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**MIDDLE SCHOOL
STUDENT HANDBOOK
PARENT HANDBOOK
CODE OF CONDUCT
2018-2019**

PRINCIPAL
Mrs. Kristy Moore

ASSISTANT PRINCIPAL
Mrs. Laurie Parker

**20 QUADE STREET
GLENS FALLS, NY 12801
TELEPHONE: 518-793-3418
Attendance: 832-4531
FAX: 518-793-4888
www.gfsd.org**

This Handbook/Code of Conduct belongs to:

Name _____ Grade _____

Address _____

5th and 6th grade students must have their planner with them at all times.
It is the responsibility of the student if it is lost or stolen.
Replacement books are \$4.00 each.

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Purpose of Handbook

Glens Falls Middle School Makeup

The Glens Falls Middle School houses grades 5, 6, 7 and 8 and offers academic, artistic and athletic curricula within the framework of a team structure. The team program offers structure and support of the acquisition of skills essential to the learning process. Teachers work together to reinforce learning and to provide consistent behavior management strategies.

Two social workers and two psychologists provide services to our students in grades 5-8. Additionally, two school counselors work with students in grades 6-8.

Civility Statement

The Glens Falls City School district believes that all schools should be places where mutual respect is practiced and reinforced by all who enter. The Glens Falls City School District will treat students, parents and other members of the public with respect and expect the same in return. The district is committed to keeping schools free from disruptions and preventing all activities that threaten the educational process. This policy promotes mutual respect, civility, and orderly conduct by and among board members, teachers, administrators, staff, students, parents, and the general public. Civility should permeate the entire organization.

The best way to ensure an environment of civility is to constantly practice it. Modeling the behavior we wish to see will send a message that people need to be treated with respect.

Middle School Phone Numbers

Main Office	793-3418	Kristy Moore	Principal
		Laurie Parker	Assistant Principal
		Kristina Hubert	Dean of Students
Guidance Office	793-3410	Laura Hammer	School Counselor
		Jennifer Shaver	School Counselor
Nurse's Office (5 th -7 th)	793-4089	Margaret Sawyer	Nurse
Nurse's Office (8 th)		Tracy Webster	Nurse
Attendance Office	832-4531	Laura Heusser	Attendance Clerk

Daily Schedule

Period	Time	Lunch
1	8:33—9:14	
2	9:17—9:58	
3	10:01—10:42	
4	10:45—11:25	8th
5	11:28—12:08	5th
6	12:11—12:51	7th
7	12:54—1:34	6th
8	1:37—2:18	
9	2:21—3:03	

* Period 4,5,6,7 are lunch periods by grade level

Glens Falls Middle School operates on a 2-day cycle: Day 1 and Day 2

TUESDAY AND THURSDAY AFTER SCHOOL HELP Grades 5-8 3:03 - 3:33

Reporting System for Grades 5-8

Report cards will be issued 4 times a year for grades 5-8. Progress reports will be sent out in between at 5 week intervals. Marks will be in number grades as follows:

- 90-100 = Outstanding Progress
- 80-89 = Above Average Progress
- 70-79 = Average Progress
- 65-69 = Needs Improvement
- <64 = Unacceptable

Honor and Merit Roll

Honor Roll = 90.0 and above

Merit Roll = 85.0 – 89.

The 6th, 7th and 8th grade honor roll and merit roll will be computed every 10-week marking period. The same criteria for honor roll and merit roll is used at all three grades. To be listed on the honor roll, your average must be equal to 90.0 and above. You may have no grade lower than 70.0, no "incompletes" and no "unsatisfactories".

Parents are encouraged to call the middle school at any point in a marking period if they wish more information about their child's progress.

- **5th grade parents should contact their child's teacher or the 5th grade school psychologist.**
- **6th - 8th grade parents should contact their child's guidance counselor.**

Course Highlights

Honors ELA and Social Studies instruction are offered in grades 7 and 8 as full year courses. The accelerated math program begins in the 7th grade and accelerated science (Living Environment) begins in 8th grade. A detailed rubric facilitates the identification of students for the Honors and Accelerated programs. A student's successful completion of the Math and/or Science Acceleration programs will earn high school credit as an 8th grader.

Talented musicians may take a high school performance class as a middle school student.

The Glens Falls Middle School participates in the Johns Hopkins Talent Search, which encourages able students to take special summer courses at college level.

An emphasis at all four grades is placed upon the development of study skills needed for successful completion of a New York State Regents Diploma: time management, note taking, graphic organizing and strategies for organizing and studying new information.

An emphasis is placed on the use of computers to gather information and to produce written work.

- Fifth and sixth grade students will each be assigned a Chromebook for use during the school day.
- Seventh and eighth graders will each be assigned a Chromebook and carrying case for the school year. (See technology policy on page 23).

Honors Criteria

Glens Falls Middle School

7th and 8th Grade Math Acceleration:

- A Math Rubric is completed which includes the following information:
 - * Score on the 6th grade NYS math assessment
 - * STAR math scores
 - * 6th grade math test average
 - * Teacher recommendation

7th and 8th Grade Honors ELA and Social Studies:

- An ELA rubric is completed which includes the following information:
 - * Score on the 6th grade NYS ELA assessment
 - * 6th grade ELA course average
 - * STAR ELA scores
 - * Teacher recommendation

* Quarterly averages

8th Grade Science Acceleration (Living Environment):

- Potential candidates will be invited to take an Accelerated and Science Qualification Exam in late May
- Math and Science averages from first three quarters of 7th grade of 85% or higher

Foreign Language Acceleration Policy:

- Must earn an 85% on the final exam of the year
- Satisfactory completion of a research project on the topic of student's choice within the realm of French/Spanish-speaking cultures
- Foreign language teacher recommendation
- Note: Foreign language acceleration is designed to allow a student who has studied a foreign language in another district or a student who is a native speaker to advance into 8th grade studies. This policy does not acknowledge tutoring as a method of reaching proficiency.

Performance Groups

- Approximately 50% of the Middle School population belongs to a musical performance group. These groups meet during the school day.
- In grade 5, students may belong to the 5th grade Band, Orchestra and Chorus.
- In grade 6, students may belong to the Cadet Band, Cadet Orchestra and 6th grade Chorus.
- At grades 7 and 8, students may participate in Jr. Band, Jr. Orchestra and the Jr. Chorus.
- Additionally, a select 6-8 chorus, which meets two days per week before school, will be conducted by the music department. Concerts are held throughout the year and involvement in Junior All County Concerts is encouraged.

Physical Education

5th and 6th Grade Course Description:

At the 5th and 6th grade level students are introduced to a variety of activities that focus on promoting lifelong fitness and game knowledge of competitive sports. During the game oriented units, the emphasis is on skill development through active participation. Students are encouraged to demonstrate cooperation, teamwork, responsibility, and respect.

7th Grade Course Description:

At the 7th grade level it is expected that the students will become more responsible regarding their time management and social skills. These skills will be stressed early in the school year during the cooperative games unit and carried on throughout the year. During the game oriented units, the emphasis begins to shift to include equal amounts of skills development and game strategy. Students are encouraged to pursue their interests in sports and fitness through interscholastic sports at the middle school and community activities.

8th Grade Course Description:

In the 8th grade students are expected to be more independent regarding time management and socialization. A cooperative games unit early in the school year will build on their experiences in the 7th grade and include added areas of trust and cooperation. The focus of game oriented units is on improving individual skills and developing higher level thinking for game strategy. Students are encouraged to take steps to improve their fitness levels outside of school, as well as during class time. As 8th graders, the students are once again encouraged to participate in interscholastic sports.

