

# GREENWICH JUNIOR/SENIOR HIGH SCHOOL

## FACULTY/STAFF MANUAL



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## ***Greenwich Central School Faculty/Staff Manual – Teacher Responsibility***

The intention of the Faculty/Staff Manual is to attempt to have all necessary information for faculty and staff in one centralized location. It is the responsibility of each teacher and staff member at Greenwich Central School to read and follow all of the information, policies and procedures contained in the Greenwich Central School Faculty/Staff Manual. If after reading the Manual you would like to discuss any procedures or have a suggestion to improve current procedures please meet with one of the principals.

## ***Greenwich Central School Student Handbook – Teacher Responsibility***

It is the responsibility of each teacher and staff member at Greenwich Central School to read and become familiar with all of the information, rules and guidelines contained in the Greenwich Central School Student Handbook. Of special note for our staff are the rules regarding student behavior. It is everyone's responsibility to help to provide a safe, orderly and courteous environment in our school. Staff members are expected to know and enforce all rules as outlined in the Student Handbook. If after reading the Student Handbook you would like to discuss any procedures/rules or have a suggestion to improve current procedures/rules please meet with one of the principals.



## **Educational Policies & Procedures**

### ***Academic Eligibility Requirements***

As an educational institution, Greenwich Central School wishes to place a strong emphasis on academic excellence. To this end, the district provides assistance to those students who are experiencing academic difficulties.

Students participating in extra-curricular and/or intramural activities who are failing two or more subjects at the end of a five week evaluation period will begin a five week probationary period. This academic probation period will begin the first school day following the release of the failure list. During the first week, students will continue to practice/rehearse/play or attend meetings. Within the first week they must demonstrate that they have improved their grades to the point that they are not failing two or more subjects. If they are able to do this they will be eligible to play or perform in a major event or interscholastic contest the following week. If they are unable to do this, they will not be allowed to compete/participate in one major event during the following week. The student will continue with this process weekly until the next five week grades are acquired. The Athletic Director/Advisor will coordinate with the coaches/advisors to have athlete/participant complete the requirements on a weekly basis using the Academic Eligibility Weekly Report.

For the purpose of academic eligibility, the final year average will serve as the final five week evaluation of the school year and will be used to determine eligibility for the succeeding school year (fall). Students may improve their eligibility status by successfully passing failed subjects at an approved summer school. Students who are failing two or more subjects after summer school will begin the year on academic probation and have to fill out an Academic Eligibility Weekly Report.

## ***Add/Drop/Course Policy***

The procedure for a student-initiated Add/Drop/Course Change is as follows:

**During the first two weeks of school, only emergency schedule changes will be made.**

1. Students meet with their school counselors to discuss proposed changes. During this initial meeting it will be determined if the change is appropriate. If the requested change is possible and if appropriate the student will be given an Add/Drop/Change form to complete.
2. A student must continue to be scheduled for at least 6 ½ periods.
3. All of the required signatures must be on the form for it to be considered complete. This includes both the adding and the dropping teacher and the parent/guardian. If a teacher, parent, counselor, or the Principal feels that the change is not appropriate, the change may not be granted.
4. Once the form is complete, it should be returned to the counselor for his/her comments. The counselor will then bring the form to the Principal for a final decision.
5. Student schedules will not be altered to accommodate teacher requests or to change a student's lunch period.
6. Course balances will be considered by the school counselors when Add/Drop decisions are made.

All changes to schedules must be processed by the end of the fifth week of school. **Requests for changes after the fifth week of school will be granted by the Principal only in extraordinary circumstances.**

Students that drop a class after the five week Add/Drop period closes will have a notation on their permanent transcript indicating the dropping of the course.

**FINAL DATE FOR ADD/DROP - FULL YEAR or FIRST SEMESTER COURSES  
October 4, 2013**

**FINAL DATE FOR ADD/DROP - SECOND SEMESTER COURSES  
March 7, 2014**

### ***Course Credit Due To Passing Final Exam/Culminating Activity***

Students that have a final average of above a 50% but below a 65% AND earn a grade of 65% or better on a New York State Regents exam, local final exam or culminating activity will have their final average overridden to a 65% by their teacher per our school grading policy.

### ***Course Credit Due To Passing Final Exam and Taking the Course Twice***

Students that have repeated a course and have passed a Regents exam and/or final exam with a 65% or better will have their final average overridden to a 65% by the principal.

### ***Credits—Advancement***

**All students are required to be scheduled for a minimum of 6-1/2 units of credit each year, including Physical Education.** One "resource period" may be counted as a one credit high school course for special education students one time during their high school career. Courses that meet every day for the full school year are worth one credit. One-semester courses that meet daily are worth a half-unit of credit, and courses that meet alternate days for the full school year are also worth a half-unit of credit. Half-year college courses that meet every day will be considered a one credit high school course. Special exceptions can be made at the discretion of the Principal.

### ***Early Graduation (graduating in less than 4 years)***

A student will only be considered for early graduation if they have completed all requirements for a New York State Regents Diploma. If those requirements have been completed there will be a meeting with the Principal, School Counselor, parents & student to determine the appropriateness of the request. If deemed appropriate, the student will be allowed to "double up" on English 11 & 12 as well as Social Studies 11 & 12. The final decision will rest with the Building Principal.

## Earning Special Units of Credit

*Challenging a Regents course:* With the approval of the principal, a student may earn a maximum of 6 ½ units of credit for either a Regents or local diploma without completing a full course of study for such units of credit if:

1. The student meets with the counselor and/or principal to discuss the possibility of challenging the course **prior** to the beginning of the class in question.
2. Based on the student's past academic performance the principal determines that the student will benefit academically by exercising this alternative.
3. The student has demonstrated above average proficiency in all subject areas including the subject he/she is planning to challenge (85% average or above).
4. (When appropriate) The teacher of the course indicates that the student qualifies based on the above mentioned items and that the student has a better than average chance of receiving an 85% or better on the Regents examination.
5. Permission to challenge is granted by the principal.
6. Student constructs and submits a plan to prepare to pass the examination.
7. Student registers for the Regents examination.
8. The student achieves a score of at least 85%, or its equivalent as determined by the commissioner, on a State-developed or State approved examination.
9. The student passes an oral examination or successfully completes a **special project** to demonstrate proficiency, as determined by the principal, in the subject matter area.

*Art and/or Music Requirement:* A student may obtain the unit of credit in art and/or music required in the following manner:

1. Participation, only in exceptional situations, in an advanced out-of-school art or music activity. Credit for such participation shall be upon recommendation by the student's art or music teacher, shall be consistent with the goals/objectives of the school's art and/or music program and shall be approved by the Principal.
2. A student may receive a unit of credit for participation in such activities if such participation is equivalent to a unit of study, or a student may receive ¼ unit of credit for such activity equivalent to ¼ unit of study.

## Expected Student Load

It is expected that all students will register for an academic program requiring full-time attendance in school. Full-time attendance is described as a minimum of 6-1/2 units including Physical Education. The High School Principal may change this minimum load in unusual or extenuating circumstances.

Required Courses	Regents Diploma	Advanced Regents Diploma
English	4 UNITS	4 UNITS
Social Studies	4 UNITS	4 UNITS
Math	3 UNITS	3 UNITS
Science	3 UNITS	3 UNITS
Health	1/2 UNIT	1/2 UNIT
Art and/or Music	1 UNIT	1 UNIT
Foreign Language (LOTE)	1 UNIT	3 UNITS (or 1 unit in LOTE and 5 units in Art/Music/Tech/Ag/Business)
Physical Education	2 UNITS	2 UNITS
Electives	4 UNITS	2 UNITS
<b>Total Required Credits (minimum)</b>	<b>22 UNITS</b>	<b>22 UNITS</b>

### **Definitions**

- A **Unit** is a value given to any high school subject pursued 5 times a week for the entire school year.
- A **½ Unit** is earned for pursuing a half-year course or a course which meets on alternating days.
- **Required Subjects** are those subjects that must be satisfactorily completed in order to meet graduation requirements.
- Students taking a **Sequence** not less than 5 units of credit in Career and Technical Education (CTE) or the Arts may substitute another 3-unit or 5-unit sequence in place of the 3-units in a Language Other Than English (LOTE).
- **Prerequisites** represent requirements which must be met before a student may be programmed for a given subject. This may consist of meeting certain standards in previously completed courses, attaining minimum standard scores in a previous final or Regents, and/or the recommendation of a teacher and school counselor.
- **All prerequisites can be overridden by special exception of the principal.**

### **Final Exam Makeups**

1. All courses that end in a New York State Regents exam will have that Regents exam as the final exam.
2. If a student is absent from a Regents exam that is being used as a final exam (June administration) the student will receive a grade as follows:
  - If the student is absent from the test they will need to take a local exam to attain course credit. If they are in need of a Regents credit for graduation they will be expected to take the Regents exam at the next available date. If after every attempt has been made to get the student to take the make-up and they refuse they will receive a zero and their grade will be calculated accordingly.
3. If a student is absent from a local final exam the student will be given the opportunity to make-up the final exam. When they make-up the exam their grade will be calculated appropriately.
4. If a student is absent from a local final exam and does not make-up the exam, they will receive a zero for their final exam grade and their final grade will be calculated accordingly.

### **Grading Policy Requirements**

Each faculty member who is responsible for the delivery of a curriculum in Greenwich Junior-Senior High School will develop a typed grading policy for each course they teach for a given school year. A copy of the course grading policy will be submitted to the Main Office no later than the first Friday of the school year.

The primary purpose of grades in Greenwich Junior-Senior High school is to communicate student achievement to students, parents, school administrators, post-secondary institutions and employers. Grades should reflect student achievement that is evaluated using the standards and learning outcomes established by the New York State Education Department. All students should be given an equal opportunity to demonstrate what they know and can do as part of the assessment process. Adaptations should be available for students, including students with learning or physical disabilities, to allow them to demonstrate their knowledge and skills provided that the adaptations do not jeopardize the integrity or content of the test.

### **Requirements for Grading Policies in Greenwich Junior-Senior High School**

1. All grades must be kept up to date using the SchoolTool gradebook so that parents/guardians can monitor student progress.
2. Teachers will post assignments in SchoolTool when they are assigned. If a teacher rolls over all of their assignments in September, or in some way creates their assignments ahead of time (perhaps per unit), they will not “activate” the assignment for parental/student review through the SchoolTool Parent Portal until the assignment has actually been assigned. This will allow parents to know exactly what has been assigned and when.
3. The district will notify parents/students that the default expectation for an assignment to be graded will be one week unless specified in SchoolTool by the teacher. When a teacher wants to notify parents/students that a particular assignment will require more than a week to grade (think research paper, in-depth project, some science labs, etc.) they will make a special notation next to the assignment name (in parenthesis) when they type the assignment into SchoolTool.



- Student behaviors should not be included in grading. Examples of items that should not be included in grading policies include absences/lateness to class, disruptive behaviors, extra credit for not going to the bathroom/locker, and/or extra credit for attending an event.
- The overall average students earn in a particular course should be very similar to the grades that students are earning on the assessments (the averages should be within 4 points in a regular course). In AP courses final averages should fall within the following range:

AP Course Average	AP Exam Grade
95-105	5
87-94	4
80-86	3
65-79	2
0-64	1

- AP grades are weighted through our SchoolTool system at the end of the year when the report card is generated. AP teachers should not weight the grades that they enter into the computer manually.
- All students will receive a syllabus and grading policy for each of their courses during the first week of school. The grading policy will explain how quarter grades and final averages will be determined (with an example showing a calculation).
- During marking periods 1 and 2 only, any quarter grades calculated to be below a 50% will be overridden by the teacher to a 50% for full year courses.
- Teachers that have students in grades 9-12 can choose to offer their students that have a final average of above a 65% AND earn a grade of 85% or better on a final exam, culminating activity or New York State Regents exam, the opportunity to replace their final average with their final exam, culminating activity, or Regents exam grade.

### Suggestions for Grading Policies in Greenwich Junior-Senior High School

- Parents are generally very interested in knowing when there is a significant change in their daughter/son's academic performance (more than a 20 point change in a quarter grade). It is highly recommended that teachers are pro-active in reaching out to parents of students (especially 7<sup>th</sup>, 8<sup>th</sup>, and 9<sup>th</sup> graders) that experience these types of grade changes before interims or report cards are mailed home. When teachers discuss grades with students, it should always be done privately.
- Students should not receive zeros for missing work or as a punishment; alternatives such as reassessing to check for learning or the use of Incompletes until the work is completed is a more accurate measure of student achievement.
- Students should not receive extra credit for items like test corrections. Extra credit and/or bonus points should only be given when a student is able to demonstrate a higher level of understanding measured by an established learning standard
- Students should not receive group scores; they should receive grades on their individual achievement.

### Grading/Promotion Policies

Each course is passed or failed separately. The GCS **Passing Standard** is a final average of 65% on the course work (80% YA-yearly average + 20% final exam = FA-final average). A student passes a course by achieving a passing final average.

#### Computing Final Course Grade

1st MP	2nd MP	Midterm Exam *	3rd MP	4th MP	Final Exam	Final Average
18%	18%	8%	18%	18%	20%	100%

\* A ½ year course will be computed as follows: 40% (1st MP) + 40% (2nd MP) + 20% (Final Exam) = Final Average

\*\* If the course does not have a Midterm exam then the marking periods and the final exam are each worth 20%.

