

**Cobleskill-Richmondville Central School District**



**William H. Golding Middle School**

*Be Respectful - Be Responsible - Be Safe*

**Student Handbook**

**2018 - 2019**



*Think. Strive. Believe. Achieve.*

## Principal's Message

Welcome to William H. Golding Middle School.

We would like to encourage students and families to play an active role in our school. As you look through this handbook, you'll notice many resources for students and parents right at your fingertips. Please take the time to familiarize yourself and your parents with the contents.

Study habits are vitally important as the workload in higher grades increases. While we strive to provide as much contact time with teachers during the day to do school work, homework will be a necessary extension of learning. Find a good study space and dedicate a specific time each and every night to work on homework. If you find that there is a night where the load is lighter, take the extra time to do some review to keep your skills sharp! On our school's website, teachers will post assignments as a reminder and you can always call the school after hours to listen to the "Homework Hotline".

Each year we offer several ways for our students to get involved in the school community after school hours. Consider taking advantage of extra-curricular activities and athletic programs. Not only will you have fun and learn new things, you will begin to find ways to manage time, which is a lifelong skill.

Parents can be involved through CREST (Cobleskill-Richmondville Educational Support Team). This K-8 parent group meets throughout the year to discuss school support needs. Please come when you can. Just call the Middle School Office to find out meeting times.

We look forward working with you and your family throughout the year.

Sincerely,

F. Scott McDonald  
Principal

Jeffrey A. Klenk  
Assistant Principal

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GOLDING MIDDLE SCHOOL  
STUDENT HANDBOOK  
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**Our Mission**

*To educate, inspire and empower each student  
to become a creative, engaged and productive citizen.*

**Our Vision**

We aspire to graduate all students  
prepared to pursue their hopes and dreams.

**Our Core Beliefs**

- *Students are our number one priority.*
- *We always deliver our personal best.*
- *We believe everyone can learn.*
- *We provide appropriate opportunities and supports to all.*
- *We foster a climate of collaboration and partnership within our school and community.*
- *We use data to inform decisions and drive continuous improvement.*
- *All are welcomed in a safe, positive, respectful and supportive environment.*
- *We value integrity, diversity and respect for all.*
- *Building relationships is paramount to our success.*
- *We teach and nurture the whole child*

**Our Middle School Motto:**

*Think. Strive. Believe. Achieve.*

## Directory of School Officials

### **A. Board of Education**

Mr. Bruce Tryon, President  
Mr. Steven Philbrick, Vice President  
Mrs. Amiee Yorke  
Ms. Mary Black  
Mrs. Margaret Jackman-Pryor  
Mrs. Dominga Lent  
Mrs. Susan Strasser

### **B. Administrative and Counseling Staff**

Mr. Carl Mumenthey, Superintendent of Schools	234-4032
Mrs. Tracy Fraleigh, School Business Administrator	234-4032
Mrs. Melissa Ausfeld, Director of Student Services	234-3165
Mr. F. Scott McDonald, Middle School Principal	234-8368
Mr. Jeffrey A. Klenk, Assistant Principal	234-8368
Mrs. Edythe Schultz, Middle School Counselor	234-8368
Mrs. Alison Atkinson, Middle School Counselor	234-8368
Ms. Lori Young, Mental Health Counselor	234-8368

### **Who Do I Call About:**

	<b>Extension</b>	
<b>Athletics</b>	Mr. John Henry	234-3565 x 1123
<b>Attendance</b>	Mrs. Hallie McDonald	234-8368 (press 3)
<b>Bussing</b>	Mr. Bill Himme	234-7491
<b>Cafeteria</b>	Ms. Amy Stuart	234-3565
<b>Discipline</b>	Mr. Jeffrey A. Klenk	234-8368
<b>Health Concerns</b>	Mrs. Leslie Crooks	234-8368 (press 5)
<b>Lost and Found</b>	Middle School Office	234-8368
<b>Personal Issues</b>	Counseling Center/Guidance	234-8368
<b>Use of Building</b>	Middle School Office	234-8368

## STUDENT BILL OF RIGHTS AND STUDENT RESPONSIBILITIES

### RIGHTS

1. To attend a school that will meet the needs of all for a healthy & safe environment.
2. To dress as desired as a means of self-expression. (ref. p.TBD)
3. Each individual has the right to be treated with dignity and respect by faculty, administration and other students.
4. To be provided with caring, competent, and qualified teachers whose assistance is readily accessible.
5. Students should have the right to respectfully disagree with teachers, administrators, etc.
6. All students should have the right to vote on all elected student representatives. All students should have the right to hold representative positions.
7. Students have a right to privacy outside of school activities.
8. To receive an education which challenges and addresses each student's needs and abilities.
9. To receive objective information and treatment concerning teen sexuality, drugs/alcohol, as well as access to individuals or agencies capable of providing direct assistance to students.
10. To have the capability to have student/adult interaction and dialogue about issues of concern.
11. To be accorded the right of due process in situations as required.

### RESPONSIBILITIES

1. Contribute to a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. To dress appropriately for school and school activities – not to be distracting, not to promote illegal activities.
3. Students should act responsibly and treat all others with dignity and respect.
4. To treat teachers and staff members with respect and use their assistance appropriately.
5. To express disagreement honestly, respectfully, and appropriately.
6. To choose representatives who will do the best job. To be honest in their promises, to be responsible, and do their job well.
7. To live up to applicable federal, state, and local laws, sport contracts, etc.
8. To attend, prepare and contribute to each class and to ask for assistance when needed.
9. To listen objectively. To use available information and consultation as needed. To ask questions when they do not understand.
10. To use this dialogue and exchange appropriately and seek help in solving problems.
11. To accept the responsibility and consequences for individual action.

## STUDENT BILL OF RIGHTS AND STUDENT RESPONSIBILITIES

### RIGHTS

12. To be offered the opportunity to participate in all district activities on an equal basis regardless of gender, age, race, religion, color, creed, national origin, sexual orientation or disability, except pursuant to regulations of the State Commissioner of Education.
13. To have an adult advocate and belong to a family, community, and school.
14. To be accorded every appropriate opportunity to achieve academic success, including proactive staff intervention when student performance is poor.
15. To have excellence modeled.
16. To present their version of relevant events to school personnel authorized to impose a disciplinary penalty as in connection with the imposition of the penalty.
17. To access school rules, and when necessary, receive an explanation of those rules from school personnel.

### RESPONSIBILITIES

12. To maintain himself/herself in appropriate physical and mental fitness; to follow academic/athletic rules. To take care of equipment and be responsible to the team, classmates, and school. To conduct him/herself as a representative of the district when participating in or attending school sponsored extracurricular events.
13. To honestly communicate needs to his/her advocates.
14. To take advantage of opportunities offered to improve themselves.
15. To aspire to their own personal, honorable excellence.
16. To be forthright and honest on issues related to an incident that may lead to the imposition of a penalty.
17. To understand and abide by the school's rules.

## **ESSENTIAL PARTNERS**

Each member of the Golding Middle School community must do their part so that our students can be successful. We must maintain a strong partnership.

### **A. PARENTS**

1. Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community.
2. Send their children to school ready to participate and learn.
3. Ensure their children attend school regularly and on time.
4. Ensure absences are excused and are for legal reasons.
5. Insist their children be dressed and groomed in a manner consistent with the student dress code (ref. p. TBD).
6. Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
7. Know school rules, including transportation rules, and help their children understand them.
8. Provide accurate/updated emergency contact information.
9. Build good relationships with teachers, other parents and their children's friends.
10. Help their children deal effectively with peer pressure.
11. Inform school officials of changes in the home situation that may affect student conduct or performance.
12. Provide a place for study and ensure homework assignments are completed.