The following sports and activities are covered in Physical Education classes:

- | | | |
|---|---|-------------------------------------|
| • Flag Football | • Omnikin Ball | • Disc. Golf |
| • Field Hockey | • Orienteering | • FITNESSGRAM |
| • Soccer | • Bowling | • Yoga/Pilates |
| • Volleyball | • Bocce | • Partner Kickball |
| • Spastic Ball | • Snowshoeing | • Crab Soccer |
| • Basketball | • Team Handball | • Table Tennis |
| • Softball | • Track & Field | • Rock Climbing |
| • Pickleball | • Lacrosse | • Adventure Unit |
| • Swimming (Required 5 th ,
6 th , 7 th & 8 th Grades) | • Water Polo (All 6 th
graders) | • Fitness Room/Strength
Training |
| • Cooperative Games | • Ultimate Frisbee | |

Missed P.E. 6th-8th grade classes:

If more than two physical education classes are missed for any of the following reasons students must make up the class during their lab period.

- Scheduled appointment outside of school
- Main office visit, Guidance visit, Nurse’s Office visit
- Music Lessons

All classes must be made up within the marking period they are missed or it will result in the loss of five participation points per class.

Athletes MUST actively participate in Physical Education class or they may NOT participate in practice or games on that day. If they have a medical excuse from P.E., or are unprepared for P.E. class, they may not practice or play in games that day.

Physical Education Supplies- 5th grade:

Regular clothing and bathing suit for swimming unit

Physical Education Supplies-6th-8th grade:

- | | |
|------------------------|--------------------------|
| T-shirt (NO tank tops) | Shorts |
| Wind Pants/Sweat Pants | Sweatshirt |
| Towel | Water Bottle |
| Dry Socks | Brush or comb (Optional) |

Toiletries (Optional) No Spray Deodorants or Perfume

Sneakers – Must always be tied with a bow in front for safety reasons.

Bathing Suit – (no string bikinis – preferred bathing suits do not tie anywhere. Two piece Tankinis, sport bra cut tops, boys swimming trunks are allowed. No COTTON clothing. If you want to wear a shirt you must purchase a suit that has the t-shirt cut).

Short term medical excuse – Students will not have to make up classes missed due to the medical excuse. Parent/Guardian notes are only good for a one day excuse from PE.

Long term medical excuse – If a situation removes a student from physical education for more than five classes (two weeks) per doctor’s note, the school nurse will fax a sheet to the doctor’s office. This sheet will outline upcoming activities for class and ask for possible modifications/adaptations that could be made to accommodate the medical issue. This would allow the student to continue to receive credit. If no adaptation/modification can be made the student will receive an X (medically excused) for a grade.

Student Recognition

A special effort is made to recognize student achievement. Three times a year, all teams recognize a boy and a girl who receives an invitation to a special recognition dinner. The dinner is held three times a year for students and their families. Recognition/Award assemblies are held at the close of each sport season and in June. The following awards are presented at a school wide assembly in June: Perfect Attendance, Music Awards, Constance Zweifel Music Appreciation Award, National School Orchestra, Olympics of the Visual Arts, Odyssey of the Mind, John Phillips Sousa Band Award, Presidential Academic Excellence Award, American Legion Award, DAR History Award, Triple “C” Award, NYS Office of the Comptroller, Student Senate Scholarships, Principal’s Award (6th Grade), PTSA Award (7th Grade), DAR Award (7th Grade), National Geographic Bee Award and the Student Senate "Student of the Year" Award (8th grade).

PTSA

The Parent-Teacher-Student Association (PTSA) is active at the Middle School. They encourage students, as well as parents and teachers, to join and be an active voice at the monthly meetings. The PTSA provides an Open House, a school- wide book fair, and four or five special topic meetings throughout the school year. Each year ends with a Spirit Day filled with games and activities and an Eighth Grade reception as their “thank you” to a great school year.

PTSA Officers:

- President -- Christina Frederick
- Co-Vice President – Erin Harrington



Co-Vice President – Rachel Murray
Treasurer -- Marybeth Chambers
Secretary -- Kerri Saunders

PBIS

Positive **B**ehavioral **I**nterventions and **S**upports is a school-wide behavioral program that is based upon the three pillars of Being Respectful, Being Responsible and Being Safe. All students and staff have learned the appropriate manner to behave whether it is in the classroom, hallways, bathrooms, cafeteria, on field trips or in assemblies. Students discuss and practice these desired behaviors and are acknowledged by staff with Target Tickets for their excellent behavior. Target Tickets may be redeemed weekly for a series of small prizes or saved up and used at the Holiday Bling Store. At the end of year, there are highly prized awards given away on the last day of school.

Code of Conduct

Introduction

The mission of the Glens Falls City School District is to provide a safe, positive and stimulating environment... one that fosters self-growth, a passion for continuous learning, confidence and the ability to succeed in a changing world.

We promote excellence through high expectations and evolving standards for students, staff, parents and community. The challenge is to reach personal best while respecting each person's individuality.

We make it our responsibility to be accountable for the implementation of this mission and to model behaviors that are influential to the characters as well as the mind.

The Glens Falls Board of Education, the administration, and staff recognize that the enrichment and in fact, the very survival of any group, come about only as its individual members practice self-discipline and demonstrate behavior which does not infringe nor intrude on basic rights and freedoms of others. Responsible exercise of individual freedoms means respect for the democratic process and for the rights of all. Only in an atmosphere of mutual respect, self-restraint, civility, and trust among all can these freedoms flourish.

The administration and staff are committed to the task of school management in a manner consistent with the legal and moral rights of all, but will neither tolerate nor condone actions or conduct in violation of this "Code of Conduct." In setting forth the following Code, nothing contained herein is intended nor shall be constructed to limit or restrict freedom of speech, nor peaceful assembly, nor any constitutional or legal individual right.

The Code shall not prevent or limit communication between and among students or relieve the Glens Falls City Schools of its special responsibility for self-regulation in the preservation of public order. The Code does not prevent nor restrain controversy and dissent. However, the Code does prevent abuse of individuals and thereby maintains the stable environment appropriate to a public school.

This Code is in compliance with the requirements of the Project SAVE legislation, Education Law 2801, and section 100.2 of the Commissioner's regulations. Unless otherwise indicated, this Code applies to all students, school personnel, parents and other visitors when on school property or attending a school function.

Definitions

For purpose of this code, the following definitions apply:

"Disruptive student" means a student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.

"Parent" means the biological, adoptive or foster parent, guardian or person in parental relation to a student.

"School property" means in or within any building, structure, athletic playing fields, 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, as defined in Vehicle and Traffic Law 142.

"Student function" means any school sponsored extra-curricular event or activity.

"Violent student" means a student under the age of 21 whom:

1. Commits an act of violence upon a school employee.
2. Commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at a school function.
3. Possesses a weapon while on school property or at a school function.
4. Displays, while on school property or at a school function, what appears to be a weapon.
5. Threatens, while on school property or at a school function, to use a weapon.
6. Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function.
7. Knowingly and intentionally damages or destroys school district property.
8. A student that is verbally aggressive to other students or faculty

“Weapon” means a firearm as defined in 18 USC921 for purposes of the Gun Free School Act. It also means any other gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutters, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray, or other noxious spray, explosive or incendiary bomb, ammunition, imitation ammunition or exploding substances, or other device, instrument, material or substance that can cause serious physical injury or death when used as a weapon.

“Time Out” is considered that period of time when a teacher employs informal strategies to refocus a student toward positive behavior (less than one class period).

“Suspension” is defined as a severe penalty which may be imposed only upon students who are insubordinate, disorderly, violent, or disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare of others.

