

Our goal is to continue promoting academic excellence and social development within the context of safety, responsibility, respect, service and leadership. We look forward to offering a well-structured, safe, challenging and joyful environment within which your children will learn and grow.

General Guidelines for Student Conduct

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

individual, the school must also be concerned with the welfare of the entire school body. School rules apply during the school day and at all school sanctioned activities.

Responsibilities, Rights and Limitations

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

Rights:

1. Freedom of Expression

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

2. Right to Education

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

3. Right to Privacy

- It is the responsibility of the school to protect students' privacy.
- The school will not disclose any information from students' permanent records, except when such disclosures will serve a legitimate educational need or when so directed by legal authorities.

- Access to permanent student records is available to authorized school personnel, to the parent or legal guardian of the student, or directly to the student.
- Should a person wish to review records, a request in writing must be made through the elementary school and/or high school guidance office.
- The Family Education Rights and Privacy Act of 1974 contains further information concerning the disclosure of student information and limitations of such disclosures.

4. Right to a Grievance Hearing

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

Step 1 – Informal discussion with the person involved.

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

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

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

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

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

The Positivity Project (P2)

P2 is a school-wide program implemented to promote a positive atmosphere and a culture of positive behavior, teamwork and understanding of others.

Through classroom discussion, children become aware that every one of them has all 24 character strengths introduced throughout the school year. This recognition provides the foundation for genuine self-confidence grounded in self-awareness. At the same time, it helps children better understand why everyone is different and how to appreciate those differences.

Part III B: Prekindergarten through Grade 6 Disciplinary Consequences

Prekindergarten through Grade 6 Disciplinary Consequences/Actions

PreK through Grade 6 Disciplinary Consequences are assigned by the principal through the behavior referral process. In addition, each elementary teacher will establish a set of classroom rules and consequences, which will be explained to the students. A student's failure to comply with classroom or school guidelines may result in a Disciplinary Referral. The principal will process the referral and assign a consequence to the student.

Behavioral Consequences may include:

1. Parent notification and/or conference with teacher, counselor, principal, or support staff
2. Loss of privilege during the school day
3. School Office Detention
 - Time in detention, and/or ISS (In School Suspension) during the school day
 - In-School, Out-of-School and Long-Term Suspension as detailed below.

Types of Disciplinary Action: Consequences per discipline chart on pages 30-34

1. **Teacher Detention:** A teacher may detain students during lunch and/or recess for inappropriate classroom or hall behavior, or to complete missing homework assignments or tests.
2. **School Detention:** Violation of school rules may result in the principal assigning a lunch and/or recess detention in the elementary office.
 - c. Students who have been assigned a detention, but are dismissed early for any reason on the day assigned, will be asked to make up the missed detention on an alternative day.
 - d. Lunch and/or recess detention will be served during the student's lunch and/or recess period, in a location and under the supervision of a staff member assigned by the school principal.
3. **Suspension:** Students who fail to conduct themselves according to the Code of Conduct may be subject to a suspension.
 - a. In-School Suspension: Students who have ISS will be accompanied by an Elementary School staff member with in-school work provided by their teachers.

- b. **Out-of-School Suspension:** When a student is suspended out of school, that student may not enter the school building or school grounds. The student's parents are responsible for their child during the suspension.
 - c. A student who is suspended either in-school or out-of-school, may not attend or participate in any extracurricular activity until the end of the suspension, which is at 8:00 a.m. the next school day. (i.e., students suspended for one day on a Friday may not participate until Monday morning).
4. **Long-Term Suspension:** The superintendent, after a superintendent's hearing, may suspend students for unacceptable behavior.
 5. **Loss of privilege:** Loss of privileges include, but are not limited to, loss of recess, lunch recreation, removal from the cafeteria or classroom, loss of class privileges, and/or loss of participation in extra-curricular programs, field trips, and/or graduation.

Part III C: Student Behavioral Expectations A – Z Guide Prekindergarten through Grade Six

Aerosols and Body Sprays

Aerosols and body sprays can pose a health risk to others. All aerosols and body spray use is prohibited in school. Failure to comply is considered a school disturbance.

Alcohol and Drugs

The Germantown Central School District is a **DRUG FREE ZONE**, which establishes an area of 1,000 feet from the District's property line proper, outward in all directions. Persons involved in illegal drug activity face a DOUBLING of any penal laws.

- No student is to bring, carry, transport, store, sell, or use any alcoholic beverages, illegal drugs, imitation controlled substances, "Look Alike Drugs," drug paraphernalia, prescription drugs, or non-prescription drugs on school property, on the school bus, or off school property while involved in a school function.
- Illegal drugs shall be defined to include, but are not limited to: controlled substances, cannabis, glue and hazardous inhalants as are defined in the Public Health Law of the State of New York.
- Possession, consumption, or being under the influence of alcohol or illegal drugs on school property is a direct violation of New York State law. It is the policy of the school district to report such violations to the appropriate authorities.