At the end of each marking period, the **Honor Rolls** will be determined. In order to be eligible, the following averages must be achieved: **High Honor Roll** - 90% or higher; **Honor Roll** - 85% to 89.5%. Honor rolls will be published in local newspapers.

### **1. Promotion Criteria for Junior High (7<sup>th</sup> and 8<sup>th</sup> Grades)**

Students who fail to meet academic expectations in grades 7 and 8 may be retained at that grade level in the following academic year. Many opportunities will be available for students who have demonstrated a need for additional help. Academic Intervention Services in Math, English/Language Arts and Science, as well as Summer School are services currently being offered by GCS. The following guidelines will be used in making retention recommendations.

Students will be retained at the grade level in Grade 7 and 8 after the following:

- a. A staff based recommendation for the appropriateness of retention. This will be based on students who fail 2 or more classes in E/LA, Math, Science, or Social Studies with a 64.4 or below or have a cumulative average of 64.4 or below
- b. A meeting with parents, student, administration and relevant teaching & support staff to further discuss an educational plan.

### **2. Promotion Criteria for High School (Grades 9-12)**

- a. Students are encouraged to attend Summer School to make up courses failed during the regular school year. Students who fail subjects and choose not to go to Summer School will not be allowed to “double up” (Example: take both English 10 and English 11) in the fall. Students who repeat failed (full year) courses (failed either in the previous regular school session or subsequently in the Summer School session) in the fall are required to retake the course for the entire year. Exceptions may be made by the Principal.
- b. Special education students in an IEP Diploma Program will progress each year based on successfully meeting their IEP goals. If an IEP student fails to meet his/her goals, he/she may be retained.
- c. Students in courses that have a final exam will achieve a passing course grade in the course if they have a class average of 50% or higher and earn a 65% or higher on the Regents exam.

## **High School/College Enrollment**

Students who have accelerated through the curriculum may wish to cross-enroll with area colleges in their junior or senior year in order to enroll in college courses. They may cross-enroll in a college and still graduate with their class if they meet the following criteria:

1. The student must maintain a full time student status (three college level semester credits are equal to one high school credit).
2. The Principal is notified prior to enrolling and provided with course descriptions in writing for his/her approval.
3. Student meets the graduation requirements as per GCS Policy.
4. All costs for transportation, tuition, and transcript filing become the student's responsibility. Grades taken at college will not count in regard to the student's high school average. The final decision to permit cross-enrollment and grant credit lies with the Principal.

## **Homework Requests**

Requests for homework may be requested the second consecutive day of absence by calling the Guidance Office prior to 10:00 a.m. Students who are absent for one day should speak to each teacher about missed assignments or tests to be made up immediately upon returning to school. Homework for a planned absence is the responsibility of the student.

## **Incomplete Grades**

Teachers should only place Incomplete on a student's report card in extraordinary circumstances. Extraordinary circumstances will usually be defined as times when a student has missed a significant amount of instructional time due to an illness or other excused absence from school. All incomplete grades MUST be changed to numeric grades within two weeks of the posting of the incomplete grade, unless special permission has been granted by the Principal.

## ***Independent Study***

### **1. PURPOSE**

To provide students who are eligible with an opportunity to pursue a topic of special interest, the opportunity to develop individual responsibility and work habits, and more flexibility in fulfilling their high school goals.

### **2. PROCEDURE FOR REQUESTING INDEPENDENT STUDY**

The student must have the written consent of his/her parents and of a sponsor teacher before s/he may apply for independent study. After consulting with the sponsor teacher, the student must complete the independent study application. The application is available in the Counseling Office. Before the independent study can begin, it must be approved, in writing by the sponsor teacher, guidance counselor and parent. The final decision will be made by the principals.

### **3. ADDITIONAL INFORMATION AND REQUIREMENTS**

- a. Approval of all applications will be based on the individual merit of the proposal.
- b. Independent study courses are offered at the teacher's discretion because they require work beyond regular teacher's assignment.
- c. Independent studies will not be granted to students who can fit the desired class into their schedule.
- d. There is a minimum academic standard for independent study. It must be equal in difficulty and workload to a course offered in the subject area and at the grade level of which the applicant is a member.
- e. The student may use any material, equipment, facility, etc. that has been approved as noted on the application.
- f. The independent study must be completed five school days before the end of the semester for a half-year course and five school days before the end of the year for a full-year course.
- g. The sponsor teacher and the student will arrange the schedule and meeting place. A record (log-including the time in minutes) will be kept of the meetings each day and filed with the principal quarterly.
- h. The sponsor teacher will evaluate and grade the independent study at 5 week intervals and a Pass/Fail (P/F) grade will be placed on the report card (unless special permission of the principal).
- i. Credit will be granted only after the principal has been presented the final paper or project and a complete log of the meetings has been handed in and reviewed.

## ***Interim Reports***

Teachers are required to enter one comment on Interim Reports regarding the student's average, as well as at least two additional comments.

## ***Overriding Final Averages***

Teachers will have a final chance to override a failing grade to passing by printing out their grade verification report, writing in the desired grade and initialing it. This process will also be done by the teacher for those scoring above a 65% on a final assessment with a final average of 50% or greater. The verification report should then be given to the Counseling office secretary who will complete the grade override in School Tool. If a teacher chooses to override their quarter average, written notification (email) to the Guidance Secretary must occur.

## ***Regents/NYS Exam Correcting***

Any NYS exam administered with a scanable answer sheet that will be sent to the NYS Education Department will follow this procedure.

- a. Photocopy the completed answer sheet.
- b. Make all corrections and necessary marks on the photocopied answer sheet.
- c. When correcting has been completed fill in all necessary bubbles or boxes on the official answer sheet in blue or black ink.
- d. Double check that totals have been tabulated correctly and transcribed correctly.
- e. Turn in the final exams to the Main Office in the following order:
  - Photocopy of the corrected answer sheet
  - Completed exams
  - Photocopy of original answer sheet
  - All of the above should be bundled with string.
- f. Original answer sheets delivered to the High School Main Office

## **Regents & Advanced Regents Diploma Requirements**

<b>REQUIRED REGENTS EXAMS</b>	
<b>REGENTS DIPLOMA 5 Required Regents Exams</b>	<b>ADVANCED REGENTS DIPLOMA 8 Required Regents Exams</b>
Comprehensive English	Comprehensive English
Global History & Geography <b>AND</b> US History and Government	Global History & Geography <b>AND</b> US History and Government
Integrated Algebra	Integrated Algebra <b>AND</b> Geometry <b>AND</b> Algebra 2/Trigonometry
Living Environment <b>OR</b> Earth Science	Living Environment <b>AND</b> Earth Science <b>OR</b> Chemistry <b>OR</b> Physics

### ***Special Education Accommodations and 504 responsibilities***

Teachers are required by NYS law to review the Individualized Educational Plan of all students that have been formally identified as Special Education students or students with a 504 plan. Teachers are required to provide all necessary classroom modifications and testing modifications outlined in the students' IEP or 504 plan. In the event that a testing modification cannot be provided within the regular education classroom setting the teacher should email the Special Education Testing Accommodation provider that has been identified for the school year. This email should take place well in advance of the testing date and should provide the person administering the test with the name of the student and the accommodations that are necessary.

### ***Special Education / 504 Case Manager***

It is the responsibility of the case manager for any student with an IEP or 504 to meet within the first two weeks of school with all of the regular education teachers that their students will have for the school year. In this meeting the Case Manager should highlight important parts of the IEP / 504 that the classroom teacher will need to be familiar with. The case manager should also provide any relevant history regarding the student that will make the student more successful academically.

# Policies & Procedures

## ***Absence from School***

- Teachers/Counselors/Related Service Providers are required to report all absences through the BOCES Subfinder system.
- Prior approval is required for personal and school business days through the Principal's office 3 days prior to the date (per the GTA contract).
- Approval forms are available in the Main Office.

## ***Accidents & Accident Reports***

All injuries on school grounds to faculty or students must be reported to the nurse. A written accident report will then be sent to the nurse's office by the staff member describing what they have witnessed. It is extremely important that these reports be filled out promptly and in as much detail as possible. Often this is our best account of the incident that has occurred.

## ***Accountability during the School Day***

Each teacher is expected to follow their assigned schedule without change unless the change is approved by the building administrator.

- 1) Classes are to be met and dismissed according to the times scheduled by the office.
- 2) AT NO TIME SHOULD STUDENTS ASSIGNED AS YOUR RESPONSIBILITY BE LEFT UNSUPERVISED.
- 3) Teachers who leave the building during the assigned school day must inform the Main Office upon leaving and returning. If an emergency occurs it is extremely important that all are accounted for.

## ***After Hours Entry into the Building***

The High School is equipped with an alarm system that is activated daily. During the **regular school year** the alarm is active from 11PM until 6AM Monday – Friday and all day Saturday and Sunday. The alarm is also active during scheduled holidays in which school is not in session. During **summer hours** the alarm is active from approximately 3PM until 6:30AM Monday – Friday, and all day Saturday and Sunday. Staff members are more than welcome to use the building at any time. However, if you are entering the building during a time in which the alarm has been designated as active you must enter through the loading dock door and check to see if the alarm is active (read the sign-in sheet to see if anyone is in the building). If the alarm is active you must use your assigned code to deactivate the alarm. You must sign the sign-in sheet regardless of whether the alarm is active or inactive so others know you are in the building. When you have completed your business you must exit through the loading dock and again check the sign-in sheet. If another person has signed in while you are in the building you may sign out and leave without activating the alarm. If no one has entered the building you must activate the alarm and sign out. If you are in need of a code you should contact the Buildings and Grounds secretary.

**If you inadvertently set off the alarm you must immediately deactivate the alarm and call Mahoney Notifier at 793-7788 to notify them of the situation. You then must call Mr. Ron Nicholson at 788-0978. You will then have to wait until the police arrive.**

## ***After School Supervision***

- Students that are going to stay after with a teacher are welcome to do so from 2:30-3:20 Monday-Thursday.
- Students are expected to be in a teacher's classroom at 2:35 and stay there until the bell to end 12th period rings at 3:20.
- If a student stays after with a teacher the teacher is expected to supervise that student until the bell rings at 3:20 to end 12<sup>th</sup> period. If a student requests to leave the classroom prior to 3:20 it is the duty of the teacher to make sure that the student exits to an appropriate supervised area (Locker room or gym only if the coach of the sport they are participating in is present) or leaves the building.
- Students who are not going to stay for a teacher and are waiting for an athletic practice that will begin at 2:50-3:30 will go to the cafeteria to wait for the beginning of their practice.

- If a student's practice begins later than 3:30 the students are expected to secure a place off school property to wait because there will be no supervision at school beyond 3:30.
- Students who have no academic reason for staying after and are simply using the cafeteria/halls/gym as a hang out or a place to complete homework are expected to leave the building at 2:30. The school is not providing supervision for students to hang out with their friends and complete homework or talk. **There are no acceptable unsupervised areas in the building for students.**
- In order to ride home on the Late Bus at 3:20 p.m., students must have a Bus Pass signed by the teacher that they stayed after with. Students who stay in the cafeteria after school cannot get a Bus Pass.

## ***Announcements***

It is required that all students be offered the opportunity to hear school announcements both in the morning and in the afternoon. It is the responsibility of the first and eleventh period teachers to ensure that the room is quiet and free of distractions during the reading of school announcements.

## ***Attendance***

Teachers are responsible for attendance in each of their assigned teaching and supervisory duties.

1. **First period attendance** must be recorded by each teacher at the beginning of the scheduled period or study hall (PE/Chorus Teachers see #6). Teachers will report attendance electronically. Any excuses or notes for attendance presented to teachers should be immediately forwarded to the Attendance Office.
2. **Attendance must be recorded in each period** of scheduled instruction and immediately sent electronically to the Attendance Office. Attendance must be taken and submitted by the teacher. **Do not allow students to take and submit attendance.**
3. **Students who arrive late** must have a yellow pass from the Attendance Office if they are just signing in to school or a green pass from a member of the staff if they are arriving late from another location. These passes must be checked for accuracy.
4. **Teachers are responsible for checking passes** and the bulletin for students that request to be excused during a class or study hall.
5. **Students who display a consistent pattern of lateness** (late to class three times, or one acute lateness to class of greater than three minutes) to class should be referred to administration using a Discipline Referral.
6. **Physical Education/Chorus teachers** should take attendance on a paper class roster. As soon as possible that attendance should be inputted into SchoolTool. PE/Chorus teachers should not leave their students unsupervised to take attendance. **Exception: First period attendance in PE and Chorus will be taken by the teacher and given in hard copy to a teacher aide that will immediately input attendance into SchoolTool. This will allow for immediate, accurate first period attendance.**

## ***Calling a Custodian***

If a custodian is needed for an emergency call the Main Office at ext. 6300. If you are unable to contact the Main Office send a student to the Main Office. The secretary will contact the custodian and send them to the desired location. Please be sure to indicate the reason for the request. Please do not contact the custodial staff for minor requests directly. The custodians have assigned tasks to complete and have to be allowed to complete the objectives given to them by their supervisor. If you are in need of custodial attention for your classroom please contact the Main Office and a custodian will be sent as soon possible based on the nature of the request.