Bill of Rights and Responsibilities/Essential Partners

The Glens Falls City School District offers free public education to all school age students in the district regardless of race, sex, nation origin or handicapping conditions.

As members of the school community, students are entitled to certain rights that are defined for their awareness and protection. Students also have certain responsibilities to themselves, to fellow students, to their teachers and to other school personnel.

However, the students' prime responsibility is recognized as being the personal advancement of their education and career goals within a framework that is civilly responsible and socially appropriate.

Equally significant is the fact that others, including parents, teachers, counselors, administrators, other district employees, visitors or vendors and the Board of Education have a responsibility to students in the acquisition of their educational development and in providing for their personal safety. The shared responsibility is the basis for a strong commitment to provide a reasonable and responsive educational program that will prepare students for a future that is appropriate both for their interest and aptitude, and for the needs of the society in which they live.

Student Rights

1. Students have the right to pursue an education in an atmosphere that is safe and conducive to learning, and to achieve all that they are capable of achieving.
2. Students have the right to an appropriate educational program and access to all of the schools support services based upon individual needs.
3. Students have the right to be respected as individuals.
4. Students have the right to procedural due process guaranteed by the United States Constitution and New York education law.
5. Students have the right to freedom of speech and freedom of expression to the degree that the exercise of their freedom does not interfere with the educational process or infringe upon the rights of others.
6. Students shall have equal opportunity in their pursuit of curriculum offerings, intramural programs and extra curricular activities.
7. Students have the right to make recommendations through the student government regarding school rules, school regulations or issues pertaining to student organizations.
8. Students have the right to reasonable cause before a search is conducted or personal property seized.
9. Students have the right to a positive school climate.

Student Responsibilities:

It is the responsibility of the students to:

1. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
2. Conduct themselves with respect toward self, fellow students, teachers and others.
3. Strive to achieve to their fullest potential in all areas.
4. Follow all reasonable directives of the faculty and administration.
5. Strive to fulfill all classroom obligations to teachers.
6. Demonstrate respect for school property and for the property of others.
7. Demonstrate appropriate conduct and positive attitude in school activities.
8. Dress in a clean, safe and presentable manner

Role of the Parent:

It is the responsibility of the parent to:

1. Recognize that the primary responsibility for a child's welfare and development rests with the parent.
2. Teach the child by word and example, respect for law and authority.
3. Encourage the child to learn and respect the rights of others.

4. Ensure the child attend school on time and regularly.
5. Know and understand the rules and regulations a child is required to observe at school.
6. Become familiar with school rules and review them with their child.
7. Provide guidance for the child to develop socially appropriate standards of conduct and behavior.
8. Strive to maintain the child in good physical, mental and emotional health.
9. Require the child to dress in a clean, safe and presentable manner.
10. Provide encouragement and support for the child in completing homework assignments.
11. Seek involvement in the child's school, its teachers, programs and activities as well as to attend conferences and school functions.
12. Inform school officials of changes in the home environment that may affect student conduct or performance.

Role of the Faculty and Staff:

It is the responsibility of the faculty and staff to:

1. Demonstrate, by work and action, respect for law, order and self-discipline.
2. Provide students with direction and guidance that will assist them in thinking, reasoning and in being responsible for their actions.
3. Keep students and parents informed regarding student development and progress.
4. Treat students as individuals.
5. Express enthusiasm and concern for teaching and learning.
6. Involve him/her in the development of school rules and regulations regarding student conduct and to require the appropriate student observance of the rules and regulations.
7. Be consistent, fair and firm in dealing with students both in and out of the classroom.
8. Reinforce positive student behavior.
9. Seek appropriate resources to bring about positive change in student behavior.
10. Continue to grow professionally in matters relating to positive student behavior.
11. Inform students and parents regarding curriculum at various grade levels.
12. Communicate regularly with students, parents and other teachers and professional staff concerning growth and achievement.

Role of the Building Administration:

It is the responsibility of the building administration to:

1. Create an environment that is conducive to learning.
2. Exercise the authority delegated by the Superintendent of Schools.
3. Be consistent, fair and firm in making decisions that affect students, staff and parents.
4. Demonstrate, by word and example, respect for law and order, self-discipline, and a sincere concern for all persons under his/her authority.
5. Develop reasonable and effective class schedules and teaching assignments for students and staff.
6. Set up and maintain open lines of communication with students, staff and parents.
7. Become involved with students by attending and supervising school activities and visiting classrooms.
8. Work with students, teachers, counselors and parents to establish cooperative techniques for bringing about positive student behavior.
9. Provide for the clear dissemination of rules and regulations to student, staff and parents.
10. Provide student and staff the rights of due process and equal protection that are guaranteed under the law.

Role of the Superintendent:

It is the responsibility of the Superintendent to:

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
2. Review with the district administration the policies of the Board of Education and state and federal laws relating to school operations and management.
3. Inform the Board of Education about 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 administration in enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.

Role of the Board of Education:

It is the responsibility of the Board of Education to:

1. Collaborate with student, teacher, administrator, and parent organizations, school safety personnel and other school personnel to develop a code of conduct that clearly defines expectations for the conduct that clearly defines expectations for the conduct of students, district personnel and visitors on school property and at school functions.
2. Adopt and review at least once a year the district's code of conduct to evaluate the code's effectiveness and the fairness and consistency of its implementation.

Attendance Policy

Attendance

Regular attendance in school is required by law.

Perfect Attendance

Each June, students with perfect attendance are given an award. To receive this award you must attend school each day and be on time. Religious observations, legal matters and appointments with doctors and dentists during school hours will not hurt a perfect attendance record when the student brings in a written note from a parent or guardian.

Absent

If a student is absent from school, the parent or guardian should call the **Attendance Clerk at 832-4531** to explain the absence. When a student returns to school, he/she is **required to bring a written excuse from home to the attendance office**. Legal reasons for being excused from school are: illness, legal or court action, doctor's appointment, or religious observance. All other absences are considered unexcused. Visiting, hunting, vacationing, working and babysitting are examples of unexcused absences. Absences without a written excuse from a parent or guardian shall be deemed unexcused absences. Each day, attendance will be taken on a period by period basis. Parents/guardians will be notified if a student is illegally absent. If absences are chronic and no medical documentation is provided, then a physician's note can be requested. Chronic attendance problems could result in formal notification to Warren County Social Services and/or Probation Department.

Tardy

Attendance is taken in advocacy at 8:28 am. Students arriving after 8:28 are required to report to the attendance clerk to get a pass to enter class. **A written note from home is always needed to explain tardiness**. Legal excuses for tardiness are the same as legal excuses for excused absences. A 6th-8th grade student who has **four** or more unexcused days of tardiness in a semester will be assigned detention. Second semester (February through June) represents a fresh start. Chronic tardiness could result in formal notification to Warren County Social Services Department and/or Probation Department.

Excused During the School Day

Students who must be excused during the school day should bring a note from home to the attendance clerk. Notes should be given to the attendance clerk after reporting to advocacy. Parents need to report into the school building to sign their child out. If the child needs to walk home at an intended time, permission needs to be given by the parent. When the student returns to school, he/she must report to the attendance clerk to be readmitted.

Late For Class

A student who is late to class should have a pass from the teacher of the previous class if he/she was detained by the teacher. If no pass is provided then the student will be required to stay on a Tuesday or Thursday with the receiving teacher to make up the time they missed with that teacher. **No late passes are issued in the main office or health office**. Persistent lateness will result in a disciplinary consequence.

Truant

A student who is absent from school without parent or guardian knowledge is truant. Truancy results in one day of In-School Suspension for each occurrence. Skipping school, leaving the building without permission and being in the high school building without permission or authorization are three common examples of truancy. Consequences will increase with persistent truancy.