- No student shall be admitted to an athletic or extra-curricular event, if, in the opinion of the chaperone, they appear to have consumed or be under the influence of alcoholic beverages or illegal drugs.
- Students suspected of using alcohol or drugs will be assessed by the school nurse.
- The following may be called if alcohol or drug use is suspected: 911, law enforcement, child protective services.

Medications: No student is to bring or possess a prescription or non-prescription drug on school property without a doctor's order. In the event it becomes necessary for medication to be administered to a student while at school, the medication is to be given to the school nurse along with sufficient information so that the doctor's orders will be followed.

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

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

Caffeine Drinks and Supplements: Elementary students may not possess caffeine drinks, soda, chew, or tablet stimulants.

Assembly/Event Etiquette

All students are expected to behave in an appropriate manner and to sit quietly and be attentive with no talking. No food or drink will be permitted during school assemblies.

No Elementary School student shall be admitted to an athletic or extra-curricular event unless accompanied by a parent, and/or legal guardian, and/or authorized adult who is listed on the student's pick up and emergency contact list filed in the Elementary School Office.

Bomb Threats

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

Bullying

All forms of bullying are prohibited. All complaints, formal or informal, verbal or written, will be investigated. Bullying consists of unwelcome or intimidating verbal, written, or physical conduct. All forms of videotaping or picture taking as a form of intimidation or harassment is prohibited.

Bullying of a student by another student is strictly prohibited on school property, school buildings, on school buses, and at school sponsored events/or activities whether occurring on or off campus. The term “bullying” is understood to be a hostile activity which harms or induces fear through the threat of further aggression and/or creates terror. It often involves a differential in real or perceived power between the victim and perpetrator. The term bullying describes a range of harmful behaviors such as harassment, hazing, intimidation or discrimination. Conflict and confrontation often do not rise to the level of bullying or harassment, but their positive transformation or resolution will be sought through the District’s Code of Conduct and/or the character education programs. Any student who believes he/she is being bullied or harassed should report this to the Principal or another school staff member or adult.

Bullying can take many forms:

1. Written: including, but not limited to, obscene letters, notes, or drawings containing foul language that may or may not be of a threatening nature.
2. Physical: including, but not limited to, hitting, spitting, pushing, taking personal belongings.
3. Verbal: including, but not limited to, obscene comments, taunting, teasing, name calling, threats.
4. Psychological: including, but not limited to spreading rumors, manipulating social relationships, blackmail, or engaging in social exclusion, extortion, or intimidation.
5. All forms of electronic communication without consent or as a form of intimidation, i.e. texting, e-mail, phone calls, inappropriate use of social media, or picture taking is prohibited.

Bus Conduct

It is the goal of the school and bus contractors to transport students to and from school safely and on time. Parents are asked to assist in this endeavor by having children at the bus stop a few minutes before the scheduled pick-up time and by reviewing the bus safety rules with your child.

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

1. Children waiting at the bus stop should not play in the road or street.
2. Children should wait for their bus to come to a complete stop with the red lights on and wait for the “go ahead” signal from the bus driver before crossing the road or boarding the bus.
3. When crossing the road to board the bus and when leaving the bus, students are to walk at least ten feet in front of the bus so the driver can see them.
4. Upon entering the bus, students should immediately take their seat and remain in it until it is time to get off the bus. Bus drivers may assign seats.
5. No smoking, lighting matches or lighters, use of electronic cigarettes or vape pens is allowed on the bus or on school property.
6. Students must follow the bus driver’s rules and directions.
7. No eating or drinking is allowed on the bus.
8. Students must keep their hands, feet, and objects to themselves.
9. Students will not put any part of their body or objects out of the window.
10. Students will not activate doors, emergency windows, trip the emergency buzzer or cause damage to any part of the bus or equipment.
11. Students will not leave litter or garbage on the bus.
12. Students will not scream, swear, or use any other type of vulgarity.
13. Do not throw ANY objects on the bus or out the window.

Drivers will give students at least one verbal warning regarding violations of bus conduct rules. Drivers may assign seats or take other preventative measures. Drivers may complete a Bus Behavior Referral, which will be recorded by the principal.

Cafeteria Behavior

The following behavior is expected during breakfast and lunch:

- Use courtesy toward the aides, kitchen workers and fellow students.
- Walk; do not run in the cafeteria.
- Use good table manners, no playing with or throwing food.
- Clean up after yourself and throw trash in appropriate containers.
- Once you have gone through the line, you will sit in your assigned area and remain there until your class is dismissed to line up.

Cheating or Plagiarism

Academic cheating and plagiarism are defined as representing someone else's work as your own, or giving your work to someone else to be represented as their work. Students are expected to do their own schoolwork. Cheating and/or plagiarism may result in a loss of credit for the assignment; and/or consequences per the discipline chart.