## **CHILD ABUSE IN A DOMESTIC SETTING REGULATION (BOE Policy)**

New York State Law (Child Protective Service Act of 1973, as amended) provides for reporting of suspected cases of child abuse by school personnel. These regulations are designed to implement this law within the district and to help protect students from the harmful effects of child abuse.

*Definitions:* The definition of child abuse and maltreatment is established by law.

**Abused Child**, according to Social Services Law and the Family Court Act, is a child less than 18 years of age whose parent or other person legally responsible for his or her care:

- a. inflicts or allows to be inflicted upon such child physical injury by other than accidental means which causes or creates a substantial risk of death, or serious or protracted disfigurement, or protracted impairment of physical or emotional health or protracted loss or impairment of the function of any bodily organ; or
- b. creates or allows to be created a substantial risk of physical injury to such a child by other than accidental means which would be likely to cause death or serious or protracted disfigurement, or protracted impairment of physical or emotional health, or protracted loss or impairment of the function of any bodily organ; or
- c. commits or allows to be committed, a sex offense against such child, as defined in the penal law, provided, however, that the corroboration requirements contained therein shall not apply to proceedings under this article.

**Neglected or Maltreated Child**, according to the Family Court Act, is a child less than 18 years of age: whose physical, mental, or emotional condition has been impaired or is in danger of becoming impaired as a result of the failure of his parents or other person legally responsible for his care to exercise a minimum degree of care:

- a. in supplying the child with adequate food, clothing, shelter, or education in accordance with provisions of Part One, Article 65 of the Education Law, or medical, dental, optometric or surgical care though financially able to do so or offered financial or other reasonable means to do so; or
- b. in providing the child with proper supervision or guardianship, by unreasonably inflicting or allowing to be inflicted harm, or a substantial risk thereof, including the infliction of excessive corporal punishment; or by using a drug or drugs; or by using alcoholic beverages to the extent that he/she loses self-control of his/her actions; or
- c. by any other acts of a similarly serious nature requiring the aid of the court; or who has been abandoned by his/her parent(s) or other person legally responsible for his/her care.

**Person legally responsible** includes the child's custodian, guardian, or any other person responsible for the child's care at the relevant time. Custodian may include any person continually or at regular intervals found in the same household as the child when the conduct of such person causes or contributes to the abuse or neglect of the child.

**Impairment of emotional health and impairment of mental or emotional condition** includes a state of substantially diminished psychological or intellectual functioning in relation to, but not limited to, such factors as failure to thrive, control of aggressive or self-destructive impulses, ability to think and reason, or acting out of misbehavior, including incorrigibility, ungovernability, or habitual truancy; provided, however, that such impairment must be clearly attributable to the unwillingness or inability of the parent, guardian, or custodian to exercise a minimum degree of care toward the child.

### ***Reporting procedures and related information:***

1. All district employees, including building administrators, teachers, registered nurses, doctors, psychologists or psychiatrists, and all other employees who come in contact with students are required to report all cases of suspected child abuse or maltreatment to the Building Principal.
2. The Building Principal is required to:
  - a. inform the Superintendent of Schools of the information received; and either:
    - I. phone the New York State Child Abuse and Maltreatment Center (800-342-3720) and inform them verbally of the problem; or
    - II. contact the above agency by telephone facsimile machine on a form supplied by the Commissioner of Social Services; and
  - b. file a written report with the local Child Protective Services Agency and the statewide Central Registry of Child Abuse and Maltreatment within 48 hours after the above report.
3. The Principal may take photographs or cause photographs to be taken of the areas of visible trauma on the child, and/or, if medically indicated, cause an examination to be performed. Such actions may be performed at public expense if they will provide appropriate documentation when filing the report. A camera shall be kept at the school and shall be available for this purpose.

4. The written report that must be filed shall include **all information which the Commissioner of Social Services may require.**
5. The school physician shall notify the appropriate police authorities or the local Child Protective Service to take custody of any child the physician is treating, whether or not additional medical treatment is required, if he/she believes the child is in danger.
6. If it should be necessary for Child Protective Services to interview a child at school to ascertain whether he/she has been abused or maltreated, or to obtain documentation of such acts, the interview should be conducted in the presence of a school official, unless circumstances require otherwise. The school official shall examine and verify the credentials of Child Protective Services worker(s) before allowing such worker(s) to either interview the child or to examine the child's records. If sexual abuse is indicated, the presence of a same-sex staff member during the interview is appropriate.
7. The Superintendent can request a summary report of an investigation of a case referred to Child Protective Services. The adult subject of a case of suspected child abuse or maltreatment has a right to a copy of all information in the State Central register. Personnel have the right to request that information which would identify the individual making the report be withheld if furnishing such data might prove detrimental to the safety or interest of that individual.
8. All district employees who are required to report suspected child abuse shall be required to attend ongoing training sessions regarding identification and reporting of all cases of suspected child abuse.
9. All district employees who are required to report suspected child abuse shall be provided with a copy of these regulations and the related Board policy concerning child abuse and reporting requirements.
10. Only one report of any suspected abuse is required.
11. School personnel who, in good faith, make a report or take photographs of injuries and bruises have immunity from any liability, civil or criminal. The good faith of any person required to report cases of child abuse or maltreatment is presumed.
12. School personnel who have reasonable cause to suspect that a child has died as a result of child abuse or maltreatment shall report that fact to the appropriate medical examiner or coroner.
13. Any person required to report suspected cases of child abuse or maltreatment and who fails to do so may be found guilty of a class A misdemeanor and may be held civilly liable for the damages caused by this failure.
14. If a report of child abuse or maltreatment has been determined to be unfounded, all records, both in the State Central Register and in school files, shall be expunged.

### ***CHILD ABUSE IN AN EDUCATIONAL SETTING (BOE Policy)***

The Board of Education recognizes that children have the right to an educational setting that does not threaten their physical and emotional health and development. Child abuse by school personnel and school volunteers violates this right and therefore is strictly prohibited.

Allegations of child abuse by school personnel and school volunteers shall be reported in accordance with the requirements of Article 23-B of the Education Law.

#### **Required Reporters**

Any person holding any of the following positions shall be required to promptly report written and oral allegations of child abuse in an educational setting: school administrator, teacher, school nurse, school guidance counselor, school psychologist, school social worker, other school personnel required to hold a teaching or administrative license or certificate, school board member. For purposes of this policy, persons holding these positions shall be referred to as "required reporters."

#### **Definitions**

- **"Educational setting"** means the buildings and grounds of the district, the vehicles provided by the district to transport students to and from school buildings, field trips, co-curricular and extra-curricular activities both on and off school district grounds, all co-curricular and extra-curricular activity sites, and any other location where direct contact between an employee and volunteer and a child has allegedly occurred.
- **"Child"** means a person under the age of 21 enrolled in a New York State school district, other than New York City.
- **"Child abuse"** means any of the following acts committed in an educational setting by an employee/volunteer against a child:
  - intentionally or recklessly inflicting physical injury, serious physical injury or death; or
  - intentionally or recklessly engaging in conduct that creates a substantial risk of physical injury, serious physical injury or death; or
  - any child sexual abuse as prohibited by sections 130 or 235 of the Penal Law; or
  - the commission or attempted commission of the crime of disseminating indecent materials to minors pursuant to Article 235 of the Penal Law.



## **Reporting Requirements**

In any case where a written or oral allegation of child abuse by an employee or volunteer in an educational setting is made to a required reporter, the required reporter shall:

- promptly complete the required State Education Department report form; and
- personally deliver it to the Principal of the school in which the child abuse allegedly occurred

If the allegation involves a child who was allegedly abused by an employee or a volunteer of a school in another school district, the required reporter must promptly forward the report form to the Superintendent of the district of attendance and the Superintendent of the school district where the abuse allegedly occurred (if different).

Upon receiving a written report, the Principal shall determine whether there is reasonable suspicion to believe that an act of child abuse has occurred. In those circumstances where the Superintendent receives the written report directly, he or she will be responsible for making the reasonable suspicion determination. If the Principal/Superintendent determines there is reasonable suspicion to believe that an act of child abuse has occurred, he or she shall promptly notify the parent of the alleged child victim (assuming that the parent is not the person who originally reported the alleged abuse) that an allegation of child abuse in an educational setting has been made and promptly provide the parent with the written statement setting forth parental rights, responsibilities and procedures prepared in accordance with the Regulations of the Commissioner of Education. If the person making the allegation of abuse is someone other than the child or the child's parent, the Principal/Superintendent shall contact the person making the report to learn the source and basis for the allegation. The Principal shall also promptly provide a copy of the written report to the Superintendent and send a copy to the appropriate law enforcement authorities. In no event shall the Principal delay in sending the report to law enforcement because of an inability to contact the Superintendent. The Superintendent shall send to the Commissioner of Education any written report forwarded to the local law enforcement authorities where the employee or volunteer alleged to have committed an act of child abuse holds a certification or license issued by the department.

## **Rights of Employees and Volunteers**

Any employee or volunteer against whom an allegation of child abuse has been made and against whom the district intends to take adverse action shall be entitled to receive a copy of the report and to respond to the allegations. In addition, such persons are entitled to seek disclosure of reports involving them under the Freedom of Information Law.

## **Confidentiality**

All reports, photographs, and written material submitted pursuant to this policy and Article 23-B of the Education Law shall be confidential and may not be disclosed except to law enforcement involved in investigating the alleged abuse or except as expressly authorized by law or pursuant to a court ordered subpoena. The Principal and Superintendent shall exercise reasonable care to prevent unauthorized disclosure. Willful disclosure of a written record required to be kept confidential to a person not authorized to receive or review such record is a class A misdemeanor.

## **Penalties**

Willful failure of an employee to prepare and submit a written report of alleged child abuse required by Article 23-B of the Education Law shall be a class A misdemeanor. Willful failure of any Principal or Superintendent to submit a written report of alleged child abuse to an appropriate law enforcement authority, as required by Article 23-B of the Education Law, shall be a class A misdemeanor. In addition, the Commissioner of Education may, following an administrative determination, impose a civil penalty of up to five thousand dollars on any administrator who fails to submit a report of child abuse to an appropriate law enforcement authority. The law further prohibits any Principal or Superintendent from agreeing to withhold from the appropriate law enforcement authorities, a superintendent or the Commissioner of Education, where appropriate, an allegation of child abuse in an educational setting on the part of any employee or volunteer as required by law, in return for the resignation or voluntary suspension of the alleged perpetrator. Violation of this prohibition can result in a class E felony charge and a civil penalty of up to \$20,000.

## **Record Retention**

Any report of child abuse by an employee or volunteer that does not result in a criminal conviction shall be expunged from the records kept by the district with respect to the subject of the report after five years from the date the report was made.

## **Training**

The Superintendent shall be responsible for establishing and implementing on an ongoing basis a training program for all current and new required reporters on the procedures required under Article 23-B. The program shall include at a minimum all the elements specified in Commissioner's regulations.

## ***Classroom Expectations***

1. Teachers are not to leave students unsupervised.
2. No class should be dismissed until the passing bell rings.
3. If an emergency arises, contact the office immediately. If the emergency is medical, 9-1-1 should be contacted first, then the nurse (ext. 1030) and Main Office (ext. 6300).
4. No teacher is expected to tolerate insolence or personal abuse by any student.
5. Students should remain working for the entire period. Students should not be lined up at the door before the bell ending the period rings.
6. A room will be assigned for detention immediately after school. **ONLY THE ADMINISTRATION OR DESIGNEE CAN ASSIGN DETENTION TO THIS ROOM.** Teachers may require a student to report to their room after school for extra work. The teacher should use his own discretion when the student has a prior appointment or work; but these are not to take precedence over a disciplinary action and the pupil should be made aware of this.
7. Teachers will complete a referral form on any student sent to the office for disciplinary reasons. It is required on this form to state what action the teacher has taken prior to sending a student to the office. Teachers should include a summary of the facts that led up to the referral and refrain from opinions or making conclusions.

## ***Committee on Special Education***

A multidisciplinary team known as the Committee on Special Education (CSE) identifies students with disabilities. All members of the CSE (including the regular education member) are expected to actively participate in the discussion at the CSE meeting and, in particular, communicate how any proposed accommodations and/or modifications will impact the ability of the special education student to successfully participate in the regular education program. The CSE also makes specific program recommendations in the Individualized Education Program (IEP). The IEP summarizes a student's current skills and abilities, establishes educational goals and objectives for the school year, describes programs designed to meet these goals, and lists ways to periodically check the student's progress. **Teachers are required to review and follow the expectations on each student IEP that is assigned to their class list.** All students are expected to understand and comply with all school rules and regulations. Students with handicapping conditions are protected by specific State Education Law. For more information, please contact Mrs. Alison Neary, the Greenwich DPPS chairperson (x6500).

## ***COMPUTER USAGE POLICY (students)***

The computer system at Greenwich Central School has a complete Internet connection. This connection allows students Internet access. Our goal in providing this service to teachers and students is to promote educational excellence in the Greenwich School District. The Internet is a network of networks used by educators, business, government, military, organizations, libraries, and individuals to educate, inform and entertain. As a learning source, the Internet is similar to books, magazines, CD-ROMS, and other information sources. Students use the Internet to participate in Distance Learning, to ask questions and consult with experts, to communicate with other students, and to locate materials to meet educational needs. However, not all Internet data is valuable or appropriate for students. The Greenwich Central School District currently has Internet filtering software in place, but it is impossible to predict with certainty what information students might locate. We firmly believe that the positive information available on the Internet far outweighs the possibility that users may procure material that is not consistent with the educational goals of Greenwich Central School.