### **B. TEACHERS**

1. Maintain a climate of mutual respect and dignity, which will strengthen students' self-concept and promote confidence to learn.
2. Be prepared to teach.
3. Demonstrate interest in teaching and concern for student achievement.
4. Know school policies and rules, and enforce them in a fair and consistent manner.
5. Communicate, as appropriate, to students and parents:
  - a. Course objectives and requirements
  - b. Marking/grading procedures
  - c. Assignment deadlines
  - d. Expectations for students
  - e. Classroom discipline plan
6. Communicate regularly with students, parents and other teachers concerning growth and achievement.

### **C. SUPPORT STAFF**

1. Be aware of and enforce all school rules.
2. Treat students in a positive, respectful manner.
3. Ask for and issue student passes.
4. Inform teams of problems with students.

### **D. BUS DRIVERS**

1. Maintain a friendly, safe environment on the bus.
2. Transport students to and from school in a safe and scheduled manner on a daily basis.
3. Maintain an orderly bus with the help and understanding of parents and school principals.
4. Convey to their passengers the importance of an orderly environment.
5. Impress upon and teach their passengers bus safety issues such as crossing the street, school bus danger

zones, and following the rules posted in the front of the bus.

6. Know the school policies related to transporting students as well as state rules related to transportation.
7. Be firm, fair, and consistent in the treatment of all passengers.

#### **E. COUNSELORS**

1. Assist students in coping with peer pressure and emerging personal, social and emotional problems.
2. Initiate teacher/student/counselor conferences and parent/teacher/student/counselor conferences, as necessary, as a way to resolve problems.
3. Review regularly with students their educational progress and career plans.
4. Provide information to assist students with career planning.
5. Encourage students to benefit from the curriculum and extracurricular programs.

#### **F. ADMINISTRATORS**

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
2. Ensure that students and staff have the opportunity to communicate regularly with the principal and approach the principal for redress of grievances.
3. Evaluate on a regular basis all instructional programs.
4. Support the development of and student participation in appropriate extracurricular activities.
5. Be responsible for enforcing the Code of Conduct and ensuring that all cases are resolved promptly and fairly.

#### **G. SUPERINTENDENT**

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
2. Review with district administrators the policies of the Board of Education and state and federal laws relating to school operations and management.
3. Inform the Board of Education concerning educational trends relating to student discipline.
4. Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.
5. Work with district administrators in enforcing the Code of Conduct and ensuring that all cases are resolved promptly and fairly.

#### **H. BOARD OF EDUCATION**

1. Collaborate with students, teachers, administrators, parent organizations, and school safety personnel to develop a Code of Conduct that clearly defines expectations of the conduct of students, district personnel, and visitors on school property and at school functions. To act as final authority of the district to all appeals regarding violation of the Code of Conduct.
2. Lead by example by conducting board meetings in a professional, respectful, courteous manner.

### **Important Things to Know**

#### **Emergencies**

- A. It is critically important that the school have an accurate telephone number at which parents can be reached during the school day.
- B. The following are general instructions for emergency situations:

- If evacuation is necessary, the adult in the room is the adult in charge. (teacher, teaching assistant, staff member, substitute teacher).
- Students are to proceed quietly, in single lines, keeping order, moving briskly without running. Pupils who are unable to follow the line or drill pattern should step aside and await assistance.

C. Students and staff are trained in our emergency protocols. The protocols include:

- Shelter in Place
- Lockdown
- Lockout
- Relocation

### **Health Services**

- Contact the nurse at 234-8368 (option 5) between the hours of 7:55 a.m. and 3:05 p.m. if there are any health issues that we should become aware of. Please note that the health office is extremely busy early in the day.
- If a student becomes ill or injured in school, he/she must report to the health office nurse, who will decide what should be done. Parents may expect a telephone call should a serious injury occur. Students must not leave the building because of illness without authorization. If the nurse is not in, the students are to report to the office. Student accidents during participation in school related activities should be reported to the health office as soon as possible.
- If a student requires medication during the school day, it must be brought to the nurse in its original container. A doctor's note and written parent permission must accompany the medication. The same procedure must be followed for over-the-counter medication.
- Please note that physical education is a required part of the Middle School program. No student can be excused for more than one day from PE without a written physician's order.
- The State Health Department mandates that all seventh grade students have a routine health physical. If you'd like this health exam to be done by your own private physician, contact the school nurse for a physical form. Please return the completed form to the health office so it may be added to the student health file. If the health exam is not completed by May of the school year, it will be done at school in June.
- Sports physicals will be done throughout the school year. Dates will be announced in gym classes and on routine school announcements. Have your child pick up a physical form at the health office for you to complete. Have the student bring the completed form back to the health office prior to the physical date.
- Routine health screenings for vision, hearing, and scoliosis will be performed on all students grade 6 through 8. Parents will be notified of any abnormal findings.
- Public Health Law was recently amended to require immunization against hepatitis B infection for all children enrolled in the seventh grade in any public school. Unless an acceptable request for a medical or religious exemption from immunization is provided, children without a certificate of immunization or other acceptable evidence of immunization may not be admitted to school.

### **School Social Work and School Psychology Services**

- Serving children and parents through their schools.
- The primary function of school social workers is to facilitate the resolution of situations where behavioral and social barriers interfere with a student's ability to attain his or her potential.
- The school social worker is trained to interpret how the influences of school, home and community impact students. When a referral is made the social worker first meets with the referring person for further information. The referring party's impressions/observations are very important, especially with regard to onset, duration of problems, etc. The social worker then meets with the student and may then schedule a meeting with

all responsible adults as soon as possible. By definition, the number of counseling sessions through school social work services is limited. The extent of family and/or student dysfunction is evaluated during the initial assessment, after which an outside referral may be made for more extensive treatment and/or intervention.

- D. When needed the school social worker will participate as a member of the Committee on Special Education (CSE). Upon CSE referral, the school social worker will complete a psycho-social history of the student, evaluate the student's social and emotional functioning within the school setting, and submit recommendations to the CSE. When a student is classified as having a disability and the CSE recommends group or individual counseling services as part of the student's Individualized Education Plan (IEP) a school social worker may be assigned to provide such services.
- E. The goals behind school social work are to increase the rate of student's success; to facilitate, cooperate and collaborate with team members; to be a liaison for the community; and to provide leadership in working towards the fulfillment of the whole student.

### **District Attendance Policy Summary**

The Board of Education recognizes that student attendance in school is an important part of academic achievement and overall school success. Student interaction with teachers and other students in class helps to enhance the academic learning experience and provides a basis by which students can demonstrate mastery of subject matter. It is important that students, parents, and the school work together to achieve the goals set forth in the attendance policy.

The attendance policy of the Cobleskill-Richmondville School District is designed to accomplish the following:

1. To accurately monitor the attendance, absence, tardiness and early release of students;
2. To ensure sufficient pupil attendance of classes so that pupils may achieve State mandated education standards;
3. To verify student location for safety reasons and to account to parents regarding the location of children during school hours.

### **School Responsibilities**

Attendance will be taken during each class period in grades 6-12, and once per school day in grades K-5. Continuous monitoring will be conducted to identify students who are absent, tardy, or leave class or school early. In the event a student is absent without prior notification, the district shall attempt to contact the pupil's parent(s) or persons in parental relation.

All attendance information will be recorded and analyzed periodically to identify patterns or trends in student absences. In addition, designated staff member(s) will contact the student's parents and the student's school counselor. Such staff member(s) shall remind parents of the attendance policy, explain the ramifications of unexcused absences, stress the importance of class attendance and discuss appropriate intervention strategies to correct the situation.