Discrimination/Harassment/Bullying as defined by the Dignity for All Students Act (DASA)

The Germantown Central School District reserves the right to discipline students who engage in **harassment, discrimination and bullying, including cyberbullying** on school grounds, school buses and at all school sponsored activities and events. This includes events both on and off school property and under any circumstances where such conduct would be in violation of the student code of conduct. (see Part IV School Policy for details on page 32.)

Disrespectful Behavior

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

Attitude: Not cooperating with the person in charge.

Obscenity: Language or hand motions that are indecent.

Dishonesty: Stealing, lying, forging notes and passes.

Insubordination: Refusing to do what has been asked by the teacher or the person in authority.

Classroom disruption: Any behavior or action that interrupts the learning in the classroom.

Threats: Verbal threats or threats of physical action upon students, faculty, staff, their families or threats of damage to their property

Dress Code

Students should do all they can to maintain their own dignity as human beings. They should respect the rights of others by not wearing clothing that might embarrass, offend or be distracting to other students or adults.

- Students may not wear clothing, hats, jackets, knapsacks, or jewelry, bearing pictures or logos that depict, promote, advertise, or encourage the use of tobacco products, drugs, alcohol, weapons, violence, obscene language, sexual content, promote hate speech or create a hostile or intimidating environment, including that which is based on any protected class or consistently marginalized group(s).
- When certain items of jewelry present a danger to a student (i.e. in physical education classes, at recess, or in any other school environment), the teacher may ask the student to remove the item.
- Appropriate footwear will be worn at all times.
- Students may not wear revealing clothing which is see-through or has holes exposing cleavage, buttocks, midriffs or undergarments.
- No tube tops, backless shirts, halter-tops, one-shoulder shirts, or strapless shirts will be worn. Straps must be wide enough to cover underwear straps.
- Dresses, skirts and shorts will be no shorter than fingertip length.
- Hats and hoods may not be worn in the Elementary building during the school day.

Any member of the faculty or staff may ask a student to comply with this dress code by removing, covering up, or turning inside out the item of apparel. If necessary, the principal will make the final determination regarding specific compliance to the dress code.

Electronic Equipment

Student use or possession of cellular phones (this includes any phone and/or texting device that can be worn as an accessory, i.e. bracelet or necklace) radios, beepers, personal iPads, CD Players, MP3s, headsets, laser pointers during the school day is not permitted unless they are issued by the school district and/or student has written authorization from a school administrator. Germantown Central School is not liable for any personal electronic devices lost or stolen.

Explosives/Weapons/Fire

Explosives/Fireworks:

- Possession of explosives, fireworks, or ammunition of any kind on school property is strictly prohibited and will result in suspension from school for up to 5 days and the matter will be referred to the proper authorities.

- Acts of arson will result in suspension from school for up to 5 days, a superintendent's hearing may be held, and appropriate authorities will be notified.

False Fire Alarms:

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

Prank 911 Calls:

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

Lethal or Dangerous Weapons:

- Toy weapons are not allowed at school.
- The possession of lethal weapons or firearms (including a starter gun, firearm muffler, silencer or knife) on school grounds is prohibited. This also includes guns and ammunition in vehicles.
- Carrying or harboring lethal weapons will result in a written referral, parent conference, 5 days of out-of-school suspension pending superintendent's hearing for his/her expulsion from school for a period of not more than one year, and notification to the proper authorities.

Extortion

Obtaining money or property from another student against their will or by threat will result in disciplinary action. Students are not permitted to exchange money or trade and/or sell toys or school and/or personal property on the school bus or during the school day.

Fighting

Any altercation between students that is determined to be a fight may result in the immediate *in school suspension* and/or *out-of-school suspension* from school for up to 5 days, and/or a superintendent's hearing may be held, and/or appropriate authorities will be notified.

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

- **Reckless Endangerment:** Subjecting individuals to danger by recklessly engaging in conduct that creates a grave risk of death or serious physical injury. Examples are: Throwing an object at another student, incidents involving a person choking another individual, and/or brandishing a weapon which threatens another person with harm or injury.

Forgery

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

Hall Behavior

Proper conduct in the hallways is expected; running, pushing, shouting, whistling, or any other form of disturbance constitutes offensive behavior.

Insubordination

When a student refuses to comply with a reasonable directive from an administrator, teacher, or other adult employed by the Germantown Central School district, he/she is insubordinate and may be subject to disciplinary action to the full extent designated under the code of conduct disciplinary consequences.

Lockers

- Hall lockers are school property and may be entered by school personnel for cleaning, maintenance, and if there is reason to suspect they contain any illegal or dangerous item.
- Using a hall locker in the 5th and 6th grades is a privilege that will be revoked if the teacher and/or principal determines that a student is not using his/her locker responsibly.
- Students should not share their locker combination with any other student or leave the locker unlocked at any time.

Loitering

After school hours beginning at 2:48 p.m., students who are not under the direct supervision of a teacher, coach, designated staff member, or parent, will NOT be permitted in the school building or on school grounds.