**Parents are required to read and agree to the "Policy Provisions"** that are stated in the Greenwich Central School Computer and Network Usage Policy. These provisions include:

**Acceptable Use** – The use of access privileges must be to support education and research and be consistent with the educational objectives of GCS. Transmission of any material in violation of Federal or State regulations is prohibited. This includes but is not limited to, copyrighted material, and threatening or obscene material.

**Privileges** – The use of the Computer Room and Internet is a privilege. Inappropriate use will result in the loss of privileges. The system administrators will determine what appropriate use is and may deny access privileges at any time. The administration, faculty, and staff of Greenwich Central School may request the system administrators to deny privileges of Internet access to individuals.

**No Liability** – GCS makes no warranties of any kind, whether expressed or implied, for the service it is providing. All users hereby release GCS from any and all claims to damages of any nature arising from access, use, inability to access/use computers or Internet.

**Computer Etiquette** – The use of the GCS computer system by any user includes the following requirements: be polite, use appropriate language (NO profanity), illegal activities are forbidden, students are not to reveal their name, personal phone number or address to any other person, and students are not to annoy other students.

**Gaming**— The Greenwich School District does not allow students or staff to use the Greenwich Central School computer network for gaming purposes. In particular, no internet-based games are authorized. The use of authorized educational games will be permitted.

**Security** – Users will not intentionally develop or activate programs that harass other users, infiltrate the network or other computers, or alter in any way the software components or network settings. This includes, but is not limited to: revealing, using or attempting to learn user’s passwords, spreading viruses, or attempting to enter the restricted system. GCS has the right to monitor network activity in any form it sees fit to maintain the integrity of the network. Students are not allowed to access any Internet chat rooms). Students, and parents as representatives of the school, have the responsibility for reporting misuse of the system to appropriate officials at GCS.

**Vandalism** – Vandalism is defined as the malicious attempt to damage software, hardware, or to harm or destroy the data of another user. Vandalism will result in the loss of computer privileges and may include notification of law enforcement authorities.

**Consequences of violations of this policy may include, but are not limited to: suspension or revocation of Internet or network access, suspension or revocation of computer privileges, school suspension, monetary liability for damages to equipment and/or software, legal action and prosecution by law enforcement authorities.**

### ***COMPUTER USAGE POLICY (Staff) (For the Entire Policy please see Appendix D in this manual)***

Greenwich Central School’s Computing Network and equipment are to be used for educational purposes only. The term “educational purpose” includes classroom activities, career development, and limited high-quality self-discovery activities. GCS Computing Network has not been established as a public access service or a public forum. The District has the right to place reasonable restrictions on the material that user’s access or post through the system. Users are also expected to follow the rules set forth in the disciplinary code and the law in their use of the GCS Computing Network and equipment. Users may not use the GCS Computing Network and equipment for political lobbying. However, users may use the system to communicate with elected representatives and to express their opinion on political issues.

### ***Corporal Punishment***

The use of corporal punishment, defined as any act of physical force upon a pupil for the purpose of punishing that pupil, is not acceptable in this state, and will not be tolerated as a disciplinary measure. The term shall not apply, however, to the use of reasonable physical force in the following situations:

1. For the purpose of self defense
2. To protect other persons from physical harm or injury
3. To protect property of the school or of others

In the event that physical force is used, the following reporting procedure will be followed:

1. The school employee who has administered physical force must file a written report with the principal immediately.
2. The report shall relate all relevant details of the incident, including what action was taken, why the action was taken, and what measures, if any, had been taken to prevent the need for such action.
3. The report will be kept on file and be made available to the parent upon request.
4. The parent will be afforded an opportunity to request a conference with the student, school employee and administrators involved in the incident to discuss the situation. The conference will take place at an agreed upon designated time.

The Superintendent will keep the Board and the State Education Department apprised of all incidents of the use of physical force.

### ***Curriculum Mapping Expectations***

It is the expectation of the Greenwich School District that all faculty members will actively participate in the district’s curriculum mapping initiative. Curriculum mapping has been identified by the Greenwich Board of Education and Administration as an important tool to be used to continuously evaluate and improve our district’s academic program; with the goal of offering a K-12 curriculum that will prepare our students well for post secondary success and competition in the global labor market.

Faculty members are required to keep their curriculum maps up to date. Curriculum maps should reflect what is actually being taught in a class as well as the assessments being used to measure student learning. It should be understood by the building administration and faculty that curriculum maps will be made public so that our students and parents are better able to understand and prepare for our K-12 curriculum.

Faculty members that are unable to meet district and/or building level curriculum mapping expectations are expected to notify their Building Principal as soon as practical so that a plan can be developed with administration to meet the district’s curriculum mapping timelines and expectations.

## **Cutting, Suicide Intention, Self-Mutilation Protocol for Teachers**

When a staff member becomes aware of a student that has self-mutilated, discussed self-mutilation, discussed suicide, or in any way has presented behaviors that causes them to be concerned about a student's health and well being, they should use the following protocol:

1. If physical injuries are present the student will be sent to the nurse's office for evaluation or, if the student appears to be in immediate danger, the nurse should be summoned to the location of the student and the Principal contacted.
2. If the student is presenting emotional difficulties they should be sent to the Counseling Office or, if the student appears to be in immediate emotional danger, a counselor should be summoned to the location of the student and the Principal contacted.
3. If a student is being sent to the location on their own the desired location should be notified by the staff member of the student's pending arrival.
4. The staff member should follow up within 5 minutes after the student has left the room for the nurse's office or Counseling Office to make sure that they arrived.

## **Definitions of Responses/Consequences for Conduct Infraction**

- **Warning:** The student is warned by the Principal that the behavior is unacceptable and cannot happen again.
- **12th Period Detention:** There are two types of 12th period detention that can be mandated if a student breaks a rule in the Code of Conduct.
  - *Teacher Detention* – Teachers may assign a student to stay after as a first step in the disciplinary process. The student will report to the teacher that assigned the detention to work until the end of 12th period.
  - *Administrative Detention* - Student will report to the detention room. The student will only be allowed to spend detention time with a teacher if a teacher specifically requests that the student assigned to detention stay with that teacher instead of in regular detention.

Students arriving late (after 2:40 p.m. bell) will not be admitted to detention. Students are required to work in detention.

- **Wanderer's List:** Students will be placed on a list and will only be able to leave a classroom with permission from the Main Office.
- **Lunch Detention:** Students will be required to eat lunch in the Lunch Detention Room for the duration of their lunch period.
- **Loss of Senior Privileges:** Student will lose this privilege for a determined amount of time.
- **Loss of Media Center Privileges:** Student will lose the ability for a determined amount of time.
- **Suspension from Athletic Participation, Extra-Curricular Activities and Other Privileges.**

A student subjected to a suspension from athletic participation, extra-curricular activities or other privileges is not entitled to a full hearing pursuant to Education Law §3214. However, the student and parent will be provided with a reasonable opportunity for an informal conference with the District official imposing the suspension to discuss the conduct and the penalty involved.
- **Suspension from Transportation:**

If a student does not conduct himself/herself properly on a bus, the bus driver is expected to bring such misconduct to the Building Principal's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the Principal, the Superintendent or their designees. In such cases, the student's parent will become responsible for seeing that his or her child gets to and from school safely. Should the suspension from transportation amount to a suspension from attendance; the District will make appropriate arrangements to provide for the student's education.

A student subjected to a suspension from transportation is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the Building Principal or the Principal's designee to discuss the conduct and the penalty involved.

- ***In-School Suspension (ISS)***

ISS is a quiet, supervised study time in which a suspended student is not in contact with other students. Class work will be assigned and will be done. Lunch will be eaten in the ISS room. ISS is typically held in Room 107 (Mrs. VanDriel). The duration of the ISS is at the discretion of the Principal or Assistant Principal. Students are required to follow all school rules while in the ISS room. Students will be allowed to attend one period of class for an assigned full day of ISS. The classes to be attended will be determined by Mrs. VanDriel with input from the student's teachers. The student's behavior and academic performance within the classes will be taken into account.

- ***Out-of-School Suspension (OSS)***

OSS is the most grave of our site-based responses and may only be mandated by the Principal, Superintendent or their designee. Students receive OSS because there is a need to remove that student from a potentially harmful situation or it has been determined that if a particular student isn't removed from school, the situation may continue and the safety/security of a student or the student body is threatened. OSS is also issued as a way of communicating to a student and parents the seriousness of the situation.

A student who receives OSS is not allowed back on school grounds for the duration of the OSS. Duration is determined by the Principal, Superintendent or their designee. Tutoring is available for students receiving one or more days of OSS. Detailed information about rights and responsibilities of OSS can be found in the paperwork accompanying an OSS referral.

### ***Department Meeting Guidelines***

The Greenwich Junior-Senior High school teaching staff is subdivided into nine departments (ELA, CTE, Math, Social Studies, Science, SPED, PE/Health, LOTE, and Music/Art). Each department will meet sometime during the following weeks: October 21, November 19, December 9, January 13, February 10, March 17, April 21, May 19 and June (TBD).

The purpose of department meetings will be to engage in professional discourse with the goal of enhancing the Greenwich Junior-Senior High School curriculum and sharing knowledge of effective teaching methodology. Departments will also be asked to analyze student performance data and use their analysis to inform professional instructional practice.

Each department will submit to the Main Office both an agenda and meeting notes for each department meeting so that the building administrators are kept up to speed on the professional dialogue that is occurring in the Junior-Senior High School. Departments are also encouraged to invite building administrators or members of other departments to their monthly meetings when their attendance could add to the professional dialogue.

### ***Dignity for All Students Act (BOE Policy)***

The Board of Education recognizes that learning environments that are safe and supportive can increase student attendance and improve academic achievement. A student's ability to learn and achieve high academic standards, and a school's ability to educate students, is compromised by incidents of discrimination or harassment, including but not limited to, bullying, taunting, and intimidation. Therefore, in accordance with the Dignity for All Students Act, Education Law, Article 2, the District will strive to create an environment free of discrimination and harassment and will foster civility in the schools to prevent and prohibit conduct which is inconsistent with the District's educational mission.

The District condemns and prohibits all forms of discrimination and harassment of students based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex by school employees or students on school property and at school-sponsored activities and events that take place at locations off school property. In addition, any act of discrimination or harassment, outside of school sponsored events, which can reasonably be expected to materially and substantially disrupt the education process may be subject to discipline.

### ***Dignity for All Students Act (from New York State Policy)***

School employees who witness harassment, bullying or discrimination, or receive an oral or written report of harassment, bullying or discrimination, are required to promptly orally notify the principal, superintendent or the principal's or superintendent's designee not later than one school day after such school employee witnesses or receives a report of harassment, bullying or discrimination, and to file a written report with the principal, superintendent, or the principal's or superintendent's designee not later than two school days after making such oral report. (A discipline referral submitted in SchoolTool will suffice.)

## ***Disciplinary Action***

Teachers will make every effort to exhaust all practical and proper means of discipline needed to correct a student's behavior prior to referring such to the administration. Such means will include detaining students after scheduled classes and conferring with parents.

A teacher will document each incident of misbehavior referred to the administration on a "referral form". It will be sent directly to the office through SchoolTool. At this point, the administration will discipline the student in accordance with school policy.

Disciplinary action may also be taken when student conduct on and around school buses is inappropriate. Although the disciplinary procedures for these offenses are outlined in a separate regulation the general procedures outlined in this regulation will be followed with regard to school bus misconduct. The "consequences" listed in the "Student Handbook" will provide a framework within which the disciplinarians operate. There is no substitute for common sense and these rules are not inviolate. They may be modified or tailored to meet the circumstances of special situations as they arise. **For a complete list of disciplinary infractions and consequences see the "Student Handbook".**

## ***Disciplinary Record***

A point system will be used to monitor a student's disciplinary record. Each offense may be assigned one or more points, depending on the level of the offense. Accumulation of points will be used by school personnel to identify persistently dangerous or disruptive students. The point value will be as follows for each offense:

Level I	= 1
Level II	= 2
Level III	= 4
Level IV	= 6
Level V	= varies based on offense

- A review of the student's disciplinary record and specific recommendations for corrective action may occur at any time after a student has accumulated more than twenty points.
- All students will start each school year with a point balance of zero.
- Each time a student receives a discipline referral, a copy of it is offered to the student and a copy will be sent home to the parent or guardian.

## ***Discriminatory Harassment of Students (from BOE Policy)***

The Board of Education of the Greenwich Central School District is committed to safeguarding the right of all students within the school district to learn in an environment that is free from all forms of sexual or other forms of discriminatory harassment. Discriminatory harassment of any student based upon his/her sex, race, color, religion, creed, national origin, ethnic background, age, handicap, or disability status is strictly prohibited by this policy.

Sexual Harassment consists of unwelcome persistent sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature.

Discriminatory harassment is defined as the use of unwelcome epithets, jokes, or other verbal or physical conduct of an offensive nature about or toward a student, based upon his/her race, color, religion, creed, national origin, ethnic background, age, handicap, or disability status.