Skipping Class

A student who skips a class must make up that class with his/her teacher on a Tuesday or Thursday and will be assigned detention.

Student Dress Code

All Students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable school 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.

1. For safety reasons, footwear is required and should be worn at all times. Footwear should be safe and fit comfortably in order to prevent injury.
2. No coats or jackets will be worn in the building during the school day.
3. The wearing of hats in the building will not be permitted except for medical or religious reasons. Gang related apparel is prohibited.
4. Clothing which is disruptive or interferes with the educational process will not be permitted to be worn by students in school or on school premises (i.e. flannel/pajama pants, profanity, offensive messages, promotion of drugs, alcohol, and /or tobacco).
5. Attire should not include items that are vulgar, obscene, libelous or denigrate others on account of race, color, religion, creed, national origin, gender, or disability.
6. No jewelry with sharp edges, heavy ornamental chains, dog collars or choke chains will be permitted.
7. No sunglasses will be permitted unless prescribed by a physician.
8. Certain insignias designated or inferred as inappropriate or obscene or in bad taste will not be permitted. This includes prohibition of gang symbols, signs, colors or other related apparel.
9. Boys must wear footwear, pants or shorts and a shirt (no exposed underclothing).
10. Girls must wear footwear, slacks, shorts or skirts of fingertip length, some type of blouse or dress (no bare midriffs; no spaghetti straps; no halter, tube or net tops; no exposed underclothing; no plunging neckline - front or back; and no see-through garments).
11. Excessively saggy pants/shorts are prohibited. Undergarments may not be exposed.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Staff will assist in notifying the parent(s) of the student in order to secure alternate clothing (if necessary). Any student who refuses to cooperate shall be subject to discipline, up to and including suspension for the day. The principal/assistant principal will make the final decision about whether clothing is appropriate. Family support is appreciated in these efforts.

Remember this about dress and appearance:

- How you look affects how you feel and behave**
- How you look affects how others feel and behave**
- Use common sense**

School Behavior

The A, B, C's at Glens Falls Middle School

Accountability... Behavior... Consideration...The school is a learning center. In order to promote a safe, nurturing environment, the following behaviors should be practiced:

A. General Behavior

- a. Skateboards, roller blades, scooters, hoverboards, and bicycles are considered transportation modes and their operation must cease once students enter school grounds.
- b. Walk in the halls quietly. Keep your hands to yourself.
- c. Respect the rights and property of others.
- d. Students are to follow all reasonable requests made by middle school staff.
- e. Students are to use appropriate language at all times when in school or near school.
- f. Students are responsible for the proper care of all school books, Chromebooks, supplies and furniture. Students who lose or damage school property or equipment will be required to pay for the damage or replace the item. Graffiti is prohibited.
- g. Passes should be carried by students when they are out of the classroom during class time.
- h. Students must keep their backpacks in their lockers.
- i. The possession of tobacco products, matches, vaping devices, and/or lighters is prohibited. Violators will receive disciplinary consequences.

- j. The possession, consumption, distribution, sale and/or use of any pill, capsule, liquid, inhalant, marijuana, or any other "illegal substance" or related paraphernalia which may be detrimental to the health, safety or welfare of the user is prohibited. Offenders will be suspended from school and may have a Superintendent's hearing. Also, the Glens Falls Police Department may be notified.
- k. Possession of fireworks such as caps, firecrackers, poppers, etc. is prohibited and will result in a suspension from school.
- l. Fighting in school or on the way to and from school will result in disciplinary consequences.
- m. Bullying is prohibited.
- n. Possessing any weapon, displaying what appears to be a weapon, or threatening to use a weapon is prohibited. "Weapon" means gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade, knife, gravity knife, metal knuckle knife, box cutters, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, ammunition, or other dangerous instrument that can cause injury or death. This will result in a five day out of school suspension and a Superintendent's hearing. The Glens Falls Police Department may be notified.

B. Lunch Room Behavior

- a. Use responsible table manners.
- b. Do not throw food or any other objects in the lunchroom.
- c. Talk quietly during lunch. When the whistle blows, be quiet and be ready to listen.
- d. Be seated when requested by the supervising adults.
- e. Clean up after eating and throw trash away.
- f. Students will be split up or removed from the cafeteria if they are disruptive.
- g. Be courteous and respectful toward staff and each other.
- h. No gum chewing is permitted in the middle school.

C. Assembly Behavior

- a. Enter the auditorium in an orderly manner and sit quietly.
- b. Listen politely to the performance and speakers.
- c. Clap politely to show appreciation. **Do not** stamp your feet, "Boo", whistle, etc.
- d. Leave in an orderly manner, as directed by the supervising adult.

D. Field Trip Behavior

- a. Be courteous and respectful to others.
- b. Remain in your seat while the vehicle is in motion.
- c. Keep the vehicle clean.
- d. Listen carefully to the supervising adults and follow their instructions.
- e. Be a good citizen when representing the Glens Falls City School District.

Reporting Violations

All students are expected to promptly report violations of the Code of Conduct to a teacher, the building principal or his designee. Any student observing another student possessing a weapon, alcohol or illegal substance on the school property or at a school function shall report this information immediately to a staff member.

All district staff that are authorized to impose disciplinary sanctions are expected to do so in a prompt, fair and lawful manner. District staff that are not authorized to impose disciplinary sanction shall refer the matter to the appropriate staff member.

Any weapon, alcohol or illegal substance found shall be confiscated immediately, the appropriate staff member and the parent of the student involved will be notified and the appropriate disciplinary sanction if warranted, which may include permanent suspension and referral for prosecution.

The building principal or his designee must notify the appropriate local law enforcement agency for those code violations that constitute a crime and substantially affect the order or security of a school as soon as practical, but in no event later than the close of business the day the principal or his/her designee learns of the violation.

Disciplinary Consequences 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

consequences will consider such things as age, the nature of the offense, prior disciplinary record and information from parents, staff or others deemed appropriate and other extenuating circumstances.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Educational and discipline, if warranted, shall be administered consistent with the separate requirements of this Code of Conduct for disciplining students with a disability or presumed to have a disability. A student identified as having a disability shall not be disciplined for behavior related to his/her disability.

Consequences and Procedures

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, teachers, dean of students, assistant principal, principal, and superintendent.
3. Written and/or verbal notification to parent-bus driver, hall and lunch monitors, teachers, dean of students, assistant principal, principal, superintendent.
4. Detention – dean of students, assistant principal, principal, superintendent.
5. Suspension from transportation – dean of students, assistant principal, principal and superintendent.
6. Suspension from social or extracurricular activities – dean of students, assistant principal, principal, superintendent.
7. Suspension of other privileges – dean of students, assistant principal, principal and superintendent.
8. Time out from classroom - teacher, dean of students, principal, assistant principal.
9. Removal from classroom – teachers, dean of students, assistant principal, principal, superintendent.
10. In-School suspension – dean of students, principal, assistant principal, superintendent
11. Short-term (five days or less) suspension from school – principal, dean of students, assistant principal, superintendent
12. Long-term (more than five days) suspension from school – superintendent, board of education.
13. Permanent suspension from school – superintendent, board of education.

Procedures

The amount of due process a student is entitled to before a penalty is imposed will depend on the type of penalty being imposed. In all cases, regardless of the penalty, the school personnel authorized to impose the penalty must let the student know what misconduct the student is alleged to have committed and must investigate the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the situation to the school personnel imposing the disciplinary penalty in connection with the imposition of the penalty.

Students who are to be given penalties other than a verbal warning, written warning, written notification to their parents or detention are entitled to additional rights before the penalty is imposed.