### **Parent Responsibilities**

It is expected that parents will ensure their children attend school regularly and on time. When it is necessary for a student to be absent from school, absences will be excused based on the following:

- Excused nonappearance shall include, but is not limited to: personal illness, illness or death in the family, religious observance, quarantine, required court appearances, attendance at health clinics or other medical/dental visits, approved college visits, military obligations, absences approved in advance by the Principal, and other reasons as may be approved by the Commissioner of Education.

All other absences, tardiness or early departure for which the pupil has no valid school approved excuse shall be considered unexcused.

**It is the parent's responsibility to notify the Attendance Office at 234-8368 extension 2016 by 8:30 a.m. on the day their child is absent. At this time, you also need to ask for your child's work if you would like it collected for the end of the day. Homework will not be collected if called in later in the day. Parents will also provide a written excuse upon the student's return to school. If a written excuse is not received within 3 school days of a student's return to school, the absence will be recorded as an unexcused absence.**

## **Student Responsibilities**

The building principal and/or classroom teacher may determine that a certain percentage of a student's grade be based on classroom participation. Students who are absent from instruction shall be afforded the opportunity to make up the class participation portion of their grade, as well as any work missed. Upon returning to school following an absence, tardiness, or early departure, it shall be the responsibility of the student to consult with his/her teacher(s) regarding arrangements to make up missed work, assignments, tests, and class participation requirements in accordance with a time schedule and manner specified by the teacher. Unexcused absences will result in disciplinary action consistent with the district's code of conduct. Those penalties may include, for example, detention, in-school suspension, and/or referral to Family Court. Students may also be denied the privilege of participating in or attending extracurricular events.

## **Absences/Lateness**

- Notes from a parent/guardian regarding absences should be brought to the health office. Students arriving late to school should report to the attendance office.
- A student must be in attendance on the day of an event (dances, sports competitions, etc.) during the regular school week in order to participate.
- In cases of extended illness assignments may be requested through the guidance office. Please allow two days for this material to be collected. Students absent because of prolonged illness may be eligible for home tutoring upon application to the Assistant Principal. Contact the Assistant Principal for further details.

## **Leaving During the Day**

- The Attendance Clerk and/or the School Nurse will review the written excuse, check its authenticity and write the student an early dismissal pass.
- At the time of departure, the student is to show the pass to his/her classroom teacher and then report to the attendance clerk. There, an authorized adult must sign that student out after which time the student may leave the building.
- If a student returns prior to the close of school, he/she is to report to the Attendance Office, sign in and be issued a pass for admission to class.

## **Grading System/Report Cards**

A statement explaining the grading system will be sent home with the first report card. Individual teachers will provide an explanation of their grading method within the first few days of school.

Report cards will be issued at approximately 30-day intervals during the course of the 2018 – 2019 school year. Marking periods are scheduled to end on: October 17, 2018 (1), December 4, 2018 (2), January 25, 2019 (3), March 15, 2019 (4), May 8, 2019 (5), June 21, 2019 (6). Final report cards are mailed home at the end of the school year.

## **Honor Rolls**

Academic excellence is an integral part of the education process. Honor rolls will be published following each marking period as determined by the following criteria:

- High Honors list will reflect outstanding achievement and an overall average of 90% or higher.
- An Honors list will indicate very good achievement and an 85% or higher.
- Classes not meeting daily such as Physical Education, Art, Music 7 and 8, and Health 8 are factored into the honor roll by  $\frac{1}{2}$ .

## **Teacher Conferences**

Should you need to meet with your child's teachers, arrangements can be made by contacting the School Counseling Center at 234-8368.

### **Accelerated Studies Grade 7 & 8**

Procedures for acceleration are in place for students indicating an interest. Students are notified over the summer of their eligibility. Anyone interested should see their math teacher, science teacher, or counselor for criteria.

### **Homework Hotlines**

You can find out what homework was assigned to your child in two ways:

- A. Call 234-8368 after 4:30 p.m. Listen to the complete list of menu options and you will be directed to the appropriate voice announcement.
- B. Go to [www.crcs.k12.ny.us](http://www.crcs.k12.ny.us) and click on "Golding Middle School". Look for the section entitled "Homework Hotline."

### **Academic Intervention Services (AIS)**

- A. Academic Intervention Services (student help) is provided in different ways depending on need. Students are identified for AIS services in several ways. The following are examples:
  - 1. Poor performance on a New York State Assessment.
  - 2. Teacher recommendation
  - 3. Poor report card grades
  - 4. As the result of an evaluation recommended by the parent
  - 5. Attendance concerns that affect performance
- B. Examples of Academic Interventions include:
  - 1. Scheduling options including additional class time
  - 2. After school programs
  - 3. Summer school programs
  - 4. Progress monitoring
  - 5. Academic support within the classroom
  - 6. Special study hall
  - 7. Alternative placement
  - 8. Liberty Partnership Program
  - 9. Before School Program

### **Academic / Athletic Eligibility**

- A. Middle school student athletes failing one or more subjects will be placed on a ten (school) day probation. During said ten days a student athlete failing one subject is required to attend four Teacher Contact sessions\*. If the student athlete is failing two subjects he/she will be required to attend a total of six sessions and if the student athlete is failing three or more subjects, he/she will be required to attend eight sessions. If the student athlete is still failing after the probation period or has not attended the required number of Teacher Contact sessions, he/she will sit out a contest for each subject failed or each session missed.

\* Teacher Contact sessions are arranged by the student athlete and a teacher and can occur before and after school, during flex time, study hall or noon hour.

### **Lockers**

- A. Each student in the school is provided with the use of a corridor locker and a gym locker. They must be kept shut and locked at all times. **DO NOT GIVE ANYONE YOUR COMBINATION.**
- B. Remember you are responsible for your own property. Also, coats, hats, and bookbags/backpacks need to be stored in your lockers during the day.
- C. Searches  
The rules in the District Code of Conduct regarding searches of students and their belongings do not apply to student lockers, desks and other school storage places. Students have no reasonable expectation to privacy with respect to these places and school officials retain complete control over them. This means that student lockers, desks and other school storage places may be subject to search at any time by school officials without prior notice to students and without their consent.

### **Lost and Found**

Articles found are to be brought to the school office. Pupils are to report losses to the Middle School office and may complete a theft report as an aid in recovery. Please note that the school cannot be responsible for loss, theft, or damage of property from lockers, rooms, or bookcases. It is always a good idea to write your child's name on his/her belongings. Items not claimed within a month will be discarded.

### **Inappropriate items**

Don't invite theft by bringing inappropriate items to school. Personal belongings not essential for school should be left at home. Any item that is potentially disruptive to the educational process or presents a safety concern will be confiscated and the student will be subject to disciplinary action.

### **Personal Electronic Devices – PED's (Instead of Cellular Phones and Pagers)**

The Board acknowledges that PED's, which can include cellphones and smart phones can, when used responsibly, be a positive means to increase family communication and enhance classroom instruction. Responsible use of PED's will be permissible in the classroom (under teacher direction) and on the bus. At the same time, the display and use of these devices during the school day may cause a disruption of the educational process. Such devices should otherwise be turned off during the school day and stored in the locker.

Exceptions to use PED's may be granted by teachers, administrators, bus drivers, coaches and other school staff in certain situations such as use in classroom instruction, riding the bus to and from school or on school-sponsored events, or emergency situations.

Misuse of PED's which includes cyber bullying and/or sexting will result in its confiscation and a parent/guardian may be asked to retrieve the devices. Building procedures outline the incremental consequences for the continued violations of the PED policy.