Any student who believes that he or she has been subjected to any form of harassment should report the alleged misconduct immediately, so that appropriate corrective action may be taken at once. The report should be made to an administrator, counselor, teacher, nurse or other responsible adult. They will report to the Principal so that an immediate investigation may be started.

## ***Equipment***

1. School property belongs to the community. Teachers should take the same care of school property that they would of their own possessions and endeavor to have the pupils take the same attitude toward all public property.
2. No district-owned equipment, supplies or other articles are to be taken from the school or used for personal purposes on the premises by any person unless permission is obtained from a building principal.
3. Material, equipment and/or supplies should not be removed from any teaching room without teacher approval.
4. Misuse of school property on the part of any student should be reported to the office immediately.

## ***Evacuation Procedure***

In the event that it is necessary to leave the immediate school building and/or grounds and move to a secure location (this will occur when the immediate school grounds are declared unsafe by administration), the following procedure should be followed by all staff:

1. Teachers exit with students in the same manner designated for fire drills (if possible).
2. Classes should leave the blacktop areas clear and assemble on the grassy areas away from the building.
3. Teachers should immediately take attendance and send their attendance to the Fire Marshalls in their area.
4. Teachers will then listen for the direction of an administrator or their designee to determine further action.

## ***Evaluations***

Evaluations of teachers are conducted in accordance with Article V of the Professional Agreement between the Superintendent of Greenwich Central Schools and the Greenwich Teachers' Association. Sample forms for the formal Teacher Evaluation Report, Comprehensive Teacher Evaluation and Comprehensive Evaluation Criteria are included in Section III.

## ***Faculty Arrival & Departure Times***

Faculty members are required to arrive no later than 8:08am and depart no earlier than 3:20pm, except on Fridays when they may leave at 2:30pm. Faculty members who need to arrive late or leave early should request permission from the Principal and arrange appropriate coverage. Faculty members are required to notify the office if they are going to arrive in their classroom later than 8:08.

## ***Faculty Meetings***

Faculty meetings are held at 2:35 in the Library/Media Center on Sept. 3, Sept. 11, Oct. 9, Nov. 13, Dec. 18, Jan. 8, Feb. 5, Mar. 12, Apr. 9, May 14, & June 4.

Teachers will receive an advanced agenda whenever possible. All faculty are required to attend these meetings unless excused by the Principals in advance for mitigating reasons.

## ***Faculty Parking***

All staff vehicles must be parked in marked faculty parking areas and display a hanging parking tag to identify their vehicle. Parking tags may be obtained from the Main Office without charge.

Staff members that must unload materials for class or extra-curricular activities may do so. As soon as the need for parking in these areas is met, the vehicles must be moved to a marked parking area.

## ***Field Trips***

Educational field trips can provide a rich and powerful way for students to meet and exceed the New York State learning standards. An educational field trip is defined as a trip that all students in a course can attend without charge that is directly related to a New York State learning standard. All students attending a field trip must return a signed Field Trip authorization form to the teacher(s) that have organized the trip. Students that fail to return a field trip authorization form will be assigned an alternative assignment to complete while not on the trip.

Faculty should provide one week (5 work days) notice to the rest of the faculty so that alternate plans can be made for the student absence. Failure to notify could result in the trip being cancelled. Field trips cannot be scheduled after May 15 (or during times that interfere with NYS tests, midterms or final exams.) without Principal approval.

While on a school sponsored trip, students are still held to the same rules and expectations as if they were in school. **Students who break the law or fail to meet school expectations may lose the privilege of further off-campus programming. Please note: This may include the privilege of interscholastic and extracurricular transportation.**

On the day of the trip teachers are required to provide the attendance office with a detailed list of all students present on the trip so the students can be accounted for. The teacher should also provide the Main Office with their cell phone number and the cell phone number of any other school personnel on the trip. In the event a chaperone does not have a cell phone, one can be acquired in the Main Office. Any negative incidents on the trip must be reported to the Main Office as soon as appropriate.

## **Fire Drills & Fire Alarms**

1. A minimum of twelve drills, per year, are required by law, eight prior to December 1<sup>st</sup>.
2. Directions are posted in each room for your class to follow. Please locate your assigned exit and point this out to the students on the first day of class.
3. When you exit your classroom the exterior windows should be closed and the classroom door should be left unlocked.
4. Accompany your class during a drill and insist on absolute silence until pupils are back in the room.
5. During a fire drill no one is to be in a fire lane (paved area that would be used by a fire truck). Keep all students away from the building.
6. In an emergency, real or simulated, the safety of your pupils is your first responsibility.
7. If an alarm sounded accidentally, LET THE EVACUATION OF THE BUILDING PROCEED and notify the office at once.
8. Each classroom has an exit window. This MUST NOT be blocked in any way. It is NOT to be used in drills, and it is not to be tampered with by pupils. It MAY NOT be opened for ventilation purposes. Its purpose is to provide a means of escape from the room which might be cut off from usual exits in a real emergency.

PLEASE REVIEW THE FOLLOWING FIRE DRILL PROTOCOL FOR STAFF.

### **FIRE DRILL PROTOCOL FOR STAFF**

- At sound of alarm, teacher/staff member directs students to exit the room and building following the designated primary evacuation route.
- Windows should be closed.
- Do not lock the door.
- When class arrives at designated evacuation point, teacher/staff member takes attendance on paper, identifying those students that should be with the class, but are not. (This list does not include students that the teacher believes are absent from school.)
- If you have students that are with you, but are not in your class, they should be sent to the Fire Marshall.
- Teacher/staff member sends a trusted student with their written attendance to the designated Fire Marshall for their area.

#### **EVACUATION LOCATIONS/FIRE MARSHALL**

Behind Media Center	Pat Morris
Outside Link	Richard Zwirn
Front Circle	Emily VanDriel
Baseball Field	Chris Kelly
Behind Ag /Soccer Field	Joann Sloan-Haynes

- Students should remain orderly and under the supervision of staff members throughout the drill and upon re-entry into the building.

*\*Please note that while our time to evacuate the building should remain the same under this new protocol, the time we are outside the building before we re-enter will likely increase as a result of our need to take attendance.*



## ***First Period Teacher Responsibilities***

1. The Pledge of Allegiance is recited daily over the intercom (as required by law). Teachers should ask that students at least stand and students are required to be respectful during this recitation. Students are not required to stand or take part if they choose not to. They are not, however, allowed to be any type of distraction.
2. Take attendance, and submit attendance electronically to the attendance office early in the period.

## ***Guest Speakers***

Teachers are encouraged to use community resource people to enhance the instructional program. When selecting guest speakers, teachers shall be sensitive to topics or points of view that might be controversial. Guest speaker requests must be made in writing to the Principal.

## ***In-Class Movies***

Feature films are often excellent educational tools. When a portion or entire feature length film (a film that was produced for commercial release) is going to be shown in a classroom, the teacher will send home an authorization letter that outlines the main theme(s) of the movie and notifies parents of the rating of the film. Students that do not return the permission slip or do not have authorization to view the movie will be provided with an alternative assignment. Teachers that would like to use a PG-13 (for 7<sup>th</sup> and 8<sup>th</sup> grades) or R-rated film/video must complete a form available in the office and have Principal approval prior to sending home a permission slip.

## ***Interscholastic Athletic & Extracurricular Code of Conduct***

Participation in interscholastic sports and extra-curricular activities at Greenwich Central School is a privilege. GCS has a long and proud tradition of excellence in extra-curricular activities. As a member of a team or group, students represent not only Greenwich School, but also their parents, coaches, advisors and community.

Therefore, certain responsibilities accompany student participation. All students who plan to participate in interscholastic athletics and extra-curricular activities are responsible for understanding and abiding by this Code of Conduct. It is our intention to make all parents and participants aware of the expectations for proper attitude and behavior. In order to participate in co-curricular activities and/or interscholastic sports at GCS, a student and his/her parent **must** sign a consent form.

This Code of Conduct is reviewed and revised yearly by the High School administration and Athletic Director. At least one annual meeting will also be held to review this code with interested members of the community, faculty and student body. All coaches and advisors employed by the Greenwich Central School District will review this code with their participants (and with parents when possible) at the beginning of each season/activity. By signing this code, students are pledging that they will abide by the rules listed herein. This Code of Conduct will become active when the student's activity/athletic season begins.

### **I. Minimum Daily Attendance:**

- a. Students not in attendance for the school day may not attend after school events, unless authorized by a Building Principal.
- b. Students must be in continuous attendance until 2:30 p.m., arriving no later than 8:30 a.m., in order to participate or attend that day's activities - afternoon or evening. Exceptions may be granted by the Principal based on extenuating circumstances. Students that must leave during the school day for a legal reason **MUST** present a parent/doctor's note that documents the reason for the legal absence to the Attendance Office to be eligible for participation.
- c. Students arriving after 8:30 a.m. with a note from their parent/guardian stating that they were sick, will not be allowed to participate in after-school activities.

### **II. Academic Performance/Eligibility:**

As an educational institution, Greenwich Central School wishes to place a strong emphasis on academic excellence. To this end, the district provides assistance to those students who are experiencing academic difficulties. Students participating in extra-curricular and/or intramural activities who are failing two or more subjects at the end of a five week evaluation period will begin a five week probationary period. This academic probation period will begin the first school day following the release of the failure list. During the first week, students will continue to practice/rehearse/play or attend meetings. Within the first week they must demonstrate that they have improved their grades to the point that they are not failing two or more subjects. If they are able to do this they will be eligible to play or perform in a major event or interscholastic contest the following week. The student will continue with this process weekly until the next five week grades are acquired. If they are unable to do this, they will not be allowed to compete/participate in one major event during the following week. The Athletic Director/Advisor will coordinate with the coaches/advisors to have athlete/participant complete the requirements on a weekly basis using the Academic Eligibility Weekly Report.

For the purpose of academic eligibility, the final year average will serve as the final five week evaluation of the school year and will be used to determine eligibility for the succeeding school year (fall). Students may improve their eligibility status by successfully passing failed subjects at an approved summer school. Students who are failing two or more subjects after summer school will begin the year on academic probation and will have to fill out an Academic Eligibility Weekly Report.

### III. School and Community Behavior:

- A. Student athletes will not display behavior which could be detrimental to themselves, other students, the team, the school or community. Examples of this type of behavior include, but are not limited to:
  - Missing practices/games without permission
  - Using profane or vulgar language or gestures while representing the school
  - Displaying poor sportsmanship or being insubordinate to a coach or an official
  - Hazing and/or participating in bullying or harassing behaviors while representing the school
- B. An in-season athlete/participant shall not be in possession of an alcoholic beverage nor consume an alcoholic beverage.
- C. An in-season athlete/participant shall not be in possession of a tobacco product nor use a tobacco product.
- D. An in-season athlete/participant shall not be in possession of, under the influence of, or consuming or using marijuana, anabolic steroids or any illegal and/or controlled substance or prescription drug not prescribed for the student by a licensed medical practitioner. Students who find themselves at a location where prohibited or illegal activities are taking place must make every effort to safely leave as soon as possible. Students shall never intentionally visit a destination where prohibited or illegal activities are occurring or are planned to occur.
- E. An in-season athlete/participant shall not be in possession or under the influence of drugs or alcohol on school property, supply drugs or alcohol to other students, or host a party in which alcohol or drugs are present. **Violations of this type will be considered more severe offenses and will likely be considered a second offense.**
- F. An in-season athlete/participant shall not accumulate **12** discipline points in four weeks or abuse school rules.
- G. A coach or advisor of a co-curricular activity may impose additional requirements which are unique to his/her activity or sport.
- H. All coaches and activity advisors will insure that no athlete/participant takes part or joins in any activity/contest prior to verifying the completion of the STUDENT/PART CONSENT AGREEMENT form.

*Consent forms for athletes will be turned in to the Athletic Director. Consent forms for all other activities will be filed in the Main Office.*

### IV. Consequences –

*With respect to violations of Section III the following disciplinary responses will be used as a guide by the Principals.*

**FIRST OFFENSE – 1 week (7 calendar days) suspension from the activity (minimum).** The Principal will determine the suspension start date. The student, parent and activity related staff will be informed of the dates. During the suspension, a student may not participate in any Interscholastic Athletic contest or Extra-Curricular activity. The student **MUST** continue to participate in all practices, rehearsals, etc.

**SECOND OFFENSE – 2 weeks (14 calendar days) suspension from the activity.** The Principal will determine the suspension start date. The student, parent and activity related staff will be informed of the dates. During the suspension a student may not participate in any Interscholastic Athletic contest or Extra-Curricular activity. The student **MUST** continue to participate in all practices, rehearsals, etc.

**THIRD OFFENSE - 1 month (30 calendar days) suspended from the activity.** The Principal will determine the suspension start date. The student, parent and activity related staff will be informed of the dates. During the suspension a student may not participate in any Interscholastic Athletic contest or Extra-Curricular activity. The student **MUST** continue to participate in all practices, rehearsals, etc.

**FOURTH OFFENSE - Removal from team/activity for the duration of academic year.**

### V. Parental Notification/Appeals

- A. In all cases of action under the code, the parents of the involved student will be notified in person or by telephone immediately following the disciplinary action. The parents will also be notified in writing in a follow-up letter written by the Athletic Director/advisor who implements the disciplinary action. All such letters will be maintained on file by the Athletic Director/advisor.