Grades 6-8 After-School Detention

- Parents will receive written notification when a student is in violation of the Code of Conduct.
- Students must report to detention on time. **Detention begins at 3:05 PM. and ends at 3:50 PM.** Any changes must be cleared with the assistant principal or dean of students before the scheduled detention.
- Students must come to detention prepared to work the full period. An atmosphere of academic study will be maintained at all times.
- Students who must stay for academic help will begin detention at 3:30 PM in the detention room. A late arrival pass signed by the helping teacher should be presented to the detention supervisor.
- If a student is absent on a day of an assigned detention, the detention will automatically be made up the next day detention is held.
- Students who skip a detention will serve an extra detention the following day; students who continually skip detention will receive additional consequences.
- Students who are removed from detention due to disciplinary consequences will receive additional consequences.

Suspension: In-School

An in-school suspension is assigned at the discretion of the administration unless otherwise stipulated. When a student is assigned to in-school suspension the parent or guardian of the student will be notified by telephone and in writing. A parent conference may be required before the student returns to regular classes. Parents are entitled to a conference any time a student is suspended and this request should be made to the middle school administration.

- The students assigned to in-school suspension will report to the main office at the beginning of the school day. They are expected to work quietly on their assignments and will be dismissed at 3:03 P.M. if their work is completed and behavior has been appropriate. If not, the student will stay for detention.

Suspension: Out of School

An out of school suspension is assigned at the discretion of the administration unless otherwise stipulated. When a student is suspended from school, the parent or guardian of the student will be notified by telephone and in writing. A parent conference may be required before a suspended student returns to regular classes. Parents are entitled to a conference any time a student is suspended. Request should be made with the middle school administration.

- The suspended student must be signed out of school by the administrator before leaving the building.
- A student suspended out of school is not permitted in Glens Falls Middle School or on any school grounds and is not permitted to participate in or attend any school-sponsored activities until the suspension has been lifted or ended. If the suspended student enters Glens Falls Middle School or is on school grounds during the suspension period, the student will be declared as trespassing and immediate and appropriate action with the appropriate authorities will be taken.
- If the student is continually disruptive to the educational process a recommendation to the Superintendent of Schools and a Superintendent's hearing may be convened to consider further disciplinary action.

TEACHER REMOVAL OF DISRUPTIVE STUDENTS

A disruptive student is a student who is substantially disruptive to the educational process or substantially interferes with the teacher's authority over the classroom.

A disruptive student can affect a teacher's ability to teach and can make it difficult for other students in the classroom to learn. In many instances, the classroom teacher can control disruptive student behavior by using good management techniques. Occasionally, however, it may be necessary for a teacher to remove a disruptive student from the classroom to ensure that the other students continue to learn.

A classroom teacher may remove a student from class for up to two days if the teacher determines that the student is disruptive. The removal from class applies to the class of the removing teacher only.

The teacher must complete a Discipline Referral and meet with the building principal as soon as possible, but no later than the end of the school day, to explain the circumstances of the removal and to present the referral forms. If the Principal is not available by the end of the same day, the teacher must leave the form with the secretary and meet with the principal before the beginning of classes on the next school day. The teacher will notify the disruptive student's parents the same day as the removal was precipitated.

Within one school day after the student's removal, the principal or another district administrator designated by the principal must notify the student's parent, in writing, that the student has been removed from class and why. The notice must also inform the parent that he or she has the right, upon request, to meet informally with the principal or the principal's designee to discuss the reasons for the removal. The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice by the day after the student's removal at the last known address for the parent, when possible notice should also be provided by telephone if the school has been provided with a telephone number for the purpose of contacting parents.

If the parent requests an informal conference, the principal or principal's designee and the teacher who ordered the removal will attend. If at the informal meeting the student denies the charges, the principal or the principal's designee must explain why the student was removed and give the student and the student's parents a chance to present the student's version of the relevant events. The informal meeting must be held within two school days of the student's removal. The timing of the informal meeting may be extended by mutual agreement of the parent, teacher and principal.

The principal or the principal's designee may overturn the removal of the student from class if the principal finds any one of the following:

1. The charges against the student are not supported by substantial evidence.
2. The student's removal is otherwise in violation of law.
3. The conduct warrants suspension from school pursuant to Education Law 3214 and a suspension will be imposed.

The principal or his or her designee must make a determination as to whether to overturn the removal before the close of business on the day after the day of the informal hearing. No student removed from the classroom by the classroom teacher will be permitted to return to the classroom until the principal makes a final determination or the period of removal expires, whichever is less. At the teacher's discretion, he or she may rescind the removal before the expiration of the full period of removal.

Any disruptive student removed from the classroom by the classroom teacher shall be offered continued educational programming and activities until he or she is permitted to return to the classroom.

Each teacher must keep a complete log (on a district provided form) for all cases of removal of students from his/her class.

Removal of a student with a disability may, under circumstances, constitute a change in the student's placement. Accordingly, no teacher may remove a student with a disability from his or her class until he or she has verified with the principal or the chairperson of the Committee in Special Education that the removal will not violate the student rights under state or federal law or regulation.

Nothing in this section of the Code of Conduct abridges the customary right or responsibility of a principal to suspend a student. Further, nothing in this code abridges the customary right and responsibility of a teacher to manage student behavior in the classroom. **Short-term, time-honored classroom management techniques such as "time out" in an administrator's office or sending the students briefly into the hallway are not considered removals from class.** The removal process should not become a substitute for good classroom management.

CHEATING POLICY

Cheating is defined as using someone else's work or answers (on daily work, projects, or tests) rather than your own. This may include, but is not limited to, illegally copying, sending or distributing any copyrighted material or software, or plagiarizing any published work. Both the person copying answers and the person supplying answers will be considered as having cheated on work.

1. All work will be collected and both parties will receive zeros on work, including tests.
2. Parents will be notified of the cheating incident by the classroom teacher.
3. Excessive incidents of cheating will result in an administrative referral.

DRUG (CONTROLLED SUBSTANCE) /ALCOHOL POLICY

Any student apprehended in school* with drugs, drug paraphernalia (**i.e., including but not limited to bong, pipes, clips, syringes, etc.**), or alcohol in his/her possession, or who is involved in the control, transportation, abandonment, or sale of drugs, drug paraphernalia, or alcohol, or who is under the influence of drugs or alcohol, will be subject to the following disciplinary measures:

A student who violates the above policy regarding **alcohol** will:

- a) Will be immediately suspended from school for five days and will be banned from all extracurricular activities. See Interscholastic Athletic Guide.
- b) The parents will be notified to come and remove the student from school.
- c) Will be referred for a drug/alcohol evaluation.
- d) The principal will contact the Superintendent of Schools if further disciplinary action is warranted.

A student who violates the above policy regarding **illegal drugs** will:

- a) Have his/her parents called to come to school immediately.
- b) Be turned over to the appropriate law enforcement agency.
- c) Have five days suspension from school and a Superintendent's Hearing.
- d) Be required to participate in three (3) educational sessions with a social worker evaluation.

If medication is necessary during school hours, it must be placed in the Health Office, labeled, accompanied by physician's order and a parental permission note. This applies to both prescription and non-prescription drugs.

The Board of Education prohibits misusing any non-controlled substances for achieving an intoxicating or narcotic effect in themselves or others in school. Students violating this policy will be suspended.

*In school is defined as: within any building(s) of or on any premises of Glens Falls City School District, or at any activities at which the Board of Education has assumed or retained supervisory responsibility.

GAMBLING

Students participating in gambling (betting) in whatever form will be suspended.