Off-Campus Misconduct

A student may be subject to discipline for conduct constituting a crime which is committed off of school premises or at non-school sponsored activities to the extent that the Superintendent of Schools or Board of Education reasonably believes that the continued attendance in school of the student would

adversely affect the educative process (e.g., disrupts the operation of the school) or constitutes an endangerment to the health, safety, welfare or morals of the student and/or others in our schools.

A student may be subject to discipline for off-campus misconduct that does not involve criminality that the Superintendent of Schools or Board of Education reasonably believes has a nexus to the educative process (i.e., student-student, student-personnel, interactions that foreseeably would have a detrimental or disruptive effect upon school programs or activities).

A student may also be subject to discipline for cyberbullying that occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property.

Plagiarism

Using words or ideas of another person (or published source), as if they were your own is unacceptable. Consequences for plagiarism will result in a zero on the assignment and/or other consequences per the discipline chart.

Playground Behavior

The following behaviors **are prohibited** when on the playground:

- Playing beyond the supervised area.
- Throwing rocks or snowballs or any other objects brought or found outside.
- Fighting, play fighting, wrestling or playing tackle football.
- Inappropriate/dangerous use of playground equipment such as climbing up the slide, more than one student on a swing, jumping off a swing, etc.

Consequences for inappropriate playground behavior may include losing the privilege of going to the playground or having recess, and may be subject to disciplinary action.

Note: Only students wearing appropriate footwear will be permitted to run and participate in athletic games during recess.

Private Selling

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

Profanity

Students must not use obscene or profane language or gestures at school. Use of foul language or disrespectful language is prohibited at school or on school property. Penalties for using profanity and/or disrespectful language may include parent notification and appropriate discipline.

Public Displays of Affection

Public displays of affection beyond holding hands and brief hugs are not appropriate in the school environment.

School Activities

1. School rules apply at all school events/activities on and off the school grounds, including athletic events.
2. GCS is a closed campus. Activities are also governed by this policy; therefore, students may not leave chaperoned activities until the conclusion of the event without parental permission.
3. All persons attending an activity must remain in the immediate area of the activity. All other areas of the school property remain off-limits.
4. Students who have been absent or left school due to illness may not participate in any after-school extra- curricular activity on that day (including school music, drama and sports activities and banquets).

School Event Behavior Expectations

1. Elementary students are not permitted to attend after school events unless accompanied by a parent/guardian or adult on their emergency contact list.
2. Spectators must respect officials, coaches and players as guests in our school.
3. Cheering is encouraged; however, unsportsmanlike behavior is not permitted.
4. No unauthorized person is allowed on the court or field at any time; this includes half time and between games.
5. In order to protect the gym floor, food, drink and gum are not allowed in the gym.
6. No sounding of horns or other noisemakers.
7. No throwing of debris, confetti or other objects from the stands.
8. Courteous manners are expected at all concerts and assemblies.

Sexual Harassment

Summary of District Sexual Harassment Policy

Sexual Harassment: All forms of sexual harassment are prohibited. All complaints, formal or informal, verbal or written, will be investigated. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors,

sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of obtaining an education; or
- Submission to or rejection of that conduct or communication by an individual is used as a factor in a decision affecting that individual; or
- The conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education or of creating an intimidating, hostile, or offensive educational environment.

Examples of prohibited behavior that is sexual in nature and is unsolicited and unwelcome include:

- Written sexually suggestive or obscene letters, notes, or drawings.
- Verbal sexually suggestive or obscene comments, threats, jokes (including jokes about gender specific traits), and sexual propositions, comments about a person's body or sexual characteristics that are used in a negative or embarrassing way.
- Blackmail: sexual behavior to control a student's education.

What to do if a student believes he/she has been a victim of sexual harassment:

- Any person who believes he or she has been a victim of sexual harassment by a student, employee, board of education member, or volunteer at the school should report the alleged acts immediately to the designated Sexual Harassment Officer, the Director of Pupil Personnel.
- Any person who is being sexually harassed should report this to the Principal or another school staff member or adult.
- The school district will discipline any individual who retaliates against any person who reports alleged sexual harassment or retaliates against any person who testifies, assists, or participates in an investigation relating to a sexual harassment complaint.
- Retaliation includes, but is not limited to any form of intimidation, reprisal or harassment.
- Such actions will result in consequences per the discipline chart.

Slurs (Verbal and/or Written)

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

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

Theft

Theft will not be tolerated.

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

Threatening Behavior

Making verbal, written or nonverbal (gesture) threats to do bodily harm to a student or an adult at school is a serious offense and will be subject to disciplinary action. In addition, students should refrain from drawing pictures or logos that depict, promote, advertise, or encourage the use of drugs, alcohol, weapons, violence, obscene language, or sexual conduct.

Truancy

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

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

Valuables

Do not bring valuable personal items to school. Germantown Central School is not responsible for stolen or misplaced items.