- B. The student and/or his/her parents or guardians may appeal the decision of the coach/advisor or the Principal and will be granted a hearing or hearings. Appeals will be heard by a supervisor one level above the person who implemented the punishment. Additional appeals at higher levels may also be pursued.
- C. At the discretion of the Principal or Superintendent, the suspension or dismissal from sports or other activities may extend into other sports seasons or other co-curricular activities. A student's overall disciplinary record will be the primary factor in a determination of this type.

## VI. Other Standards & Related Penalties

### A. **Examinations, Physicals, and Injuries** –

Before a student may practice or participate on any team, he/she must be examined or cleared by a doctor. A Health Review form must be completed within 30 days prior to the start of the season and reviewed by the Health Office prior to participation in the sport. A yellow card is issued to each student that is declared medically eligible to participate in the sport and must be given to the coach prior to the start of practice. All injuries that occur during practice or games must be reported to the coach. If an injury requires medical examination, further participation requires clearance by the school nurse or doctor and the coach will fill out an Accident Report and submit it to the nurse.

### B. **Equipment and Uniforms** – Equipment and/or uniforms will be issued to activity members by the coach/advisor. Participants must return their uniforms and equipment to the coach or advisor within the week following the end of the season or activity. Each participant is responsible for any loss or damage to school items and until satisfactory restitution is made further participation in any athletic program or activity will not be allowed.

### C. **Season Eligibility** – Students will have until the first game of the sports season to be allowed to transfer to another sports program. Students will need the permission of the Athletic Director and the coach of the new team in order to transfer. Athletes that transfer to another sport MUST become “Contest Eligible” in the new sport per NYSPHSAA guidelines.

### D. **Two Sport Athletes** - Two sport athletes must declare their primary sport. They must attend all practices and events for that sport. They may attend the secondary sport if the scheduling of events does not conflict with the primary sport.

### E. **Dismissal from the Team** – In the event any student is dismissed from a team, he/she will not be permitted to join another team during that sport season without the permission of the new coach, the Athletic Director and the Principal.

### F. **Quitting a Team or Activity** – In the event that a student fails to attend scheduled practices and/or games without notifying the coach/advisor, he/she will have three school days to seek reinstatement to the team. The coach or advisor will act on these cases as he/she determines it to be in the best interest of the program or activity. If a student does not personally apply for reinstatement within the three-school day limit, he/she will be considered to have left the team or activity and is at that time given one week to hand in uniform and equipment.

If an athlete leaves the team without the permission of the coach, he/she will not receive a varsity letter for that sport.

### G. **Attendance at Practice, Contest and Events** - Attendance is important, not only during regular school hours, but at all practice sessions, contests and activities. Students must adhere to attendance criteria as established by the Coach or Advisor.

### H. **Blood Donations**—At the recommendation of the school physician, the day a student donates blood they will not be allowed to participate in interscholastic sports without a doctor's note.

### I. **Driving to/from school sponsored off-campus activities**-Students involved in school sponsored activities are expected to ride to and from the activities in school owned vehicles (except when a parent or guardian submits a written request to transport the student to or from the event). Students will not be allowed to ride with anyone other than their parent/guardian unless special permission is granted by the Principal due to extraordinary circumstances. Students should not expect to be dropped off at their homes after athletic contests.

- J. **Student Managers** – Student managers are expected to comply with all rules and regulations associated with our athletic program.
- K. **Extended Absence during a Sport Season**— Student athletes that do not participate in a school sponsored practice and/or game for seven or more consecutive calendar days MUST complete at least three practices to become re-qualified as “Contest Qualified” (see NYSPHSAA guidelines). Absences from practice due to injury or illness must also be made up unless the athlete presents a written release from a medical doctor clearing him/her for participation. Exceptions to this policy may be made by the High School Principal.
- L. **Supervision of Students Before/After School Sponsored Events/Practices** - Coaches/advisors are responsible for supervising the students in their respective activities while those students are participating in a practice/activity. Students involved in a practice/activity should be picked up at school when the practice/activity concludes. Students SHOULD NOT arrive at school for their practice/activity more than 15 minutes prior to the established start time for the practice/activity.
- M. **National Honor Society, FFA and Student Council.** Members of these groups will abide by the rules described in this guide for the entire time that they serve in the NHS and FFA, or in the case of the Student Council, the entire time from the date of their election until their term ends.

Students who will be returning to school (all non-seniors) and accept entry into these organizations are agreeing to follow the code even when school is not in session. This includes the summer vacation, as well as all other vacations.

## ***Letters to Parents***

Teacher communication with parents plays a critical role in the success or failure of many students. Teachers are encouraged to establish and maintain contact with parents, both formally and informally, whenever opportunity offers itself. Open House is an excellent time to do this and all teachers involved in this activity should encourage visiting parents to “sign up” for a teacher conference at a later date. It should be noted however, that when letters are sent to the parents of an entire class they must be “cleared” by the High School Principal.

## ***Library / Media Center Rules***

### **Reasons to Use the Media Center:**

The Media Center facilities may be used for research for a class, using computer resources, and/or leisure reading.

### **Media Center Passes:**

Study Hall students will be sent to the Media Center from a Study Hall at the beginning of the period. They must sign out using the sign out sheet in the Study Hall. Students must arrive at the Media Center within a reasonable amount of time. **Only students with a pre-signed pass by a teacher to do work for that teacher or from their study hall teacher will be admitted to the Media Center. Students must sign in upon arrival to the Media Center.**

Students failing two or more subjects will not be able to use the LMC without a pre-signed pass from a teacher.

### **Media Center Behaviors:**

Students who leave Study Hall to go to the Media Center are expected to stay in the Media Center for the entire duration of the period. Students may leave to use the restrooms or go to their locker at the permission of the librarian and must sign out. When the LMC is closed no students will be allowed admittance. When the LMC is reserved Study Hall teachers will call in advance of sending students to make sure there is availability. Please read the High School Bulletin for these designations. Students will not be permitted to eat or drink in the LMC. Computer games will also not be allowed. Students are expected to be respectful at all times of everyone in the Media Center. Excessive or loud noise will not be tolerated. The cushioned chairs will be considered a leisure reading area for magazines, newspapers and books. Media Center furniture may not be rearranged except at the discretion of the Media Center staff.

### **Loss Of Media Center Privileges Are As Follows:**

**Minor Offense** Student receives a verbal warning.

**Major Offense** Student sent back to Study Hall. Loss of Media Center privileges for the remainder of the day.

**Repeated Major Offense** Media Center privileges will be suspended for a week.

## ***“No Hat-Wear” Policy***

Students will not be allowed to wear hats during the academic day 8:08 a.m. – 2:30 p.m. This means that students will be allowed to wear hats to school and place them in their lockers before the beginning of first period.

## ***Planning For Instruction***

It is a professional responsibility to plan in advance for instructional program offered to students. Written plans should be prepared in advance for, at minimum, an entire week. Plans may be checked periodically by the administration and will be checked during formal/informal observations. At a minimum, plans should provide a clear guide for a possible substitute to carry on a substantive program and should be linked to a larger unit of instruction outlined in a teacher’s curriculum map.

## ***Poster Policy***

Posters and announcements displayed at Greenwich Central School must be approved by a Principal prior to being displayed. (Posters lacking approval will be removed). These items will be placed on bulletin boards and ceramic tile walls only and may not be placed on painted walls or windows. Exceptions may be granted by a Principal. (This policy does not apply to the faculty room.)

## ***Professional Conference Requests***

Professional Leave Request Forms are completed by faculty members wishing to attend a conference. These forms are submitted to the principal at least five business days in advance of the conference date. If approved by the Principal, the forms are sent to the Superintendent for final approval. Copies of the approved forms are then returned to the faculty member. Please submit forms as early as possible to be sure that approval can take place in a timely manner.

## ***Prohibited Activities on School Property***

The following practices and procedures are prohibited during the school day:

- Raising of money, except for organizations and activities sponsored by the school.
- The use of school time or pupil's time by outside projects not connected with the school.
- The distribution of advertising material on the school premises.
- Petitions or other publications may not be distributed or circulated on school property during class time or at any time in any manner that may be disruptive to the educational program of the district.

## ***Publicity / Press Releases***

All press releases should be given to the Main Office secretary for submission to newspapers. Once cleared by the Principal, the release will be forwarded to the District Office, and then forwarded to the newspaper(s). Please specify which paper(s) you wish used.

## ***Reporting of Incidents***

Staff members are expected to contact the Main Office (ext. 6300) immediately if they have a situation that requires immediate attention. In the event that a staff member acquires information of a potential problem situation they should also call the Main Office immediately. If when the staff member calls the office they are unable to speak with Mr. Niesz or Mr. Cronin they should leave a detailed message with the office secretary. **If the staff member deems that the situation is in need of emergency response the staff member should call 911 immediately, and then the Main Office.**

## ***School Closing & Emergency Phone Calls***

Staff will be notified by a School Messenger phone call in the event of a school closing or emergency. For situations that are of an extremely personal nature a telephone “chain” will be published separately. Staff members are expected to make sure that their information on this chain is updated. They are also required to make sure the information provided to them through the phone chain is passed on to the person they are designated to call.

## ***Section 504 of the Rehabilitation Act of 1973***

The Greenwich Central School District hereby gives notice that it does not discriminate on the basis of disability in admission or access to its programs and activities, including vocational education programs. No person shall be denied employment solely because of any physical, mental or medical impairment which is unrelated to the person’s ability to engage in the activities involved in the job for which application has been made. Inquiries concerning the Title IX and Section 504 policies may be referred to the Compliance Officer Ms. Alison Neary.

## **Security of Classrooms**

Teachers are in charge of the classroom during the time that they are assigned to that room (Staff need to vacate rooms during the time that other staff members are assigned to that room for classes or Study halls.) They may institute additional rules not outlined in the Student Handbook to better facilitate learning in their classroom. Teachers are expected to keep the classroom in which they are assigned a neat orderly place for learning to occur. When a teacher exits their assigned area they are expected to lock the door until they return.

## **Seniors in “Good Standing”**

- Seniors who abide by all school regulations are considered to be in “good standing”. Seniors who do not abide by these regulations risk loss of senior privileges.
- Only seniors in “good standing” will receive a “Senior Pass” that will replace the customary hallway pass. The pass must be available upon request by a staff member.
- Once dismissed, seniors may sign out from Study Hall to go to the designated “Senior Lounge”.
- Students may not sign out to the cafeteria (during lunch periods), gymnasium or auditorium.
- Seniors may only go to the location they indicated on the sign out sheet. Student must return to Study Hall to sign out to a different location.
- Seniors may exit the building and go to the areas designated outside for “Seniors” (Seniors are required to sign in and out at the Main Office to do this)
- For a complete list of “Senior Privileges” please review the Senior Privilege contract available in the Main Office.

## **Senior Privilege Committee**

The Senior Privilege Program will be overseen by a committee consisting of the Principal, Assistant Principal, Senior Class Advisors and Senior Class Officers. Seniors may seek changes to the program through the Senior Privilege Committee.

## **Shelter in Place and Lockdown Procedures for Outside Classes**

Cell Phone communication will be the primary means of communication between the High School Office and all outside classes. Any teachers that plan on going outside must notify the High School Office. The High School Office must be provided with a cell phone number at which you can be reached or if you have no cell phone come to the Main Office and you will be provided one. Proper safety of our students during Lock Out or Lock Down may hinge on communication with the High School Office. Staff will have an Emergency Response sheet (REDI-ACTION Guide) to follow.

### ***Shelter in Place for outside classes***

1. Shelter in Place will begin with a phone call to the teacher by the Main Office or and administrator.
2. The teacher will continue to teach their class. No students are allowed to leave.
3. The teacher may continue to stay in the same location unless otherwise directed.
4. Shelter in Place will end with a phone call from the High School office or an administrator.

### ***Lock Down for outside classes***

1. Lock Down will begin with a phone call to the teacher by the Main Office or an administrator.
2. The Teacher will be given further instructions based on the nature of the emergency.
3. The basic instruction is to end the activity and proceed in one group to the nearest edge of the property. At all times during the Lock Down students should remain silent and stay close together.
4. The Teacher will be given further instruction by the High School office or an administrator. The teacher should not call the Main Office unless they have necessary information relevant to the emergency or there is a medical emergency with someone under their supervision.
5. If the situation is becoming increasingly dangerous the teacher should contact the Main Office and move to the safest area as one group.
6. The Lock Down will end with a phone call from the High School office or an Administrator

## ***Student Activity Accounts***

General Outline of Rules from Central Treasurer

1. Make sure you have a reliable Student Treasurer.
2. If you are planning a fundraiser, you must fill out a Fundraiser Approval form and check with the Central Treasurer to make sure you are not going to conflict with another club.
3. Collect the money for the fundraiser each day and put it in the safe until you are ready to make a deposit with the Central Treasurer. Money should not be left in your classroom or taken home with you. You should not let money accumulate in the safe. Make deposits regularly. You will be told if Sales Tax is applicable on your fundraiser.
4. The Student Treasurer and the Central Treasurer will do the deposit together. After the money is counted and all the necessary paperwork is completed the money is then ready to be taken to the bank to be deposited.
5. If a check needs to be written to pay a bill, etc. send your Student Treasurer to the Central Treasurer and the paperwork will be done. No checks will be written without a receipt.
6. The Central Treasurer does not mail the checks. They will be given to the Advisor and they are responsible for the destination of the check.
7. Every class or club account has their own folder and it is in the Central Treasurer's office in the Computer Lab.