Cyberbullying is defined as harassment or bullying by any form of electronic communication, and includes incidents occurring off school property that create or would foreseeably create a risk of substantial disruption within the school environment. Sexting is defined as the sending of sexually explicit photos, images, text messages, or emails by using a phone or other electronic device.

Additionally:

- Students may not use PED's to bully, harass, sext, or cyberbully other students, faculty, or staff in any way, including social media.
- Students may not use PED's to photograph or video-record other students or staff members.

- Usage will not be disruptive to students, staff, or the overall school environment.
- Ear plugs or head phones must be used so that others will not be able to hear sounds from a student's device. Speakers are not to be used.

Students who choose to carry PED's do so at their own risk. The school cannot be held responsible for lost, stolen, or damaged electronic property but will investigate reports of theft or damage to property.

## Visitors

The Board of Education encourages parents and other district citizens to visit the district's schools periodically during the course of the school year. Since schools are a place of work and learning, however, certain limits must be set for such visits. The Building Principal is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school will be considered a "visitor".
2. All visitors to the school must report to the office of the Principal upon arrival at the school. There they will be required to sign the visitor's register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the Principal's office and sign out before leaving the building.
3. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
4. Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher(s), so that class disruption is kept to a minimum.
5. Teachers are expected not to take class time to discuss individual matters with visitors.
6. Any unauthorized person on school property will be reported to the Principal. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
7. All visitors are expected to abide by the rules for public conduct on school property contained in the District Code of Conduct. Note also that district policy #1240 "Visitors to the Schools" contains other specific requirements.

## Activities and Athletics

A variety of activities are offered for interested students at the Golding Middle School. Some are provided as a part of the regular classroom programs and others are offered as part of our extra-curricular program. Certainly athletics for both boys and girls are offered, but opportunities exist in other areas such as school government, the arts, and even reading the morning announcements.

### Activities at Golding Middle School

**C-RCS Junior FFA Chapter** This organization is dedicated to increasing the awareness of students about agricultural issues and opportunities. Membership is open to all students in grades 7-8. A sampling of clubs is listed below:

**Drama Club** This club produces a full length play each year. Stage crew and actors are needed.

**Future Consumers & Careers Leaders of America (FCCLA)** A leadership organization which chooses projects that provide service for the school and community.

**Odyssey of the Mind** Students work in small groups and think outside the box to solve open-ended problems. Students present their solutions in the spring.

**Student Council** At the beginning of the school year every homeroom elects two representatives. Election of officers takes place in October.

**Technology Club** Students focus on engineering design projects by selecting a design problem and creating a prototype solution for it. Students will make a public presentation of their design.

**Yearbook** Starts in September. Students take photos of sports and other events throughout the year.

For more information about student activities, please contact the Middle School Office at 234-8368.

### **Sports at Golding Middle School**

**6<sup>th</sup> Grade Sports**-Start date TBD.

Elementary Basketball for Boys and Girls. Intramural format.

**7<sup>th</sup> & 8<sup>th</sup> Grade Fall Sports**

Students sign up in their Physical Education class in May/June. Sports physical required.

*Girls' Soccer*

*Boys' Soccer*

*Girls' Volleyball*

*Modified Cross Country*

*Modified Football*

**7<sup>th</sup> and 8<sup>th</sup> Grade Winter Sports**

Students sign up in the Physical Education class in November. Sports physical required.

*Girls' Basketball*

*Boys' Basketball*

*Modified Wrestling*

**7<sup>th</sup> and 8<sup>th</sup> Grade Spring Sports**

Students sign up in their Physical Education class in March. Sports Physical required.

*Modified Softball*

*Modified Baseball*

*Modified Track*

For more information about student sports call Mr. Kimball at 234-8368 ext. 2030 or Mr. Henry at 234-3565 ext. 1123.

### **Assemblies**

Student assemblies are viewed as part of the overall educational process. School assemblies are held to provide recognition of student accomplishments, to offer curricular enrichment, or to expose our students to something in the arts.

### **Middle School Dance Guidelines**

Middle School dances are a privilege reserved for those whose behavior during the previous month was appropriate. The privilege of attending a dance will be withdrawn should a student be assigned to in-school suspension, or any form of out-of-school suspension during the time between dances. The building administrators may withhold dance privileges for other reasons as they deem appropriate.

1. You must be in Middle School to attend a Middle School Dance.
2. You need to attend school on the day of the dance. Students who come to school after 9:30 AM on the day of the dance without a doctor's note cannot attend the dance.

3. To bring guests (of Middle School age only) please complete a “Dance Guest Permission Form”, which is available in the Middle School Office, and return it to Mr. McDonald or Mr. Klenk by the Thursday before the dance. Guests must sign in and be introduced to chaperones on the night of the dance.
4. Possessions that are not acceptable during the school day will NOT be acceptable at a dance. Please leave backpacks, bookbags, etc. at home.
5. Dances start at 6:30 p.m. and end promptly at 8:30 p.m. You must arrive at the dance before 7:30p.m. Students arriving after 7:30 p.m. may not be admitted to the dance unless accompanied to the door by their parent. If there is a legitimate reason for arriving late please notify Mr. McDonald or Mr. Klenk during the week before the dance.
6. If you leave the dance before 8:30 p.m. your parents or guardians must accompany you out. Students leaving early without permission run the risk of losing dance privileges for the year.
7. Please make definite arrangements to be picked up at 8:30 p.m. If you are picked up later than 8:45 p.m. you may not be allowed to attend the next dance.
8. There will be NO running, head banging, or moshing.
9. You may only sit in the areas designated for sitting. (example: chairs, pulled out bleachers or tables in the refreshment area)
10. No food or drinks are allowed in the gym or the bathrooms.
11. Due to transportation guidelines bus slips to go to a friend’s house before the dance are not allowed. Please make other transportation arrangements.
12. Be respectful to others at the dance and follow the directions of chaperones. Anyone causing a disruption at a dance may be banned from dances for the remainder of the year.

### **Textbooks**

- A. Textbooks are issued to students by the individual classroom teachers and become the responsibility of the student. Students are expected to cover each of their textbooks. All textbooks should be returned to the respective teacher at the close of the school year.
- B. Textbooks are an expensive item and should not be mistreated. Textbooks which are lost, stolen, or damaged are the responsibility of the student and the student will be assessed the replacement cost of damaged or lost books.

*The general “Middle School Rules “apply in all school areas and during all school activities or functions. They apply from the moment a student enters the bus, or steps onto school property in the morning until they step off the bus or leave school property at the end of the day or at the end of the activity.*

### **Middle School Rules**

1. *Respect other people and their property*
2. *Take pride in yourself, your work, and your environment*
3. *Laugh with people, but at no one*
4. *Listen to others and respect their right to be heard*
5. *Be on time for class, prepared and ready to work*

**All students are expected to “Be Safe, Be respectful, and Be Responsible” at all times.**

## **Additional Specific Rules**

### **Classroom**

1. Each teacher will have individual classroom rules. Science rooms for example, will have special safety rules. These classroom rules must be followed at all times.
2. Avoid any behavior that would disrupt the learning of your classmates.

### **Student attendance at evening performances and sporting events**

We encourage student participation and attendance at school activities. We also recognize that evening events are oftentimes less structured than a daytime event supervised by school staff. All middle school students who wish to attend evening events such as sports, concerts, and plays must be escorted and supervised by a responsible adult, preferably a parent or guardian, who will stay with the students throughout the event.

Middle School students who come to any school event on any campus without adequate adult supervision or who are disruptive at the event will be asked to leave and may lose the privilege of attending future evening activities.