Vandalism

Vandalism includes any destruction or damage to school property, or to a school employee's property on school grounds, (i.e. vehicle, electronics,) or to a student's property on school grounds (i.e. gym shoes, electronics), caused by willful or negligent action of a student may constitute an act of vandalism, and is strictly prohibited.

A. Disciplinary Consequence for Violations of the Code of Conduct

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

1. Warnings (oral or written) and/or Notification to Parent.
2. Loss of Privileges (including athletics and drama productions).
3. School Detention (lunch or afterschool).
4. Removal from class.
5. In-school suspension.
6. Out of school suspension for up to five school days.
7. Long term suspension from school in excess of five days.
8. Suspension from school for at least one year for possession of a weapon pursuant to the Gun-Free Schools Act of 1994 (subject to the right of the Superintendent to modify such penalty) or, in the case of a student with a disability whose possession of a weapon is determined to be related to his/her disability, placement in an interim alternative educational setting for a period of up to 45 school days.
9. Placement in an interim alternative educational setting for a period of up to 45 school days, in the case of a student with a disability whose knowing possession or use of illegal drugs, or sale or solicitation of the sale of a controlled substance or inflicting a serious bodily injury to another person at a school or a school function is determined not be related to his/her disability.
10. Suspension from school and notification of police.
11. Permanent suspension (Expulsion).

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

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

NOTE: BEING MINDFUL OF THE AGE AND UNDERSTANDING OF ELEMENTARY SCHOOL STUDENTS AND NOTWITHSTANDING THE LEVELS OF DISCIPLINE SET FORTH IN THIS SECTION, IN THE ELEMENTARY SCHOOL, ADMINISTRATORS SHALL HAVE THE DISCRETION TO IMPOSE ANY OF THE LESSER DISCIPLINARY MEASURES SET FORTH ABOVE.

B. Infractions with Disciplinary Consequences:

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

1 3	Fighting between students where no dangerous instruments are involved, and no person is injured in the altercation.	5,6,7
1 4	Fighting between students where harm is caused to one or more of the combatants.	5,6,7
1 5	A fight involving the use or threatened use of a dangerous or deadly weapon.	6,7,8,9,10,11
1 6	Any violent act against a teacher or other staff member, as described in the Code of Conduct.	6,7,8,9,10,11
1 7	Any violent act against another student or person in the schools, on school property or at a school function, as described in the Code of Conduct.	6,7,8,9,10,11
1 8	An unprovoked assault against another student or person in the schools, on school property or at a school function.	6,7,10
1 9	Possession and/or use and/or sale and/or distribution of dangerous or deadly weapons or other potentially dangerous objects on school property or at school functions.	6,7,8,10,11,
2 0	Possession of illegal drugs, dangerous drugs, counterfeit drugs, synthetic drugs (such as synthetic cannabinoids) whether specifically illegal or not, unauthorized prescription medication or alcohol, or a substance which the individual believes or represents to be such drugs or alcohol, or dangerous or deadly substances (including but not limited to chemicals and inhalants) at school, on school property or at school functions.	6,7,9,10,11,
2 1	Use or being under the influence of illegal drugs, dangerous drugs, synthetic drugs whether specifically illegal or not, counterfeit drugs, unauthorized prescription medication or alcohol, or a substance that the individual believes or represents to be such drugs or alcohol, or dangerous or deadly substances (including but not limited to chemicals and inhalants) at school, on school property or at school functions.	6,7,9,10,11,

2 2	Sale or distribution of illegal drugs, dangerous drugs, synthetic drugs whether specifically illegal or not, counterfeit drugs, unauthorized prescription medication or alcohol, or a substance which the individual believes represents to be such drugs or alcohol, at school, on school property or while at school functions.	6,7,9,10,11
2 3	Possession and/or sale and/or distribution of drug paraphernalia on school property or at school functions.	6,7,9,10,11
2 4	Possession and/or sale and/or distribution and/or use of fireworks on school property or at school functions.	6,7,8,10,11
2 5	Commission of conduct that constitutes a misdemeanor while on school property or at a school function.	6,7,10,11
2 6	Commission of conduct that constitutes a felony while on school property or at a school function.	5,6,7,10,11
2 7	Gambling.	5,6,7,11
2 8	Hazing.	5,6,7,11
2 9	Obscene, lewd, vulgar or indecent conduct or speech that is oral or written and/or physically expressed or distributed on school property or at a school function.	5,6
3 1	Public display of affection beyond hand holding.	1,2,3
3 2	Theft of personal property.	5,6,7,10,11
3 3	Theft of school property.	5,6,7,10,11
3 4	Extortion.	5,6,7,10,11
3 5	Plagiarism.	1,2,3,5,6