## ***Student Guide for Clubs / Activities***

Participation in all club and/or class activities at Greenwich Central School is considered a privilege.

The teaching staff and administration expects that all students who plan to participate in a club or class activity understand their responsibilities to that program. Since over half of our high school students participate in at least one club the total program is extremely important to the community and the school. It is our intent to make all parents and students aware of the expectations for proper attitude and behavior that are integral part of our school clubs.

Greenwich Central School attempts to provide as varied an extracurricular program as possible to encourage participation and/or spectator enjoyment. All participants are expected to demonstrate academic standards, as well as proper behavior at school and within the community. The rules of conduct have been included in the Student Handbook.

## ***Student Impairment or Medical Concern***

A significant, unexplained decrease in a student's mental, physical, or psychological status is cause for concern. The philosophy of the school is to treat these issues as medical/psychological issues, rather than disciplinary matters when possible. The change may be a sign of emotional distress, medical issues related to disease or injury, substance abuse, or other issues which may require emergency treatment and/or referral (with the parent/guardian's approval) to other resources.

When a teacher, administrator, or other staff member observes unexplained adverse changes, the following practice should be followed, except where the student's difficulties suggest a medical emergency. **When an emergency appears the school's emergency response practices should be followed without regard to this practice (call 911 & notify the Nurse's office and the Main Office).**

### Steps/Protocol

- 1) **Observation by Teacher:** The teacher should consider whether the student's performance may be related to a physical or psychological issue which needs treatment or other intervention, applying the following elements:
  - What is the extent and speed of the decrease?
  - Is there an explanation for the change? Communications with the student and knowledge of the student's circumstances are important factors to consider.
  - What are the objective observations of the student? The teacher should consider the immediate physical and mental state of the student, including the student's speech, eyes, breathing, movement, balance, actions, attitude, and comprehension.

- 2) **Reference to Administrator:** When contacted by a concerned teacher, the administrator should take the following steps:
- Obtain the teacher's observations.
  - Speak with the student to determine what factors may be influencing the student's performance.
  - Make objective observations of the student to confirm or contradict the teacher's observations.
  - Make a determination as to what action is appropriate:
    - If the student is impaired to the extent of being uncommunicative, significantly disoriented, or otherwise showing signs of acute distress or impairment, or the condition is immediately deteriorating, **the administrator should treat the issue as a medical emergency.**
    - If the student is impaired but functioning to a reasonable level and the administrator concludes that emergency treatment is not likely to be needed, the administrator should escort the student to the Nurse's Office.
    - If the student is not impaired, slightly impaired, or impaired but with an appropriate reason for the impairment (such as lack of sleep, effects of prescription medicine, etc.), the student should be returned to class. Thereafter the administrator should discuss the finding with the teacher and the teacher or administrator may, in his or her judgment, contact the student's parent/guardian with regard to the concern.

## ***Student Passes***

**Students should never be out of their assigned areas without a legitimate pass.** These should usually be the standard green pass form. In some cases, classes have a unique type of pass (wooden letters, etc.) for limited purposes, such as use of bathrooms.

1. Students leaving a room for any destination (bathroom, office, etc.) should have a signed pass in their possession.
2. If a staff member wants a student to leave a Study Hall or lunch, the student should be provided with a pass in advance, specifying the time and destination.
3. Teachers or staff members may only write passes to the library or the computer room for instructional purposes.
4. If a teacher detains a student at the end of a period, that student should be given a pass to excuse his tardiness.
5. Teachers should track student traffic into and out of classrooms. This tracking should allow the office to know where students are supposed to be at all times. Accurate records will allow restrictions to be placed on students that are exiting classrooms regularly.

## ***Students Transferring to GCS***

1. Parent/Guardian will notify the Counseling Office that they are moving to the district.
2. The Counseling Office staff will direct the parent to the district office to determine the student's eligibility to enroll (custody/residence).
3. When given clearance by the District Office the parent/guardian will review the new student information packet with Counseling Office staff so they can fill out the appropriate paperwork.
4. The Transfer of Records Permission Form from the previous school district will be filled out immediately and as soon as possible a records request will be made to the previous school. Parent/Guardian will be notified that the student will meet with the Counselors to create a schedule when the previous school returns the information requested.
5. Upon completion of the new student information the parent will return it to the Counseling Office.
6. Upon receiving the requested information from the previous school the counselor will review the information and set up a scheduling meeting with the parent and student as soon as possible. The Counseling Office will also notify the advisors of our Friends of Rachel clubs that a new student will be attending school so that those clubs can facilitate a welcome for the new student.
7. The student will create a schedule with the counselor and then be given a tour of the building. The student will be notified that they will begin attending school on the next school day.
8. When the schedule is completed Mrs. Facin will notify the appropriate teachers that a new student will begin class on the next school day and the teacher can visit the Counseling Office to review the student's information.
9. One copy of the student's IEP (if SPED) will be given to the Main Office and one copy to the SPED office.
10. The case manager for the new student will review the student's information with the classroom teachers if the student has an IEP. This will take place within the first five school days of attendance.
11. The counselor will meet with the new student at least twice a week in the first two weeks and then once in each of the next two weeks unless additional counseling is required. If the student has an IEP at least one of the meetings will include the case manager to discuss progress and review the placement.



## **Study Hall Rules**

1. Study Hall will be a quiet, structured room in which students will be required to do school work or read.
2. All students will come to Study Hall with work or a book to read; time will be used productively.
3. If a student would like to sign out to the Media Center or the Computer Lab, the Study Hall teacher will call the desired location to see if there is availability and if the room is open.
4. Talking, eating, and drinking will be allowed at the discretion of the Study Hall teacher.
5. There will be no playing of any games/cards.
6. Students will remain in their seats until the bell rings.
7. Bathroom passes, one girl and one boy at a time, 5 minute limit.
8. Telephone passes, only for valid reasons such as calling a parent, an employer, etc., one at a time, 5 minute limit.
9. Sign-out sheets must be kept, accurate and you must use your full name.
- 10. Students are not allowed to sign out to the gymnasium without a signed pass from a gym teacher.**
11. Students sent back from a location due to misbehavior, will be denied the privilege of signing out to that location for a period of time. The time will be determined by the study hall teacher and the adult in the location in which the behavior occurred.
12. Only seniors are allowed to sign out to the cafeteria/senior lounge.
13. iPods & other electronic devices will be allowed at the discretion of the teacher.
14. Students failing two or more subjects will not be able to use the LMC without a pre-signed pass from a teacher.

## **Substitute Teacher Folder**

It is the responsibility of each teacher to have an updated red "Sub Folder" in their classroom that is easily located by the substitute. This "Sub Folder" should contain the teacher's schedule, detailed emergency lesson plans, up to date course rosters, seating charts and any other pertinent procedures or information to run the class for the day (If a teacher has specific management issues that a substitute should know about, they should have notes to that effect in their sub folder.) If for any reason a teacher has an issue with the effectiveness of a substitute, the teacher should report the information to the building principal. The Main Office must be aware of where the sub folder is located in your room before the second week of September.

## **Suspicious Incidents**

Any incident deemed by a staff member to be suspicious should be handled immediately and swiftly. If a student appears to have something in their possession that they should not have the staff member should ask for the item immediately and then bring it and the student to the Main Office. If the student refuses to turn over the item the student should be escorted immediately to the Main Office.

## **Teacher Mailbox / Voice Mail / Email**

Teachers are required to check their mailboxes and voice mail once daily and their email twice daily. These are vital ways to communicate daily with staff, disseminate important information and receive contacts from parents. Written communication to the principal from teachers should be given to the office secretary.

## **Teacher Syllabus Requirement**

Each Greenwich Junior-Senior High school faculty member who is responsible for the delivery of a curriculum in Greenwich Junior-Senior High school will develop a typed syllabus for each course that they teach for a given school year. The syllabus will contain a brief summary of the main topics/themes that will be covered in the course and will be based on the New York State Education Department's curricular guides whenever a NYSED curricular guide exists.

The syllabus will also describe how students will be assessed in the course, including the mathematical formula that will be used to calculate quarter averages and the final average.

Any special requirements specific to that discipline or course will also be specified. If faculty members would like to include any specific classroom rules that are not outlined in the Greenwich Junior-Senior High School Student handbook, they can do so.

Faculty members will include their contact information on the syllabus (email and voice mail) and will submit a copy of their syllabus (one for each course they teach) to the Main Office no later than the first Friday of the school year.

*\*Faculty should not include student behavior as part of their grading rubric. Student grades should reflect how well a student has demonstrated achievement toward specified learning standards. Student behavior will be managed using the Board of Education approved Greenwich Junior-Senior High School Student Handbook and referrals to administration.*

## ***Teaching about Controversial Issues (BOE Policy)***

As a natural part of preparation for assuming an adult role in society, matters of controversial nature will arise and should be dealt with as part of the student's learning experience.

Controversial issues deal with matters about which there are opposing views, biases, emotions and/or conflict. Therefore, it is essential that the classroom teacher have guidelines in order to prepare and execute lessons that will be objective as possible while considering the nature of the subject matter. It is important that the students and staff recognize the following responsibilities:

1. In the classroom, matters of a controversial nature should be handled as they arise in the normal course of instruction.
2. When presenting various positions on a controversial issue, the teacher shall take care to balance major views and assure that as many of the issues as possible are presented in a fair manner.
3. When materials dealing with controversial topics are to be used, assigned or recommended, such materials shall be appropriate to the maturity level of the students and within the curriculum area under study.
4. Before a guest speaker is permitted to address the students, approval must be granted by the Principal, who must be informed of the scheduling of all guest speakers at least three days prior to their presentation.

## ***Title IX of the Education Amendments of 1972***

The Greenwich Central School District does not discriminate on the basis of race, religion, color, or national origin in the employment and educational opportunities it offers, including vocational educational opportunities.

Also, as required by Title IX of the Education Amendments of 1972, the Greenwich Central School District does not discriminate on the basis of sex in the educational programs or appointments of employees, employee pay and benefits, counseling services for students, access by students to educational programs, course offerings, textbooks, and student activities.

The District official responsible for the coordination of activities relating to nondiscrimination on the basis of sex will provide information, including information on complaint procedures, to any student or employee who feels that his or her rights under Title IX may have been violated by the District or its officials. In addition, any student or employee may make an inquiry or a complaint directly to the Federal Office for Civil Rights. The address and phone number of this office may be obtained from the High School Principal.

## ***Using the Building***

If you or the organization which you are sponsoring plan on using the building in the evening or on the weekend, you will need to submit a "Building Usage Form". These forms are located in the High School Office.

## ***Visitors to the Classrooms***

While the school board wishes the public to feel welcome when visiting the school, reasonable precautions to insure the safety of students and to avoid interruptions in the instructional program are necessary. Therefore, signs are posted at all entrances of the school which instruct visitors to "sign-in" at the Main Office upon entering the building. Those who would like to visit specific staff members are encouraged to do so after the end of the regular educational day (2:30 pm), but still must sign in at the Main Office.

Non-resident students who wish to visit the school or individual classes in the school should request authorization from the principal **at least 48 hours in advance** of their visit. Such requests shall be approved whenever it is determined that such visits will not interrupt the planned instructional program. Non-resident students should be of the same grade level as the class which they are visiting. **Non-resident students will not be allowed to visit on days that their home school is in session.**

# INDEX OF FORMS

The following forms are available online by accessing the Teacher Handbook:

Animal Contact Form	PGP – Pupil Personnel Services
Bell Schedule	PGP – Instructional Services
Buildings and Grounds Use Request	PDP – Professional Development Plan
Calendar	Professional Leave Request Form
Child Abuse Report Form	PST Referral Form
Classroom Sign Out Sheet	REDI-Action Guide
Computer Usage Policy and Use Form	Regents Exam and RCT Report Form
Consensus Mapping Meeting Agenda	Requisition Form
Consensus Mapping Meeting Checklist	Staff Development Conference Report
Consensus Mapping Meeting Minutes Form	Staff Development and In-Service Log
Curriculum Development Proposal	Team/Club Roster
Discriminatory Harassment Complaint Form	Textbook Assignment Roster
Educational Field Trip Form	Travel Reimbursement Claim Form
Emergency Chain	What Students Owe Form
Extended Absence Educational Plan	Work Order Request
Faculty Check Out Sheet	
Faculty Roster	
Field Trip Form – day trip (Parent Permission)	
Field Trip Form – overnight (Parent Permission)	HANDBOOKS
Fundraising Approval Form	Athletic/Extra-Curricular Guide
Health and Safety Concern Form	Educational Planning Guide (Grades 7-8)
Missing Textbook and Equipment Form	Educational Planning Guide (Grades 9-12)
Payroll Claim Form	GCS Policy Manual
	RTI Plan/Procedures
	Student Handbook

## **2013-2014 FACULTY MEETING DATES**

The following dates have been scheduled for Faculty Meetings.

All meetings will be held in the Media Center and will begin at 2:35 p.m.

Tues., September 3, 2013 (Supt. Conference Day)

Wed., September 11, 2013

Wed., October 9, 2013

Wed., November 13, 2013

Wed., December 18, 2013

Wed., January 8, 2014

Wed., February 5, 2014

Wed., March 12, 2014

Wed., April 9, 2014

Wed., May 14, 2014

Wed., June 4, 2014

Staff members unable to attend a meeting must notify  
Mr. Cronin and/or Mr. Niesz ahead of time.