PROFANITY AND SWEARING

The use of profanity directly to a staff member or in an unreasonable manner by students is absolutely prohibited in school, on school grounds, or in school vehicles. Students involved in this kind of behavior will be suspended from school.

SEARCH AND SEIZURE

School lockers, desks and other such equipment are not the private property of students but the property of the school district. Students have no reasonable expectation of 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.

Under special circumstances, school officials may search students, particularly if there is reasonable suspicion that a student possesses illegal matter (for example, a dangerous weapon or illegal drugs). Before searching a student or the student's belongings, the authorized school official should attempt to get the student to admit that he or she possesses physical evidence that they violated the law or the district code, or get the student to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought. Whenever practicable, searches will be conducted in the privacy of administrative offices and the students will be present when their possessions are being searched.

HOME VISITS

Home visits may be done to follow up on attendance or discipline issues.

POLICE INVOLVEMENT IN SEARCHES AND INTERROGATIONS OF STUDENTS

District officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials, however, have limited authority to interview or search students in schools or at school functions, or to use school facilities in connection with police work. Police officials may enter school property or a school function to question or search a student or to conduct a formal investigation involving students only if they have:

1. A search or an arrest warrant.
2. Probable cause to believe a crime has been committed on school property or at a school function.
3. Been invited by school officials.

Before police officials are permitted to question or search any student, the building principal or his or her designee shall first try to notify the student's parent to give the parent the opportunity to be present during the police questioning or search. If the student's parent cannot be contacted prior to the police questioning or search, the parent shall be informed of the questioning or search, in writing, by the building principal or his or her designee as soon thereafter as possible. The building principal or his or her designee will be present during any police questioning or search of a student on school property or at a school function.

Students who are questioned by police officials on school property or at a school function will be afforded the same rights they have outside the school. This means:

1. They must be informed of their legal rights.
2. They may remain silent if they so desire.
3. They may request the presence of an attorney.

HARASSMENT AND BULLYING

The Board of Education prohibits all acts of harassment and bullying (including "cyber-bullying") of students as well as retaliation by other students, school officers/employees, volunteers, vendors or visitors on school property or at school functions/activities. The same actions occurring off-campus are also prohibited if the action or actions adversely affect the educative process and/or endangers the health, safety or morals of students.

"**Harassment**" is inappropriate conduct or speech, including but not limited to, verbal threats, intimidation or abuse that can interfere with a student's educational performance and/or deny or limit a student's ability to participate in or to receive benefits, services or opportunities in the school's programs. It includes such inappropriate conduct or speech based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or gender expression as well as any other characteristic protected by applicable federal, state and/or local law. It also includes inappropriate conduct or speech that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety.

“Bullying” is a form of harassment that consists of inappropriate persistent behavior including, but not limited to: threats of intimidation of others, treating others cruelly, terrorizing, coercing, stalking or habitual put-downs and/or badgering of others, whether done directly, indirectly, face-to-face or remotely through electronic communication (i.e. “cyber-bullying”).

Bullying can include:

Physical: Physical bullying involves harmful actions against another person’s body. Examples include, but are not limited to: biting, kicking, pushing, pinching, hitting, tripping, pulling hair and any form of violence or intimidation. Physical bullying may also involve the interference with another person’s property. Examples include, but are not limited to: causing another student to drop items s/he is carrying (such as books, cafeteria trays, etc.); damaging, hiding, withholding or stealing another student’s property.

Verbal: Verbal bullying involves speaking to a person or about a person in an unkind or hurtful way. Examples include, but are not limited to: sarcasm, teasing, put-downs, name calling, phone calls, spreading rumors or hurtful gossip.

Emotional: Emotional bullying involves behaviors that upset, exclude or embarrass a person. Examples include, but are not limited to: nasty notes, saying mean things, tormenting, threatening, humiliating or socially embarrassing another.

Cyber-bullying: Cyber-bullying is online social cruelty or electronic bullying. Cyber-bullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images or website postings (including blogs) which either has or could have the effect of:

- Physically, emotionally or mentally harming a student.
- Placing a student in reasonable fear of physical, emotional or mental harm
- Placing a student in reasonable fear of damage to or loss of personal property; or
- Interfering with a student’s educational performance and/or denying or limiting a student’s ability to participate in or to receive benefits, services or opportunities in the school’s programs.

“Staff” includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff and/or paraprofessionals.

“Retaliation” is a separate and distinct violation of this policy in which any member of the school community retaliates against any person who reports alleged harassment or against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to such harassment. It is possible that an alleged harasser may be found to have violated this anti-retaliation provision even if the underlying complaint of harassment is not found to be a violation of this policy. Retaliation includes, but is not limited to any form of intimidation; reprisal or harassment and may be redressed through application of the same reporting, investigation and enforcement procedures as for harassment.

SEXUAL HARASSMENT

It is the policy of the Glens Falls City School District to maintain a learning and working environment that is free from sexual harassment. No employee or student of the District shall be subjected to sexual harassment. It shall be a violation of this policy for any member of the Glens Falls City School District staff to harass another staff member or student or visitor to the District through conduct or communications of a sexual nature as described in the definition section. It shall also be a violation of this policy for students to harass other students, staff or visitor to the District through conduct or communications of a sexual nature as described in the definition section.

Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws and Board policy and procedures governing sexual harassment within his or her school or office.

Violations of this policy or procedure will be cause for disciplinary action.

I. Definition

- A. Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement or of a student's participation in school programs or activities;
 - b. Submission to or rejection of such conduct by an employee or student is used as the basis for decisions affecting the employee or student;
 - c. Such conduct has the purpose or effect of unreasonable interfering with an employee or student's performance or creating an intimidating, hostile, or offensive work or learning environment.
- B. Sexual harassment, as set forth in Section II-a, may include, but is not limited to the following:
- 1. Verbal harassment or abuse
 - 2. Pressure for sexual activity
 - 3. Repeated remarks to a person, with sexual or demeaning implications
 - 4. Unwelcome touching
 - 5. Suggested or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

II. Procedures

- A. Any staff person who alleges sexual harassment by a staff member or student in the School District may use the procedure detailed in the Glens Falls City School District Grievance Procedure or may complain directly to his or her immediate supervisor, building principal, or District Title IX Coordinator. Filing of a grievance or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.
- B. The right to confidentially, both of the complainant and of the accused will be respected consistent with the School District's legal obligation of misconduct and to take corrective action when this conduct has occurred.

III. Sanctions

- A. A substantiated charge against a staff member in the School District shall subject such staff member to disciplinary action, up to and including the possibility of discharge.
- B. A substantiated charge against a student in the School District shall subject that student to disciplinary action which may include suspension or expulsion, consistent with the student discipline code.

IV. Notifications

Notice of this policy will be circulated to all schools and departments of the Glens Falls City School District and incorporated in teacher and student handbooks.

Training sessions on this policy and the prevention of sexual harassment shall be held for teachers and students in all schools.

CHILD PROTECTIVE SERVICES INVESTIGATIONS

Consistent with the district's commitment to keep students safe from harm and the obligation of school officials to report to child protective services when they have reasonable cause to suspect that a student has been abused or maltreated, the district will cooperate with local child protective services workers who wish to conduct interviews of students on school property relating to allegations of suspected child abuse, and/or neglect, or custody investigations.

All requests by child protective services to interview a student on school property shall be made directly to the building principal or his/her designee. The building principal or his/her designee shall set the time and place of the interview. The building principal or his or her designee shall decide if it is necessary and appropriate for a school official to be present during the interview, depending on the age of the student being interviewed and the nature of the allegations. If the nature of the allegations is such that it may be necessary for the student to remove any of his or her clothing in order for the child protective services worker to verify the allegations, the school nurse or other district medical personnel must be present during the portion of the interview. No student may be required to remove his or her clothing in front of a child protective services worker or school district official of the opposite sex.