### **Breakfast Program**

1. Serving Times: 7:55am to 8:15am
2. Bus students may eat when they arrive at 7:55 am.
3. At 8:05 am, the doors between the serving line and the seating area will be closed. The serving line will remain open.
4. Students arriving to school at 8:05 am or later (but no later than 8:15 am) must report to Homeroom. You may request a pass to get breakfast.
5. A "breakfast-to-go" will be available after 8:15 am. Students must purchase their breakfast and return to class with it.
6. The seating area in the cafeteria will be entirely cleared by 8:10 am.

### **Cafeteria**

1. The cafeteria is similar to a sit-down style restaurant. As would be expected in that type of restaurant, you are to remain seated and eat and converse in a calm manner.
2. Teachers, aides, and cafeteria staff are in charge. You must follow their instructions at all times. They will tell you when you are dismissed.
3. Nothing will be thrown.
4. Before dismissal, your table and floor area must be clean. Deposit all waste into the wastebaskets and return trays and utensils to the dishwashing area.
5. You must have a pre-signed pass to leave the cafeteria.

### **Recess (6<sup>th</sup> grade)**

(Note that recess is a privilege earned through continued good behavior.)

1. The teachers and aides are in charge. You must follow their instructions at all times.
2. Once you make a choice for recess you must stay there until dismissed. If coats are needed, you must have yours with you.
3. Observe safety procedures.
4. Pick up recess equipment and put it away.

## Transportation/Busing

**PASSING SCHOOL BUSES:** it is illegal to pass a stopped school bus with its red lights on while **ON THE HIGHWAY OR IN THE SCHOOL DRIVEWAY.** (Effective November 1, 1990, Chapter 62 of the Law of 1990 amends Section 1174(a) and (b) of the Vehicle and Traffic law dealing with the overtaking and passing of a school bus).

**SCHOOL BUS TRANSPORTATION:** The school day begins with a bus ride for most students. The school's responsibility starts when the student boards the bus in the morning and does not end until he/she is returned home safely in the afternoon. A safe, pleasant trip to and from school helps foster positive student attitudes toward school. A very important tip for parents is to **be sure that your child knows what bus he/she rides.**

Students are assigned a specific bus to transport them to and from school. Some high school students are assigned a transfer bus that will take them to either the Golding campus or the Radez campus where they will board their regular bus home. Careful deliberation is given to these bus assignments. In the event that a student must take a different bus from his/her regularly assigned one, provisions should be made in advance with the transportation department and the high school office. When it is not possible to provide advance notice to the bus garage, a note signed by the parent/guardian should be presented to the bus driver in order for the student to board a bus other than that assigned. Failure to do so may result in denial of transportation privileges.

**BUS STOPS:** Students should be **AT** the bus stop 5 minutes **prior** to arrival of the bus.

**SAFETY:** Safety measures pertaining to transportation include carefully planned student instruction. Please review the following at home:

1. Be ready to board the bus when it arrives. Students should always pass at least ten feet in front of the bus when the driver signals them to cross the street. Go immediately to your seat and remain there until the bus comes to a complete stop at your destination.
2. Bus aisles should be kept clear of all objects-including legs, arms and heads.
3. Windows are not to be opened unless the driver grants permission.
4. Students should keep all parts of the body inside the bus at all times.
5. Students are not allowed to eat or drink on the bus.
6. Students are asked to speak quietly so that the driver will not be distracted. Refrain from speaking to the bus driver when the bus is in motion, except in the case of emergency.
7. No articles are to be thrown from or on the bus. Throwing anything from the bus is not only a bus violation, but also a violation against state littering laws, subject to a \$50.00 fine.
8. No glass (bottles, jars, etc.) is allowed on the bus.
9. No pets, including snakes, frogs, bugs, worms, etc. are allowed on the bus. Parents may seek permission to personally bring animals to school by contacting their child's teacher for approval.
10. No skateboards, roller blades, skis, golf clubs, fishing poles, plants, trading cards and the like are allowed on the bus.
11. Follow all directions from the bus driver.
12. Respect the health, safety and morals of others in language and actions.

**VIOLATIONS:** The rules will be reviewed in school. Bus transportation is a privilege extended to all students provided that conduct is acceptable. If a violation occurs, the following procedures will take place:

1. The driver will take reasonable action to prevent further difficulties. These actions may include reprimand, seat re-assignment, and/or parental contact. The bus driver may fill out a discipline referral form.
2. Continuing violations will be reported in writing to the student's principal, who will use procedures listed below. **MORE SERIOUS CASES MAY REQUIRE TERMINATION OF BUS-RIDING PRIVILEGES.** This decision will

apply particularly to situations in which the behavior causes a clear and immediate threat to the safety and welfare of others.

- a) Conference between student(s) and principal
- b) Continued behavior problems will result in the principal holding a conference with parents to review past behavior and to gain parental support in preventing further problems. At this stage, the student and parent will be made aware of possible withdrawal of bus privileges should there be repeated offenses.
- c) Transportation privileges will be withdrawn for an increasing length of time should violations persist. The Superintendent will determine removal of these privileges beyond five consecutive days.

**SAFETY DRILLS:** A minimum of three emergency bus drills will be held during the school year. These drills will include information on the following: 1) use and operation of the emergency doors and windows, (2) fire extinguisher and two-way radio, (3) first aid equipment.

**EMERGENCY CHANGE IN TRANSPORTATION:** In those rare situations where emergencies arise, students will be kept at the school he/she attends until arrangements can be made by the parent to pick up the child. In these situations, parents/guardians who call the schools will be asked for identifying information relative to the child. For the safety and protection of students, the District maintains the right to deny telephone requests. Each office will maintain emergency information, contact/approved pick-up information for each child in the building. The school will monitor this information, but it is the responsibility of the parent to keep information current.

**TRANSPORTATION TO/FROM and BEFORE/AFTER SCHOOL:** The District will provide transportation to and from a K12 Student's residence/bus stops (except for designated walk zones), and/or before and/or after school locations along regularly scheduled bus routes district-wide. Any deviation from the basic provision of transportation outlined above will be accommodated ONLY for permanent changes for childcare. Permanent changes do not include provisions for transportation to jobs; drop off to a friend's home or to non-school related activities. Requests for a permanent change will be accommodated only with written notification and contingent upon available bus capacity. The following information will be included in the request: the date the change is to take effect, parent/guardian name and the student's name, the name, location and telephone number of the destination, the student's usual bus number and the parent/guardian signature. Written requests must be made on transportation forms that can be obtained from the transportation department. This request must be presented to the District Office each year by June 1. Families moving into the school district after June 1 must notify the District Office of such requests for transportation within 30 days of establishing residency.

**BUS PASS:** Any change in bus transportation is documented by school personnel with a bus pass. This pass is a result of written parental communication received at the start of the school day. Students are given the original copy of the pass which they must present to their bus driver upon entering the bus. A copy of the bus pass is given to the transportation department for the driver(s).

**The above rules apply for school sponsored field trips, athletics or any time a student utilizes district transportation.**

### **Class Trips**

Class trips are an opportunity for our students to experience things that could not normally be accomplished within the classroom. Eligibility and expectations for class trips is typically determined by the academic team sponsoring the trip.

## Corridor Traffic/Passes

Movement through the corridors during class periods is kept to a minimum to avoid distraction to classroom instruction. Individuals who are in the corridors during this time are required to have one of the following:

- Corridor Pass - issued by faculty and staff to those pupils who are to report directly to other members of the faculty-staff or other areas of the building.
- Bathroom Pass – issued by faculty and staff to allow 5 minute bathroom privileges.
- Visitor’s Pass - issued by the Principal/Assistant Principal to persons who are not pupils but have business in the building. All visitors are to report to the main office upon entering the building.