## Department Meeting Schedule 2013-2014

<b>Month</b>	<b>Suggestions for Topics</b>
Week of September 16th	<ul style="list-style-type: none"> <li>- SLO development (pre-post assessment development)</li> <li>- Review district and building level goals</li> <li>- Develop (if necessary) departmental goals</li> </ul>
Week of October 21st	<ul style="list-style-type: none"> <li>- Review AIS placements</li> <li>- Discuss any building concerns</li> <li>- Conduct Curriculum Map reviews</li> <li>- Discuss any student placement concerns in AP, college, upper level courses</li> </ul>
Week of November 19th	<ul style="list-style-type: none"> <li>- Review EPGs</li> <li>- Recommendations for changes in courses/assignments</li> <li>- Review prerequisites</li> <li>- Conduct Curriculum Map reviews</li> </ul>
Week of December 9th	<ul style="list-style-type: none"> <li>- Planning for Jan. Regents</li> <li>- Conduct Curriculum Map reviews</li> <li>- Discuss Professional Development needs for next year</li> </ul>
Week of January 13th	<ul style="list-style-type: none"> <li>- Budget planning for next school year</li> <li>- Conduct review of district, building, and departmental goals and provide status report on progress made toward those goals</li> </ul>
Week of February 10th	<ul style="list-style-type: none"> <li>- Review AIS placements</li> <li>- Budget review</li> <li>- Conduct Curriculum Map reviews</li> </ul>
Week of March 17th	<ul style="list-style-type: none"> <li>- 7/8 grade testing procedure reviews (ELA/Math/Science only)</li> <li>- Curriculum Map Reviews for other departments</li> </ul>
Week of April 21st	<ul style="list-style-type: none"> <li>- Review Student Handbook and building procedures, etc.</li> <li>- Review Curriculum Maps</li> </ul>
Week of May 19th	<ul style="list-style-type: none"> <li>- Planning for June Regents/finals administration</li> </ul>
June (TBD)	<ul style="list-style-type: none"> <li>- SLO Review/Pre-Post Assessment reviews</li> <li>- Review district, building and departmental goals and assess success/failure</li> </ul>

## **BOE Meetings 2013-2014**

Regular Board of Education meetings are held at 7:00 p.m. in the High School Media Center.

Monday, September 16, 2013

Monday, October 21, 2013

Monday, November 18, 2013

Monday, December 16, 2013

Monday, January 13, 2014

Monday, February 10, 2014

Monday, March 17, 2014

Monday, April 28, 2014

Monday, May 19, 2014

Monday, June 16, 2014

GREENWICH CENTRAL SCHOOL DISTRICT  
Greenwich Computing Network

Staff Acceptable Use Policy

**A. Educational Purpose**

1. Greenwich Central School's Computing Network and equipment are to be used for educational purposes only. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.
2. GCS Computing Network has not been established as a public access service or a public forum. The District has the right to place reasonable restrictions on the material that users access or post through the system. Users are also expected to follow the rules set forth in the disciplinary code and the law in their use of the GCS Computing Network and equipment.
3. Users may not use the GCS Computing Network and equipment for political lobbying. However, users may use the system to communicate with elected representatives and to express their opinion on political issues.

**B. Unacceptable Uses**

The following uses of the GCS Computing Network and equipment are considered unacceptable:

**1. Illegal Activities**

- a. Users should not attempt to gain unauthorized access to the GCS Computing Network or to any other computer system through GCS Computing Network or go beyond their authorized access. This includes attempting to log in through another person's account or accessing another person's files. These actions are illegal, even if only for the purpose of "browsing".
- b. Users should not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- c. Users should not use the GCS Computing network and equipment to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal activity, threatening the safety of person, etc.

**2. System Security**

- a. Users are responsible for their individual account and equipment and should take all reasonable precautions to prevent others from being able to use their account or equipment. Under no conditions should users provide their password to other individuals.
- b. Users should immediately notify a system administrator if they identify a possible security problem. Users should not go looking for security problems because this may be construed as illegal attempts to gain access.
- c. Users should avoid the inadvertent spread of computer viruses by following the District virus protection procedures if you download software.

**3. Inappropriate Language and Use**

- a. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
- b. Users should not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. Users should not post information that could cause damage or a danger of disruption.
- d. Users should not engage in personal attacks, including prejudicial or discriminatory attacks.
- e. Users should not harass other individuals. Harassment is persistently acting in a manner that distresses or annoys another person.
- f. Users should not knowingly or recklessly post false or defamatory information about an individual or organization.

4. **Respect of Privacy**

- a. Users should not repost a message that was sent to them privately without permission of the person who sent them the message.
- b. Users should not post private information about other individuals.

5. **Respecting Resource Limits**

- a. Users should use the system and equipment only for educational and career development activities and limited, high-quality, self-discovery activities. There is no time limit on use for education and career development activities.
- b. Users should not download large files unless absolutely necessary. If necessary, users will attempt to download the large files at a time when the system is not being heavily used and immediately remove the file from the system computer to your personal computer.
- c. Users should not post chain letters or engage in “spamming”. Spamming is sending an annoying or unnecessary message to a large number of people.
- d. Users should check their e-mail frequently and delete unwanted messages periodically so that server space can be maximized.
- e. Users should subscribe only to high quality discussion group mail lists that are relevant to their educational position or career development.

6. **Plagiarism and Copyright Infringement**

- a. Users should not plagiarize works that they find on the Internet.
- b. Users should respect the rights of copyright owners. Copyright infringement occurs when users inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, users should follow the expressed requirements. If users are unsure whether or not a work can be used they should request permission from the copyright owner.

7. **Inappropriate Access to Material**

- a. Users cannot use the GCS Computing Network and equipment to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).
- b. If a user mistakenly accesses inappropriate information they should immediately notify a building principal.

8. **Use of Computing Equipment off School Grounds**

- a. The Superintendent of Schools or designee(s) shall maintain a list of school district equipment used off campus. The District’s Network Analyst will maintain an updated list of employees duly-authorized to use technology equipment off campus. The list shall include to whom the equipment was assigned, equipment ID numbers, date the equipment was authorized for off campus use, expected return date and then the date equipment was returned.

C. **Your Rights**

1. **Free Speech**

Your right to free speech, as set forth in the Teacher’s Handbook, applies also to your communication on the Internet. The GCS Computing Network is considered a limited forum, similar to the school newspaper, and therefore the District may restrict your speech for valid educational reasons.



2. **Search and Seizure**

- a. Users should expect only limited privacy in the contents of your personal files on the District system.
- b. Routine maintenance and monitoring of the GCS Computing Network and equipment may lead to discovery that a user has violated this Policy, the disciplinary code, or the law.
- c. An individual search will be conducted if there is reasonable suspicion that a user has violated this Policy, the disciplinary code, or the law. The investigation will be reasonable and related to the suspected violation.

3. **Due Process**

- a. The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through GCS Computing Network.
- b. In the event there is a claim that a user has violated this Policy or the disciplinary code in your use of the GCS Computing Network, the user will be provided with a written notice of the suspected violation and the opportunity to be heard in the manner set forth in the disciplinary code.
- c. If a violation also involves a violation of other provisions of the disciplinary code, it will be handled in a manner described in the disciplinary code. Additional restrictions may be placed on a user's use of their Internet account.

D. **Limitation of Liability**

The District makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through unauthorized use of the system.



**Greenwich Central School District  
GCS Computing Network  
Employee Account Agreement**

Name \_\_\_\_\_  
Position \_\_\_\_\_  
School or Department \_\_\_\_\_

I have read the District Computer Usage Policy. I agree to follow the rules contained in this Policy. I understand that if I violate the rules, I may face disciplinary action.

I hereby release the district, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my use of, or inability to use, the District system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee Name \_\_\_\_\_

Home Address \_\_\_\_\_ Phone \_\_\_\_\_



This space reserved for System Administrator

Assigned User Name \_\_\_\_\_

Assigned Temporary Password \_\_\_\_\_

## IMPORTANT PHONE EXTENSIONS

518-692-9542

### District Office:

Mr. Matthias Donnelly, Superintendent Ext. 6800

### High School Office:

Mr. George Niesz, Principal Ext. 6300  
Mr. Ben Cronin, Asst. Principal Ext. 6301  
High School FAX Number 692-8503

### Pupil Personnel Services:

Mrs. Alison Neary Ext. 6500

### Counseling Office:

Mr. Pat Morris, Counselor Ext. 6600  
Mr. Rich Zwirn, Counselor Ext. 6601  
Mrs. Dana Finney, Counselor Ext. 6602  
Ext. 6603

### Nurse's Office:

Mrs. Julie Mosher, RN Ext. 1030

### Attendance:

Mrs. Emily VanDriel Ext. 6311  
Mrs. Carolyn Lapham Ext. 6310

### Athletic Director:

Mr. Duke Beck Ext. 6700

## Important Dates 2013-2014

<u>Junior Ring Banquet-</u>	September 25, 2013 @ 7 p.m.
<u>Open House (Grades 7-12)-</u>	September 26, 2013 @ 7 p.m.
<u>School Pictures/Class Elections-</u>	September 30, 2013
<u>Homecoming Weekend-</u>	October 4 and 5, 2013
<u>Senior High Awards Assembly-</u>	October 11, 2013
<u>Fall Sports Sectionals-</u>	October 21 – Nov. 8, 2013
<u>National FFA Convention-</u>	October 27 – November 3, 2013
<u>All-County Vocal Festival-</u>	November 1 and 2, 2013
<u>Junior High Play-</u>	November 15 and 16, 2013
<u>Area All-State (HS)-</u>	November 22 – 23, 2013
<u>Junior High Winter Concert-</u>	December 4, 2013 @ 7 p.m.
<u>Middle Grade Winter Concert-</u>	December 5, 2013 @ 7 p.m.
<u>Senior High Winter Concert-</u>	December 12, 2013 @ 7 p.m.
<u>Auditions for All-County Band-</u>	January 15, 2014
<u>7-12 Ensemble Concert-</u>	February 13, 2014 @ 7 p.m.
<u>Winter Sports Sectionals-</u>	Feb. 17 – Feb. 28, 2014
<u>District FFA Career Dev. Event-</u>	Feb. 28, 2014 @ 3 p.m.
<u>Pops Concerts-</u>	March 7 and 8, 2014
<u>Washington DC Trip-</u>	March 15-19, 2014
<u>FFA Farm Toy Show-</u>	March 22, 2014
<u>Senior High School Play-</u>	March 28-30, 2014
<u>High School AP Exams-</u>	May 5-15, 2014
<u>NYS FFA Convention-</u>	May 8-10, 2014
<u>Middle Grade Spring Concert-</u>	May 8, 2014 @ 7 p.m.
<u>7-12 Choral Concert-</u>	May 13, 2014 @ 7:30 p.m.
<u>7-12 Instrumental Concert-</u>	May 15, 2014 @ 7:30 p.m.
<u>Junior Prom-</u>	May 17, 2014
<u>Spring Sports Sectionals-</u>	May 19 – May 30, 2014
<u>UHS Science Symposium-</u>	May 29, 2014 @ 7 p.m.
<u>Yearbook Dinner-</u>	June 2, 2014 @ 7 p.m.
<u>FFA Banquet-</u>	June 4, 2014
<u>Senior Class Trip-</u>	June 13, 2014
<u>Regents Testing Dates-</u>	June 17 – June 26, 2014
<u>Junior High Awards Assembly-</u>	June 25, 2014 @ 7 p.m.
<u>Graduation Awards Night-</u>	June 27, 2014 @ 7 p.m.
<u>Graduation-</u>	June 29, 2014 @ 2:30 p.m.

# Greenwich Junior-Senior High School

## Bell Schedule 2013-2014

	Starts	Ends	Time in period
Opening bell	8:00	8:08	08
Period 1	8:08	8:51	43
Period 2	8:55	9:36	41
Period 3	9:40	10:21	41
Period 4	10:25	11:06	41
Period 5	11:10	11:37	27
Period 6	11:37	11:49	12
Period 7	11:51	12:16	27
Period 8	12:16	12:32	16
Period 9	12:32	12:59	27
Period 10	1:03	1:44	41
Period 11	1:48	2:30	42
Period 12	2:35	3:20	40

### Snow Delay Schedule

#### ONE HOUR DELAY:

PERIOD 1	9:08 – 9:36 (28 MIN.)
PERIOD 2	9:40 – 10:06 (26 MIN.)
PERIOD 3	10:10 – 10:36 (26 MIN.)
PERIOD 4	10:40 – 11:06 (26 MIN.)

#### 1<sup>st</sup> TWO HOUR DELAY\*:

PERIOD 1	10:08 – 10:35 (27 MIN.)
PERIOD 2	10:39 - 11:06 (27 MIN.)

Omit Period 3 & 4

#### 2<sup>nd</sup> TWO HOUR DELAY\*:

PERIOD 3	10:08 – 10:35 (27 MIN.)
PERIOD 4	10:39 - 11:06 (27 MIN.)

Omit Period 1 & 2

\*Periods will alternate 1-2 & 3-4 with each two hour delay. (Example: First two hour delay students will attend period 1, 2 then 5 & second two hour delay students will attend periods 3, 4 & 5)