A child protective services worker may not remove a student from school property without a court order, unless the worker reasonably believes that the student would be subject to danger or abuse if he or she were not removed from school before a court order can reasonably be obtained. If the worker believes the student would be subject to danger or abuse, the worker may remove the student without a court order and without the parent's consent.

Please note: There might be circumstances where law enforcement is a part of an interview with a child.

SMOKING AND TOBACCO

In conforming to State law which prohibits sale of tobacco to minors and with the recommendation of physicians that smoking is injurious to health, smoking or possession of tobacco products (including lighters and vaping devices) by students is prohibited by Board policy.

Smoking, herein defined as any use of tobacco (which includes smokeless tobacco) within any building(s) or on any premises of Glens Falls School District, or while riding on any conveyance owned or operated by Glens Falls School District, or at any activities at which the Board of Education has assumed or retained supervisory responsibility, is hereby prohibited.

Any student found to be in possession of tobacco products will be subject to out of school suspension for three (3) days. In addition, students who are in close proximity to smokers, "watching out" for them, or in other manner aiding the violation, will have to share in any resulting disciplinary actions.

THEFT/VANDALISM

All school property is provided by public funds and requires the care a student would give to his/her own property. The building and all of the equipment in it will remain a source of pride to the community if each student takes proper care of what the district has provided.

The staff of Glens Falls Middle School is committed to work with students on respect for school property. All forms of thievery, vandalism, or malicious damage to the school or to the property of other students, including those committed in the name of "tradition" are considered very serious matters.

Students involved in such matters will be subject to:

1. Financial restitution
2. Suspension, and
3. Prosecution under the law

Parents are reminded that state law makes parents liable for damage done by their child.

GENERAL INFORMATION

5th - 8th Grade Conferences with Teachers and Counselors

Teachers are available for conferences with parents during team time daily. Counselors are available for conferences during the school day. 6th-8th grade conferences can be scheduled by calling the Guidance Office secretary (793-3410). 5th grade conferences can be scheduled by contacting the student's homeroom teacher.

The administration or guidance counselors may call conferences at any time regarding academic or disciplinary reasons. These conferences may include some or all of the following: parent(s), student, teacher, counselor, administrator, and other staff member.

Confidentiality

- Student records will be maintained by the school district for use by appropriate district personnel in developing the best possible educational program for each student.
- Parents or legal guardians of students under eighteen (18) years of age are entitled to inspect the student's cumulative record.
- Access to permanent student records is available to authorized school personnel and to the student's parents or legal guardians in consultation with school officials.
- The parent is afforded the opportunity through a hearing to challenge the accuracy content of the student's records. A student over the age of 18 is given these same rights as the parents.

Dances/ Activity Night

Dances and activity nights at Glens Falls Middle School are restricted to Glens Falls students. Students must bring their school identification card to get into a dance/activity night. A student may not attend the dance/ activity night if he or she is absent on the day of the dance/activity night.

No dances/activity night will be scheduled without the approval of the administration. The following will be in effect at dances/ activity night held at Glens Falls Middle School:

- Once students enter the building, they must stay.
- Permission to arrive after the start of the dance needs to be arranged in advance with an administrator.
- Possession of alcohol and/or drugs will result in disciplinary action according to district drug/alcohol policies.

CHAPERONES HAVE COMPLETE AUTHORITY TO ENFORCE ALL SCHOOL AND DANCE/ACTIVITY NIGHT REGULATIONS

Dismissal

Regular dismissal time for students in grades 5-8 is 3:03 PM on Monday, Wednesday and Friday. Regular dismissal time on Tuesday and Thursday is 3:33 PM. Students in good standing will be released at 3:03 PM.

Those students not participating in supervised activities or assigned detention are expected to leave at dismissal. Students wandering about the building unsupervised after 3:15 PM may be subject to disciplinary action.

Emergency Drills

By law, certain drills must be held periodically during the school year. Among these are bus emergency drills and fire drills. These are all serious and important practices for handling grave emergencies. They must be taken in this spirit and total cooperation is expected. At all times, once a drill is signaled, students must remain alert to directions until the drill is completed. This requirement will receive the strictest enforcement. Specific instructions as how to proceed during the various drills will be given at the appropriate times early in the school year.

When the fire alarm is sounded students will move in an orderly fashion to the exit designated for each room. This information is posted in each classroom.

Students should remain in class groups so that the teacher may call roll to insure that everyone has left the building. At the close of the drill students will be instructed to return to the building.

Homework

All teachers of 5th and 6th graders will expect their students to utilize the school provided agenda book for homework assignments. Progressively, over the course of 5th and 6th grades, students will be exposed to, trained in the use of, and fully expected to utilize Google Classroom for the remainder of their middle school experience in 7th and 8th grades. (Agendas will not be supplied to 7th and 8th graders). If a child is absent, homework should be available on the teacher's webpage. 7th and 8th graders can utilize their Chromebooks for homework assignments. For 5th and 6th graders, if you do not have a computer at home, you may call the guidance department at 793-3410 for a homework request to be picked up at the end of the day.

Homework Hints

1. **HOMEWORK DROP SPOT** – Choosing a special Homework Drop Spot at home will help your child develop the habit of always putting completed assignment in the same place each night. Make sure it is convenient!!!
2. **STUDY AREA** – Identify a location at home in which homework will be done. It should be quiet and well lit with any necessary supplies handy.
3. **HOMEWORK SURVIVAL KIT** – A Homework Survival Kit containing supplies necessary for completing homework will help your child avoid being distracted by needing to look for pencils, pens, index cards, paper, glue, a dictionary, etc.
4. **SCHEDULE DAILY HOMEWORK TIME** – Decide on a preplanned time set aside for doing homework. Be firm and let your child know that no other activities will be permitted during this time.
5. **CHILDREN MUST WORK ON THEIR OWN** – The purpose of homework is to teach children to follow directions, begin and complete a task, and manage their time.
6. **PRAISE, PRAISE, PRAISE** – Let your child know on a DAILY basis how proud you are of their academic efforts. This is highly motivating to children.

Extra Help Grades 5 - 8

Teachers are available every Tuesday and Thursday after school to provide extra help as needed for any student and may, if necessary, require students to stay in order to participate in and/or complete a particular lesson. If a student is assigned on Tuesday or Thursday from 3:03-3:33 PM and fails to stay, this will result in a disciplinary consequence.

Extracurricular Activities

Grades 5-8

Students should strongly consider participating in extracurricular activities each school year. These programs allow each student to select an activity where he or she has a special interest and also provides an opportunity for the student to participate in some areas not typically offered during the regular school day. The following is a list of some of the opportunities Glens Falls Middle School offers:

Clubs: Student Government, Team Government, Writer's Club, Yearbook, Ski Club, Strategic Games Club, Reader's Club, Builder's Club, Outing Club.

Sports: Football, Field Hockey, Volleyball, Wrestling, Softball, Baseball, Soccer, Cross Country, Basketball, Swimming, Track, 5th/6th intramural sports.

Food and Drink

All food and drink, with the exception of water, is to be consumed in the cafeteria. **No food or drink is to be consumed in the halls** unless authorized by the administration. Students with administrative permission to eat in classes may be restricted as to the type of food permitted. Coffee, soda and energy drinks are prohibited.

Health Office

If you become ill or injured in school, you must report to the school Health Office.

In addition to giving first aid and assisting students who have accidents or are ill during school hours, the nurse is available to advise students regarding problems, health and hygiene. The nurse also maintains the students' health records and is responsible to see that all required medical examinations and inoculations are up-to-date.