3 6	Arson.	6,7,10,11
3 7	Intentional destruction of school property (vandalism).	6,7,10,11
3 8	Use or possession of a light or laser pointer.	1,2,3,4
3 9	Use of a cellular phone or any electronic communication device during instructional time without authorization.	1,2,3,4,5
4 0	Violation of computer use technology.	1,2,3,5
4 1	Class, study hall, homeroom, teacher detention, administration detention cuts.	1,2,3,4,5
4 2	Eating or drinking where prohibited.	1,2,3
4 3	Driving recklessly, speeding, failing to follow campus monitor's directives on school grounds.	1,2,5,6
4 4	Activation of false alarm, bomb threat or other disaster alarms.	5,6,7,10
4 5	Forgery or Fraud.	1,2,3,5,6
4 6	Harassment (any word, communication or action based in whole or in part upon actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex, as well as marital status, veteran status, appearance or other physical attribute for which there is no legitimate purpose).	1,2,3,4,5,6,7
4 7	Bullying, intimidation or coercion (the act of threatening, verbally, in writing, by electronic/digital/mobile communication or by gesture,	1,2,3,4,5,6,7

	the well-being, health, safety, freedom or property of any person).	
4 8	Leaving a school building and/or campus without authorization.	1,2,3,5
4 9	Parking and/or standing in unauthorized areas.	1,2
5 0	Tardiness to class or school.	1,2,3,5
5 1	Unauthorized absence from school.	1,2,3,5
5 2	Trespassing while suspended from school.	2,5,6
5 3	Any threat of violence, whether against another student, staff member or other person connected with the schools, the school district or school property, communicated verbally, in writing or by electronic/digital means, whether from an on-campus or off-campus location.	1,2,3,5,6,7,10
5 4	Use of any electronic/digital device to photograph and/or video record anyone (without their knowledge) on school property and/or in violation of privacy rights of others on school property or at school functions.	1,2,3,5,6,7
5 5	Lighting or attempting to light a fire in school, on school property or at a school function, whether or not damage results (includes lighting a match or lighter if not authorized).	2,3,5,6,7,10
5 6	Disorderly conduct (intentionally causing public inconvenience, annoyance, alarm, or recklessly creating a risk thereof, or someone who obstructs, fails to disperse, or disrupts others).	1,2,3,5,6,7

- The repeating of an infraction may lead to the imposition of the next measure of discipline.
- Chronic repeating of infractions may lead to long-term suspension or permanent suspension (expulsion).

**GERMANTOWN CENTRAL SCHOOL DISTRICT
OBJECTION TO RELEASE OF DIRECTORY INFORMATION
DESIGNATION FORM**

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

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

Child’s Name _____

Please do not release my child’s directory information without my prior consent.

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

Part IV

Elementary School Policies A – Z

Attendance Policy & Procedures PreK - 6

The Germantown Central School District Board of Education, school administrators and faculty, firmly believe that good student attendance is vital to a student’s academic achievement. Accordingly, GCS has adopted an attendance policy consistent with this belief. (A student is considered absent if he or she is not in school by 11 a.m.)

At GCS we distinguish between “excused” and “unexcused” absences, tardiness, and early departures using the following standards:

Excused Absences:

An absence, tardiness or early departure may be excused if due to personal illness, illness or death in the family, religious observance, quarantine, required court appearances, doctor’s appointments, and attendance at health clinics.

- In order for an absence to be excused officially, the student must bring in acceptable documentation within 5 days of returning to school. If a student

fails to bring in acceptable documentation, his or her absence is unexcused.

Examples of acceptable documentation are as follows:

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

Unexcused Absences: An absence, tardiness or early departure is considered unexcused if the reason for the lack of attendance does not fall into the above categories.

Parent/Guardian to School Notification of Absences:

If a child is not going to attend school on any particular day, parent/guardians should call the School Attendance Aide (ext. 2301) as early as possible to report that their child will be absent (please include the reason).

- Messages may be left prior to 7:30 a.m.
- Missed schoolwork may be requested by calling the school office before 9:30 a.m.
- The work will be available for pick up in the school office between 3:00 and 4:00.

School to Parent Notification of Absences:

- If your child, *in grades 1-6*, reaches **8 absences** you will receive a letter and/or phone call from GCS explaining that we are concerned and would like to meet with you to discuss your child's attendance. Your child's teacher may also call you and suggest that you allow your child to stay after school to make up work and/or receive extra help.
- If your child, *in grades K-6*, reaches **13 absences** you will receive a letter from GCS explaining that we are concerned and would like to meet with you to discuss your child's attendance and possible intervention strategies.
- If your child, *in grades K-6*, reaches **18 or more absences** you will receive a letter and/or phone call from GCS inviting you to attend a meeting that we

have scheduled to discuss your child's attendance and possible intervention strategies, including but not limited to filing a PINS petition for truancy.