## Pass Restriction

Students on pass restriction are permitted to sign out of study hall or class only if specific arrangements have been made for tutorial or research assistance by a specific teacher. Bathroom privileges are granted at the discretion of the teacher. No self-determined hall movement is permitted regardless of previous passes or privileges.

## After School Detention

1. The teacher and/or aide are in charge of after school detention. You must follow his or her instructions at all times.
2. If you are assigned detention, you are required to arrive on time and remain for the entire period. Cutting detention invites more serious consequences.
3. Arrive at detention prepared to work.

## Dress Code

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Student and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

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

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments and see-through garments are not appropriate. Bare midriffs are not permissible.
3. Ensure that underwear is completely covered with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include items that are vulgar, obscene, libelous, or denigrate others because of race, color, religion, ancestry, national origin, sex, sexual orientation or disability.
6. Not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.
7. No sleepwear is permitted including pajamas and slippers.
8. Not encourage other illegal or violent activities, including gang like behaviors.
9. Be safe, appropriate and not disrupt or interfere with the educational process. **Certain attire can be inappropriate, disruptive and/or distasteful. This includes but is not limited to:**
  - Extremely brief garments
  - Spaghetti straps
  - Shorts that are too short
  - See-through garments
  - Bare midriffs
  - Under garments and/or underwear that are showing

## **Security Cameras**

Security cameras are in place in all school buildings. These cameras record activity in high traffic areas as well as entrances and exits to the buildings. They are designed to assist in student behavior management as well as to enhance general building safety.

## **Unacceptable Student Conduct**

The Board of Education expects students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment.

Respect is the cornerstone of all our interactions and behaviors. We appreciate the dignity and worth of one another, and strive not to hurt another by our words, our actions, and our attitudes. The Board of Education is committed to safeguarding the rights of all students within the school district to learn in an environment that is free from all forms of discrimination and harassment.

The best discipline is self-imposed. Students must learn to assume and accept responsibility for their own behavior and for the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action when necessary and to place emphasis on the student's ability to grow in self-discipline.

The Board recognizes the need to make its expectations for student conduct while on school property or engaged in any school function specific and clear. The rules of conduct listed within this document are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct.

## **Harassment, Intimidation, Bullying and Sexual Harassment**

### **The Dignity for All Students Act**

The Dignity for All Students Act aims to ensure that elementary and secondary school students have the right to attend school in an environment that is free from discrimination, harassment and bullying. The district is committed to the Dignity Act and safeguarding the right of all students to learn in an environment free from all forms of intimidation and harassment.

Discrimination and harassment will not be tolerated. Whether the act is deliberate, intentional, or unintentional, discrimination and harassment are unacceptable in any school setting including the school bus and all school events such as dances, field trips, and sporting events.

Harassment is defined as a pattern of coercive tactics carried out by an abuser against another with the goal of establishing and maintaining power and control over the victim. Behavior is considered discriminatory when used with the intent to hurt, scare, or put another down based on a person's actual or perceived race, color, religion, national origin, sexual orientation, weight, ethnic group, gender identity, religious practice, gender, physical or mental disability expressed in the form of name calling; physical, verbal, written threats or electronic threats; hate literature, or any other act intended to demean a person based on who they are or who they are perceived to be. These words and acts are unacceptable even when used as jokes.

For the purposes of the Dignity Act and its implementation, "bullying" is defined as the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or

through attacks on the property of another that takes place on school property, at any school-sponsored function, on a school bus, or that takes place off of school grounds but that is designed to or has the effect of interfering with one's ability to attend school and/or to be educated in a safe, non-hostile environment. This includes cyberbullying which is defined as harassment or bullying by any form of electronic communication, and include incidents occurring off school property that create or would foreseeably create a risk of substantial disruption within the school environment.

Bullying may include, but not be limited to actions such as verbal taunts, name-calling and put-downs, including ethnically-, racially-, or religion-based; and gender-or sexual orientation-based verbal put downs, extortion of money or possessions, and exclusion from peer groups within school. Such conduct is disruptive of the educational process and, therefore, is not acceptable behavior in this district, and is prohibited.

Any student who believes that he or she has been subjected to bullying, intimidation, or discrimination, whether by a teacher, other student, or any individual on school grounds or at school activities, should report the alleged misconduct immediately.

Any student who believes that he or she has been subjected to bullying, intimidation, sexual harassment or discrimination, whether by a teacher, other student, or any individual on school grounds or at school activities, should report the alleged misconduct immediately. In the absence of a target's complaint, the school, upon learning of or having reason to suspect the occurrence of any harassment, will promptly begin an investigation.

The Dignity Act requires that at least one person be trained to handle harassing behaviors and be designated as the Building Dignity Act Coordinator. At the middle school level, the Dignity Act Coordinator is the assistant principal, Jeff Klenk, who can be reached at 518-234-8368, ext. 2011.

### **Sexual Harassment**

Sexual harassment includes unwelcome behavior such as: inappropriate touching; sexually suggestive verbal comments, name-calling, gestures, jokes, or pictures; spreading of sexually oriented rumors; using language, wearing clothing, or carrying signs that use or insinuate profane, lewd, vulgar, abusive language or pictures; the use of inappropriate sexually explicit or suggestive language that may include, be directed at, or offend another person, texting inappropriate sexual images or language.

Conduct is deemed to be sexual harassment when the injured party perceives such behavior as unwelcome. The fact that someone did not intend to sexually harass an individual is generally not considered a defense to a complaint of sexual harassment. In most cases, it is the effect and characteristics of the behavior that determine whether or not the behavior constitutes a sexual harassment.

Any student having a complaint at any time should feel free to discuss the issue with any school representative. District personnel shall discourage harassing or discriminatory behavior.

Harassment will result in disciplinary action that may include loss of privileges, suspension from school, or suspension from extra-curricular activities. It may also involve counseling, appropriate educational experiences, parental contact, and other consequences deemed appropriate by the respective administrator.

Any student who believes that he or she has been subjected to sexual harassment, whether by a teacher, other student, or any individual on school grounds or at school activities, should report the alleged misconduct immediately. In the absence of a victim's complaint, the school, upon learning of or having reason to suspect the occurrence of any sexual harassment, will promptly begin an investigation.

The district will make every reasonable effort to conduct all proceedings in a manner that will protect the confidentiality of all parties except to the extent it is necessary to disclose particulars in the course of investigation. A person bringing a complaint will be notified of all options under the policy by the high school principal or his designee. These options include:

- Informal resolution of the complaint

- o With the assistance of a staff member
- o With the assistance of any C-RCS administrator
- Filing a formal complaint with the Title IX Compliance Officer
- Filing a formal complaint with other agencies

Any person who has been found to have sexually harassed another person while on school grounds will be subject to appropriate corrective action.

Harassment will result in disciplinary action that may include loss of privileges, suspension from school, or suspension from extra-curricular activities. It may also involve counseling, appropriate educational experiences, parental contact, and other consequences deemed appropriate by the respective administrator.

It is a violation of the C-RCS Board policy for anyone to knowingly make false accusations of sexual harassment. Failure to prove a claim of sexual harassment is not equivalent to a false allegation. Sanctions may be imposed for making false accusations of sexual harassment.

Appeal of the decision of the administrator should be directed to the administrator(s) designated by the Board of Education in the area of complaint: Title IX Sexual Harassment officer(s) or violation of Civil Rights. Procedures in this regard may be found in School Board Policies #5020.1: *Policy on Sexual Harassment* and, #9140 *Civil Rights Discrimination Grievance Procedures – Americans with Disabilities Act (ADA) and Section 504*. A complete copy of the C-RCS policy #5020.1 may be obtained from the middle school office.