If a student is sick, the student must report to the nurse, and she will assess their condition. If the student is to go home, the nurse will contact the parent(s), make any necessary arrangements, notify the main office/attendance office, and sign the student out of school.

Report athletic injuries to your coach and nurse. Because of insurance requirements, report these matters promptly.

By New York State regulation, the nurse is prohibited from dispensing any prescribed medication, including aspirin, and may not administer any medical treatment other than first aid and treatment of minor cuts and burns classified as first aid. Second dressings to out-of-school treated wounds cannot be applied. If the problem is more than minor, appropriate arrangements will be made and parents will be notified.

All prescription medicines should be brought to the nurse each morning for safekeeping. The nurse will issue a request slip for the time the student needs to take the medication, and this should be done only at the health office. This procedure minimizes the chance these drugs will fall into the wrong hands and be abused and insures that the drugs will be administered as prescribed.

It is important the school nurse has up to date telephone numbers at which parent(s) or guardian can be reached. If parent(s) or guardian(s) plan a trip, be sure to designate, in writing to the school nurse, the person to whom they delegate authority to authorize medical treatment for the child in an emergency. Remember that for a student's own protection it is always best when in doubt to report any illness or injury to the health office. This is especially true in the case of an accident that **must** be reported at the time of the occurrence for insurance purposes.

Lavatories

Lavatories are intended for use between classes, before advocacy, and during lunch. They should not be used as a place to socialize or "hang out." Students should not normally need to leave classes to use these facilities.

Telephone

A telephone outside of the Main Office is available for student use when it is necessary to contact a parent or legal guardian. This privilege should not be abused.

Lost and Found

Most of the instructional material, including textbooks and library books, are furnished to the students free of charge. It is their task to care for these materials and return them at the proper time. Students have the responsibility to pay for lost, stolen, or damaged school property. This applies also to school facilities including lockers. Any lost personal items should be reported to staff immediately. The lost and found department is located in the health office.

Locks and Lockers

All hall and gym locks will be purchased by Glens Falls City School District and will be issued to new students. If a student loses their lock they will need to purchase a new one from the guidance office.

Visitors

All parents and visitors to the Middle School must report to the building's attendance office, where they must sign the "Sign-In Book" and indicate the purpose of their visit. If an individual fails to sign in they can be prosecuted under law.

Student Visitors

Students from area schools may not visit Glens Falls Middle School unless they are part of a formal student exchange program organized by school officials. Students from **out-of-area** schools, who are guests of a Glens Falls Middle School student, **may visit classes for only one day**. The student host must obtain permission for the visit from the principal or assistant principal at least one day in advance of the visit. Consideration will be given to former students and relatives of current Glens Falls Middle School students. Each request will be considered on its own merits.

Parent Visitors

Parents are invited to the school at any time. Please sign in at the attendance office if visiting during the school day. Many have found it interesting and helpful to visit the school during Open House, assembly programs, athletic events, scheduled observation days, PTSA programs, meetings with counselors and teachers, and for public performances of music and drama groups.

Our Library and Our Computer Rooms

Our Middle School houses a Library Information Center on the second floor. Mrs. Myers, our librarian, Mrs. Harris, and Mrs. Satterfield work in this information center to help students appropriately use the library and the computer lab.

Teachers may take students to the computer room each period of the school day. The computer lab is open after school each day from 3:03-3:33 PM for student use and during lab period when the room is available. Mrs. Satterfield is available to help and supervise students at this time.

The Internet can provide a student with information from any and all parts of the world. It is our belief that students must be taught to be responsible users of our computers and the World Wide Web. We need to work to set the high expectations of our students.

Beginning with the 2015-2016 school year, a one to one technology policy was implemented in the Glens Falls Middle School. All students in 7th and 8th grade are assigned Chromebooks to use for the school year. They are expected to take them home every day to complete homework. Students in 5th and 6th grades will also be assigned their individual Chromebooks, but they will not be allowed to take them home. They will be stored and charged in school. (See technology policy).

Parents and students are asked to review the computer and network acceptable use policy on the next page of the handbook. A hard copy will be distributed to each student. It is signed and given back to the school district.

GLENS FALLS MIDDLE SCHOOL **COMPUTER AND NETWORK ACCEPTABLE USE POLICY**

The Internet is a global network, connecting computers all over the world in order to exchange text, graphics, sound, and video. Internet access is provided for educational uses only, and will be used for activities that support the educational objectives of the Glens Falls City School District. As a learning resource, the Internet is similar to books, magazines, videos, and other information sources. Students use the Internet to participate in distance learning activities and to locate material to meet their educational needs.

School library media specialists and teachers work together with students to develop the intellectual skills needed:

- to identify appropriate information
- to evaluate the credibility of the information

Parents with questions or comments should contact Mrs. Myers at the GFMS at 793-3418.

Policy Provisions

In exchange for participation, parents and students must agree to the following:

1. The use of our computer network is a privilege, which may be revoked by the administration of the system at any time for abusive conduct.
2. Network use should only be used to support the educational goals and objectives of our district.
3. The district has the right to monitor network activity in any form that it sees fit to maintain the integrity of the network.
4. Students will not be allowed to transfer data between home and school by diskette.
5. Students and parents have the responsibility to report misuse of the network to the GFMS.
6. As a network user **I agree not to:**
 - attempt to gain access to sites, email addresses, accounts or files that I am not allowed to access
 - install, alter, or damage any computer software or hardware that is on the network
 - bring food or beverage near any network computer
 - destroy the data of another user
 - post chain letters or send offensive e-mail
 - use the ideas or copyrights of others and present it as my own work
 - anything else that a teacher believes is neither responsible nor appropriate behavior

Consequences of violations may include but are not limited to

- suspension or revocation of Internet access
- suspension or revocation of network privileges
- suspension or revocation of computer access
- school suspension
- monetary responsibility for damages to equipment or software
- legal action and prosecution by the authorities.

Plagiarism

“Plagiarism is the act of stating or implying that another person’s work is your own.”

(from Penn State learning and Teaching with Technology, <http://tlt.its.psu.edu/plagiarism/tutorial/definition>)

You commit plagiarism if you:

- a) Turn in a paper to be graded that you have not written on your own.
- b) Copy answers from another classmate and turn it in as your own.
- c) Quote or paraphrase from another paper without crediting the original author.
- d) Use information in any kind of paper or project (for ANY subject – not just ELA).
- e) Use someone else’s idea and call it your own (or let others think it was your idea).
- f) Make up references (information sources) or list references that you haven’t used.
- g) Turn in someone else’s work with only small changes.

*****Copying more than THREE CONSECUTIVE WORDS without paraphrasing (putting in your own words) is considered plagiarism*****

This is not an all-inclusive list – any action which misleads or implies that someone else’s work is your own – can be plagiarism.

Consequences for Those Who Plagiarize

Category I: Graded Assignments

(Projects/Research/Presentation/Science Labs/Tests/Quizzes/Exams/Essays)

1st offense: Warning with maximum **75% credit** on alternate test/assignment/lab/essay for all parties involved. For example, if the original assignment is being graded on 100% and the student earned 100% the student's grade would be 75%.

Parent called by teacher and documentation sent to administrator.

2nd Offense: 0% credit – All parties involved will receive a grade of zero or zero credit for the assignment.

Parent called by teacher and a conference held with guidance counselor, teacher, parent and student.

3rd Offense: Administrative involvement.

Category II: Homework: Consequences are left to the teacher's discretion.

Students will be given the chance to discuss any violation with their teacher and/or guidance counselor for both Category I and II offenses.