Dignity for All Students Act (DASA)

Germantown Central School District Guidelines:

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

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

In addition, the District reserves the right to discipline students who engage in HDB and/or CB of students on school property or off school property under circumstances where such conduct would be in violation of the student code of conduct (See Elementary Handbook Part III: Elementary Code of Conduct)

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

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

Important Definitions Related to DASA:

- **Cyber bullying** means harassment/bullying, as defined above, through any form of electronic communication.
- **Disability** means (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques or (b) a record of such an impairment or (c) a condition regarded by others as such an impairment, provided, however, that in all provisions of this article dealing with employment, the term must be limited to disabilities which, upon the provision of reasonable accommodations, do not prevent the complainant from performing in a reasonable manner the activities involved in the job or occupation sought or held (Education Law §11[4] and Executive Law §292[21]).
- **Discrimination** means discrimination against any student by a student or students and/or employee or employees on school property or at a school function including, but not limited to, discrimination based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
- **Emotional harm** that takes place in the context of “harassment or bullying” means harm to a student’s emotional well-being through creation of a hostile school environment that is so severe or pervasive as to unreasonably and substantially interfere with a student’s education.
- **Employee** means any person receiving compensation from a school district or employee of a contracted service provider or worker placed within the school under a public assistance employment program, pursuant to title 9-B of article 5 of the Social Services Law, and consistent with the provisions of such title for the provision of services to such district, its students or employees, directly or through contract, whereby such services performed by such person involve direct student contact (Education Law §§11[4] and 1125[3]).
- **Gender** means a person’s actual or perceived sex and includes a person’s gender identity or expression (Education Law §11[6]).
- **Harassment/bullying** means the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyber bullying as defined in Education Law §11(8), that has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional or physical well-being; or reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; or reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. For purposes of this definition, the

term “threats, intimidation or abuse” shall include verbal and non-verbal actions. (Education Law §11[7])

- **Sexual Orientation** means actual or perceived heterosexuality, homosexuality, or bisexuality (Education Law §11[5]).
- **School Bus** means every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities, or, privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities (Education Law §11[1] and vehicle and Traffic Law §142).
- **School Function** means a school-sponsored extra-curricular event or activity (Education Law §11[2])
- **School Property** means in or within any building, structure, athletic playing field, playground, parking lot, or land contained within the real property boundary line of a public elementary or secondary school; or in or on a school bus (Education Law §11[1]).

Any student who believes he/she has been subjected to any of the offenses related to DASA or any parent/guardian who believes their child has been subjected to any of the offenses related to DASA, may 1) complete a Dignity Act Incident Reporting Form 2) Keep a copy for your records 3) Submit the original to their building principal for further investigation. Forms are available at <http://www.germantowncsd.org/Page/901>.

Dignity Act Coordinators (DAC):

Devin Jackowski,
School Counselor 9-12
(518) 537-6281 ext. 2312
djackowski@germantowncsd.org

Karyn Schassler,
School Counselor PreK-8
(518) 537-6281 ext. 2322
kschassler@germantowncsd.org

Homeless Children Policy

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

Homeless Child Definition:

A homeless child is a child who lacks a fixed, regular, and adequate nighttime residence or who has a primary nighttime location in a public or private shelter designed to provide temporary living accommodations, or a place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings. This definition also includes a child who shares the housing of others due to loss

of housing, economic hardship, or similar reason; lives in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; lives in a car, park, public space or abandoned building, substandard housing, bus or train station or similar setting; has been abandoned in a hospital or is awaiting foster care placement; or is a migratory child who qualifies as homeless.

School District Designation:

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

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

School Entry Procedures:

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

a complete copy of the homeless child's records including proof of age, academic records, evaluation, immunization records and guardianship paper, if applicable.

Homeless Child Liaison:

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

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

The Homeless Child Liaison for the Germantown Central School District is Rebecca VanAlyne, CSE Secretary and may be contacted at (518) 537-6281 extension 2309.

Notification of Rights under 'The Family Educational Rights and Privacy Act' (FERPA)

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

1. The right to inspect and review the student's education records within **45 days** of the day the district receives a request for access.
 - Parents or eligible students should submit to the Building Principal a written request that identifies the records they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.
 - Parents or eligible students may ask the district to amend a record that they believe is inaccurate or misleading by writing the Principal, clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
 - A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The office that administers FERPA is:

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

Parent Involvement Policy

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

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

- The Board of Education will adopt and annually review a parent involvement policy for the Germantown Central School District that reflects the current needs of the students in the district in the effort to reach the State academic standards.

Parent's Right to Know Policy

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

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

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

Pesticide Application Notice Policy

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

- The Germantown Central School District may use pesticide products throughout the school year. These products may be applied either to the interior of the school facility or to its exterior and surrounding grounds.
- All New York State schools are required to maintain a list of staff and parents who wish to receive 48-hour prior written notification of pesticide applications at their facilities. To register for 48-hour prior notification, please notify the superintendent in writing. Notification will be given only to those individuals who have contacted the Superintendent's office.
- Contact Jim Palmieri, Head Custodian, at 518-537-5656 with questions or concerns.