**CIVIL RIGHTS DISCRIMINATION**

***Notification of Title IX/Section 504 Grievance Procedures***

It is the policy of the Cobleskill-Richmondville Central School District not to discriminate on the basis of handicap, sex, national origin, religion, race, or age in its educational programs, activities, or employment as required by Section 504 of the Rehabilitation Act of 1973.

Any student having a complaint at any time should feel free to discuss the issue with any school representative. District personnel shall discourage harassing or discriminating behavior. If you believe that you have been discriminated against on the basis of sex, handicap, race, or other, you may make a claim that your rights have been denied. Complaints should be directed to the administrator(s) designated by the Board of Education in the area of complaint:

Section 504 Compliance Officer &  
Title IX Sexual Harassment Officer  
 Melissa Ausfeld  
 Director of Student Services  
 Ryder Elementary School  
 143 Golding Drive  
 Cobleskill, NY 12043  
 (518) 234-3165

Title IX Sexual Harassment Officer  
 F. Scott McDonald  
 Principal  
 Golding School  
 193 Golding Drive  
 Cobleskill, NY 12043  
 (518) 234-8368

You may also file a complaint of illegal discrimination with the Federal Office for Civil Rights, United States Department of Education, Customer Service Team, 550 12 Street SW, Washington DC 20202-1100 or telephone 1-800-421-3481; TDD 877-521-2172; e-mail [OCR@ed.gov](mailto:OCR@ed.gov) at the same time you file the district grievance, during or after the use of the district grievance process, or without using the district grievance process at all.

If you wish to discuss your rights under Section 504, to obtain a copy of the full Section 504 grievance procedure(s), or to obtain help in filing a grievance, contact Melissa Ausfeld, Section 504 Compliance Officer, Cobleskill-Richmondville Central School, 143 Golding Drive, Cobleskill, NY 12043 (518) 234-3165.

Additional Option for Filing Complaints:

There are other agencies with which complaints alleging discrimination based upon handicap, sex, national origin, religion, race, or age can be filed. Please note that since each agency has its own rules on deadlines for filing complaints, an inquiry should be made with the agency to determine its particular rules for filing complaints.

The Complainant may also file a complaint alleging civil rights discrimination with:

- a. U.S. Department of Education      Telephone 1-800-421-3481  
Office of Civil Rights                      TDD 877-521-2172  
Customer Service Team                      e-mail: [OCR@ed.gov](mailto:OCR@ed.gov)  
550 12 Street, SW  
Washington, DC 20202-1100
  
- b. New York Office for Civil Rights      Telephone 646-428-3900  
US Department of Education                      TDD 212-637-0478  
32 Old Slip, 26<sup>th</sup> Floor                      e-mail: [OCR\\_NewYork@ed.gov](mailto:OCR_NewYork@ed.gov)  
New York, NY 10005
  
- c. Complainants who are employees (not students) may also file a complaint of employment discrimination with:

Equal Employment Opportunity Commission (EEOC)  
New York District Office  
33 Whitehall Street  
New York, NY 10004  
Telephone 212-336-3620

Also, as detailed in Section 310 of the New York State Education Law, and Part 275 of the Regulations of The Commissioner of Education, "Any person conceiving himself aggrieved may appeal or petition to the Commissioner of Education..." The address is:

New York State Commissioner of Education  
New York State Education Department  
59 Washington Avenue  
Albany, New York 12234

Although not legally required, it is strongly recommended that complainants go through the school district's grievance procedures before filing a complaint through the other agencies listed above.

Procedures in this regard may be found in School Board Policies #5020.1 "Policy on Sexual Harassment" and #9140 "Civil Rights Discrimination Grievance Procedures – Americans with Disabilities Act (ADA) and Section 504."

**Behaviors Requiring a Disciplinary Consequence**

***Note:** The following is a general list of infractions, which will require a disciplinary consequence. The list is not all-inclusive.*

- A. Engaging in conduct that is disorderly. Examples of disorderly conduct include:
  - 1. Running in hallways.
  - 2. Making unreasonable noise.
  - 3. Using language or gestures that are profane, lewd, racist, vulgar or abusive.
  - 4. Obstructing vehicular or pedestrian traffic.

5. Engaging in any willful act which disrupts the normal operation of the school community.
  6. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
  7. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites, or any other violation of the district's Acceptable Use Policy.
- B. Engaging in conduct that is insubordinate. Examples of insubordinate conduct include:
1. Failing to comply with the lawful directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
  2. Lateness for school, missing or leaving school without permission.
  3. Skipping detention.
- C. Engaging in conduct that is disruptive. Examples of disruptive conduct include:
1. Failing to comply with the lawful directions of teachers, school administrators or other school personnel in charge of students.
- D. Engaging in conduct that is violent. Examples of violent conduct include:
1. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator or other school employee (see definition page 4 in District Code of Conduct).
  2. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person lawfully on school property.
  3. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
  4. Displaying what appears to be a weapon.
  5. Threatening to use a weapon.
  6. Intentionally damaging or destroying the personal property of a teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
  7. Intentionally damaging or destroying school district property.
- E. Engaging in any conduct that endangers or disrupts the safety, morals, health or welfare of others. Examples of such conduct include:
1. Lying to school personnel.
  2. Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.
  3. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
  4. Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation or disability as a basis for treating another in a negative manner.
  5. Harassment, which includes a sufficiently severe action or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning. Acts of sexual harassments as defined in the district's sexual harassment policy.
  6. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
  7. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club or team.
  8. Using vulgar, racist, or abusive language, cursing, or swearing.
  9. Selling, using or possessing obscene material.
  10. Use, possession, selling, or distribution of tobacco/nicotine and/or tobacco/nicotine look-alike products. This may include but is not limited to e-cigarettes, personal vaporizers and other tobacco/nicotine products. This includes possession of a lighter, matches and/or rolling papers.
  11. Possession of drug paraphernalia. Possessing, consuming, selling, distributing or exchanging alcoholic

beverages, or illegal materials or substances, or being under the influence of either. "Illegal substances" include inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs"

12. Inappropriately using or sharing prescription or over-the-counter drugs, substances that contain high levels of caffeine, and any other substances that could be harmful when used in excess.
  13. Gambling.
  14. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
  15. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher
  16. Public displays of affection, which includes personal or intimate actions other than handholding, prove distracting to both the participants and those sharing the building with them. Such public displays of affection are not permitted. Students are asked to use good judgement and avoid the embarrassment that may be involved when a teacher, administrator, or other school employee has to speak to you about your behavior. Parents of repeat offenders will be called and the Administration will take appropriate disciplinary action.
  17. Bullying, which includes repeated intimidation of others or emotional abuse, or through attacks on the property of another that takes place on school property, at any school-sponsored function or on a school bus, or that takes place off of school grounds but that is designed to or has the effect of interfering with one's ability to attend school and/or to be educated in a safe, non-hostile environment. Bullying may include, but not limited to actions such as verbal taunts, name-calling and putdowns, including ethnically, racially, or religion-based; and gender or sexual orientation-based verbal put downs, extortion of money or possessions, and exclusion from peer groups within school. Such conduct is disruptive of the educational process and, therefore, is not acceptable behavior in this district, and is prohibited.
  18. Posting unacceptable information in a public domain.
- F. Engaging in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on district buses, to ensure their safety and that of other passengers, and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated. Students waiting for buses when not on school property are expected to conduct themselves in accordance with the district's Code of Conduct.
- G. Engage in any form of academic misconduct. Examples of academic misconduct include:
1. Plagiarism.
  2. Cheating
  3. Copying
  4. Altering records
  5. Assisting another student in any of the above actions.
- H. Engaging in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on district buses, to ensure their safety and that of other passengers, and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated. Students waiting for buses when not on school property are expected to conduct themselves in accordance with the district's Code of Conduct.