Student Privacy – Notification to Parents Policy

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

Student Privacy Policy:

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

1. The collection, disclosure and use of personal information gathered from students for the purpose of marketing or selling that information. This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluation or providing educational products or services for, or to students, such as:
 - College or other postsecondary education recruitment, or military recruitment
 - Book clubs, magazines and programs providing access to low-cost literary products
 - Curriculum and instructional materials used in schools
 - Tests and assessments used to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information for students or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments
 - Student recognition programs
 - The sale by students of products or services to raise funds for school-related activities
2. The administration of any survey revealing information concerning one or more of the following:
 - political affiliations or beliefs of the student or the student's parent
 - mental or psychological problems of the student or the student's family
 - sex behavior or attitudes
 - illegal, anti-social, self-incriminating or demeaning behavior
 - critical appraisals of other individuals with whom respondents have close family relationships
 - legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers, religious practices, affiliations or beliefs of the student or the student's parent income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program)

3. The administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school not necessary to protect the immediate health or safety of the student or other students and not otherwise permitted or required by state law. The term “invasive physical examination” means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injecting into the body, but does not include a hearing, vision or scoliosis screening. It does not apply to any physical examination or screening required or permitted under State law, including those permitted without parental notification

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

Technology: Acceptable Use Policy (AUP)

Germantown Central School (GCS) is pleased to offer access to the World Wide Web and Internet to its staff, faculty and students. The Internet offers access to a wide variety of source material (e.g., primary source documents, up-to-the minute scientific data, images, direct access to experts) that can provide great opportunities for critical thinking, information retrieval, and research skills. The use of the Internet exacts certain responsibilities on the parts of educators, parents and students. The form you had signed upon your child’s registration promises that the responsibilities inherent to computer use will be respected. The use of our technology resources is a privilege, not a right.

Access:

Students have access to the Internet and the World Wide Web through classroom, library, computer tablets, laptops and /or computer lab computers. The district makes every effort to comply with the Child Internet Protection Act (CIPA) by monitoring Internet activity and updating filtering software on a regular basis.

Responsibilities/Rules:

- Students will not spread computer viruses, or damage or vandalize equipment or networks.
- Technology is to be used only for education and research as it relates to the school curriculum.
- Students are prohibited from incurring financial obligations on behalf of themselves or the district through use of the Internet or other communications.
- Students are prohibited from using the network or the Internet for commercial or financial gain, political lobbying or religious purposes.
- Students may not use GCS computers or network to engage in illegal activity.

- Students may not install their own software, shareware or freeware on any computer.
- Students may not view or display offensive images or text. Internet use is monitored.
- A student must notify a teacher, administrator or librarian immediately if, by accident, she/he encounters materials that seem inappropriate.
- Students are prohibited from engaging in computer activity that harasses other students or infiltrates the district's computers, computer system, or network.
- Students are prohibited from using the district computers in violation of the district's sexual harassment policy or any other district policy.
- Students are prohibited from posting chain letters or engaging in spamming, the sending of unnecessary, annoying or inappropriate messages to other computer users.
- Students are prohibited from reading or participating in chat rooms, newsgroups, bulletin boards, mailing lists, or listserves unless assigned by a teacher.
- Social networks, (i.e. Facebook) are strictly prohibited.
- Students are prohibited from viewing, downloading or posting information dealing with pornography, obscenity, profanity, or discrimination.
- Our computers and network will not be used to harm other people or their work, invade their privacy, or violate copyright laws.
- Students may not use district technology to give out personal information about other people or themselves (e.g. names, street or email addresses, telephone numbers, or photographs) without teacher supervision.
- Students may not share his/her password with anyone.
- Student's profile image must be school appropriate.
- Students must not access anyone else's files.
- Students may not plagiarize materials found on the Internet. Plagiarism is the presentation of another's ideas and work as one's own.
- The Germantown Central School District reserves the right to review, intercept, access, disclose and delete all information on its computer systems at any time without notice to the student.

Consequences:

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

School Disclaimer:

- Germantown Central School does not guarantee that the services provided through our network and computers will be free of defects.

The District is not responsible for any damage a student may suffer through loss of service or data. GCS is not responsible for the veracity or accuracy of the information obtained through the use of its network and computers.

- By signing the Germantown Central School District Acceptable Use Policy (AUP) form (**available in the school office**), district employees and/or any affiliated institutions will be released from any and all claims of any nature that may result from a student's use of, or inability to use, our computers and network, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

Compliance:

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

Questions:

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

Germantown Central School

Alma Mater

Tune: “There’s Music in the Air”

*Far above Hudson’s waters
with its rolling waves of blue
stands Germantown Central
strong and glorious to view.
Many a heart’s rejoicing sound
fills the school with cheer profound
while we list, enchanted there
to the gladness in the air.*

*There’s sadness in the air
when we leave with gentle sigh.
The years we spent may pass
but our mem’ries never die.
Then, oh, then when we are gone
wake our Alma Mater song
and we’ll cherish ever more
friends we made near Hudson’s shore.*

Clara Kukon, 1933