#### Engage in misuse of Personal Electronic Devices (PED's)

The Board acknowledges that PED's, which can include cellphones and smart phones can, when used responsibly, be a positive means to increase family communication and enhance classroom instruction. Responsible use of PED's will be permissible in the classroom (under teacher direction) and on the bus. At the same time, the display and use of these devices during the school day may cause a disruption of the educational process. Such devices should otherwise be turned off during the school day and stored in the locker.

Exceptions to use PED's may be granted by teachers, administrators, bus drivers, coaches and other school staff in certain situations such as use in classroom instruction, riding the bus to and from school or on school-sponsored events, or emergency situations.

Misuse of PED's which includes cyber bullying and/or sexting will result in its confiscation and a parent/guardian may be asked to retrieve the devices. Building procedures outline the incremental consequences for the continued violations of the PED policy.

Cyberbullying is defined as harassment or bullying by any form of electronic communication, and includes incidents occurring off school property that create or would foreseeably create a risk of substantial disruption within the school environment. Sexting is defined as the sending of sexually explicit photos, images, text messages, or emails by using a phone or other electronic device.

Additionally:

- Students may not use PED's to bully, harass, sext, or cyberbully other students, faculty, or staff in any way, including social media.
- Students may not use PED's to photograph or video-record other students or staff members.
- Usage will not be disruptive to students, staff, or the overall school environment.
- Ear plugs or head phones must be used so that others will not be able to hear sounds from a student's device. Speakers are not to be used.

Students who choose to carry PED's do so at their own risk. The school cannot be held responsible for lost, stolen, or damaged electronic property but will investigate reports of theft or damage to property.

I. Engage in off-campus misconduct that interferes with, or can reasonably be expected to substantially disrupt the educational process in the school or at a school function. Examples of such misconduct include, but are not limited to:

1. Cyberbullying (i.e., inflicting willful and repeated harm through the use of electronic text).
2. Threatening or harassing students or school personnel over the phone or other electronic medium.

### ***Disciplinary Penalties and Procedures***

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student's age.
2. The nature of the offense and the circumstances which led to the offense.
3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Input from parents, teachers and/or others, as appropriate.
6. Other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations. If the conduct of a student is related to disability or suspected disability, the student shall be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with the separate requirements of this Code of Conduct for disciplining students with a disability. A student identified as having a disability shall not be disciplined for behavior related to his/her disability.

### **Penalties**

Students who are found to have violated the district's Code of Conduct may be subject to the following penalties, either alone or in combination with one another. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process.

1. Verbal warning - Any member of the district staff
2. Written warning - Bus driver, hall and lunch monitors, teacher aides, coaches, guidance counselors, teachers, Administrator, Superintendent
3. Written or verbal notification to parent - Bus driver, hall and lunch monitors, teacher aides, teachers, guidance counselors, coaches, Administrator, Superintendent
4. Teacher Detention - Teachers, Administrator
5. School Detention - Administrator, Superintendent
6. Suspension from transportation - Administrator, Superintendent
7. Suspension from athletic participation - Coaches, Athletic Director, Administrator, Superintendent
8. Suspension from social or extracurricular activities - Administrator, Superintendent
9. Suspension of other privileges - Administrator, Superintendent
10. In-school suspension - Administrator, Superintendent
11. Removal from classroom by teacher - Teachers, Administrator
12. Short-term (five days or less) suspension from school - Principal, Superintendent, Board of Education
13. Long-term (more than five days) suspension from school - Superintendent, Board of Education
14. Permanent suspension from school - Superintendent, Board of Education.

In addition to the above penalties for violations of the Code of Conduct, Building Principals or the Superintendent of Schools may also direct and/or recommend as appropriate additional educational experiences; school-wide probation; community service; assessments; counseling and/or referral to school or community agencies (i.e. school counselors, school social workers, school psychologist, law enforcement, family court, and other social agencies).

#### **Discipline of Students with Disabilities**

The Board of Education recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problem behavior. The Board also recognizes that students with disabilities are afforded certain procedural protections whenever school authorities intend to impose discipline upon them. The Board is committed to ensuring that the procedures followed for suspending, removing, or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by applicable laws and regulations.

#### ***Illegal Alcohol/Drugs Consequences:***

Any illegal substances found shall be taken immediately. The parent(s)/guardian(s) of the student(s) involved will be called and appropriate disciplinary action taken, up to and including permanent suspension. The District may bring legal charges against the student(s) involved, including a lawsuit. In its effort to maintain a drug-free environment, the District shall cooperate to the fullest extent possible with local, state, and/or federal law enforcement agencies.

- A. If, after an investigation conducted by an administrator, it is determined that a student is knowingly in possession of or using illegal drugs/alcohol, including synthetic cannabinoids on school property or at any school-related activity/function, the following consequences shall apply:
  - 5 days out-of-school suspension
  - Superintendent's hearing at principal's discretion for possible longer suspension
  - Involvement of law enforcement agency
  - Drug/alcohol evaluation
  - Complaint/petition filed with Probation Department
  - Post-suspension conference
  - Other existing policies will be applied as appropriate
  - Student may be required to seek counseling with an assigned School Social Worker.
  - Additional consequences may be applied as deemed appropriate by the principal

In addition the following minimum consequences will apply:

B. If after an investigation conducted by an administrator it is determined that a student is knowingly selling or distributing illegal drugs/alcohol including synthetic cannabinoids on school property or at any school related activity/function, the following consequences shall apply:

- 5 days out-of-school suspension
  - Superintendent's hearing required for possible longer suspension
  - Involvement of law enforcement agency
  - Drug/alcohol evaluation
  - Complaint/petition filed with probation department
  - Post-suspension conference
  - Existing policies will be applied as appropriate
  - Additional consequences may be applied as deemed appropriate by the principal
  - First violation for selling/distributing and second violation for possession/use will result in the suspension from all after school activities, including non-academic field trips, for a period of 60 school days.
  - Second violation for selling/distributing and third violation for possession/use will result in the suspension from all extracurricular activities, including non-academic field trips, for a period of one calendar year.
  - After school activities include: athletics, class/club activities, leadership positions, school productions, dances, spectator at school activities, etc.
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### **STUDENT RECORDS AND STUDENT PRIVACY ACT**

#### **Notification of Rights under FERPA For Elementary and Secondary Schools**

The procedures for the confidentiality of student records shall be consistent with federal statutes, including the *Family Educational Rights and Privacy Act of 1974* (FERPA) and the Commissioner's Regulations. The District shall arrange to provide translations of the following notice to non-English speaking parents in their native language.

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

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. *Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official 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, misleading, or otherwise in violation of the student's privacy rights under FERPA. *Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school 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 school 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 school has contracted as its agent to provide a service instead of using its own employees or officials, 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/her tasks. A school official has a legitimate educational interest if the official*

*needs to review an education record in order to fulfill his/her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.*

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

Family Policy Compliance Office  
US Department of Education  
400 Maryland Avenue SW  
Washington, DC 20202-5920

**Student Privacy Policy:**

The Board of Education recognizes that student surveys are a valuable tool in determining student needs for educational services. Parents have the right to inspect all instructional material that will be used for a survey, analysis, or evaluation as part of a Department of Education funded program. A full copy of the Student Privacy Policy is available by contacting the District Office at 234-4032.

