



***Gillette Road
Middle School***



***Student-Family
Handbook***

2023-2024

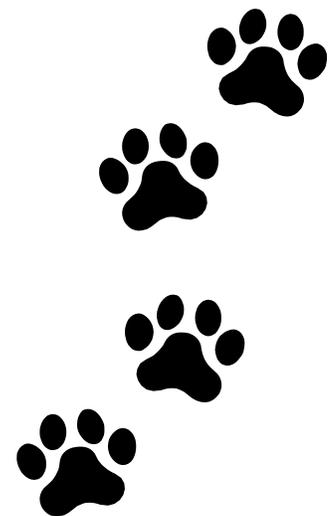


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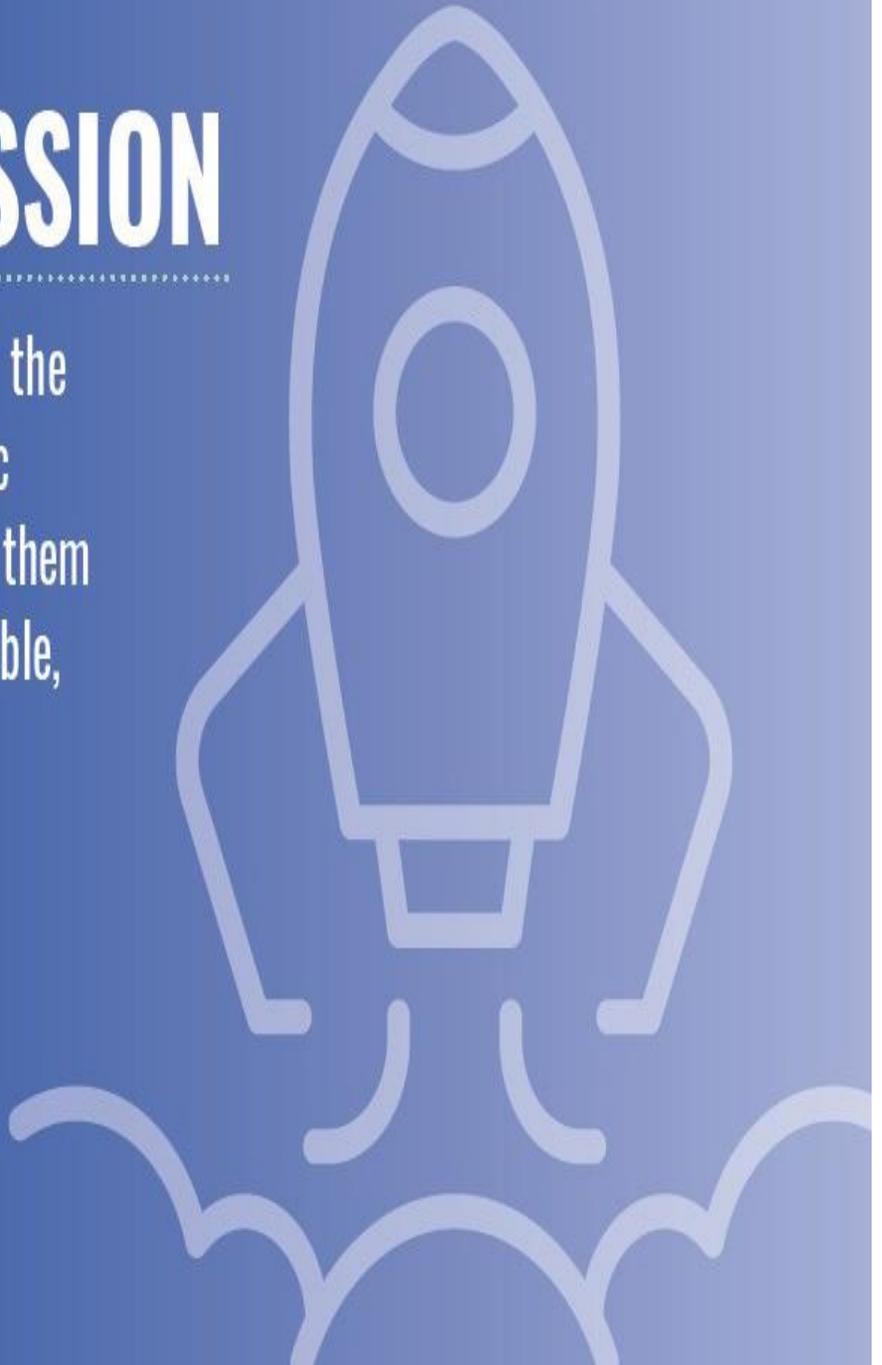
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NORTH SYRACUSE CENTRAL SCHOOL DISTRICT

OUR MISSION

District MISSION

To educate all students to the highest levels of academic achievement and prepare them to be productive, responsible, ethical, creative and compassionate members of society.



NON-DISCRIMINATION POLICY

The North Syracuse Central School District does not discriminate on the basis of race, color, creed, age, sex, national origin, ethnic background, disability, military status, marital status, sexual orientation, or any other basis protected by applicable law in the employment and educational opportunities it offers, including vocational educational opportunities. The District is committed to adhering to the non-discrimination provisions of Title VI and Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act and the New York Human Rights Law.

The North Syracuse Central School District also does not discriminate on the basis of sex with respect to employment or in the educational programs and activities it provides (including vocational programs), including the appointment of employees, employment pay, benefits and opportunities, counseling services for students, access by students to educational programs, course offerings, textbooks and student activities, as required by Title IX of the Education Amendments of 1972.

The North Syracuse Central School District does not discriminate on the basis of disability in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and the New York Human Rights Law. Furthermore, the District does not discriminate on the basis of disability in admission or access to its programs. No person shall be denied employment or employment advancement solely because of any physical, mental or medical impairment, provided the individual is capable of performing, with or without reasonable accommodation, the essential functions of the job applied for or held.

Inquiries regarding the District's Non-Discrimination Policy should be directed to:

Section 504 Compliance Officer:

Ms. Lisa Goldberg
North Syracuse Central Schools
5355 West Taft Road
North Syracuse, New York 13212
(315) 218-2134

**Title IX, Title VI, Title VII, ADA, ADEA
and New York Human Rights Law**

Compliance Officer:

Jason Nephew
Assistant Superintendent for Human Resources
North Syracuse Central Schools
5355 West Taft Road
North Syracuse, New York 13212
(315) 218-2125

The complete grievance procedures applicable to the District's Non-Discrimination Policy are available for review in the offices of each of the above-named persons, and the office of each District Director and Supervisor, and in the front office of each school building within the District. Copies will be provided upon request.

AHERA NOTIFICATION

The District has been inspected for building materials containing asbestos as required under the Asbestos Hazard Emergency Response Act (“AHERA”). Copies of the Management Plan and the three year re-inspection are available in the main office of each building. AHERA requires the District to appoint a “Designated Person” for asbestos-related concerns. Jon Ward, Assistant Director of Maintenance and Operations, has been appointed as the “Designated Person” for asbestos-related concerns in the North Syracuse Central School District.

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT

Board of Education

Robert Crabtree	Paul Farfaglia
Matthew Hermann	Beth Kramer
Joshua Ludden	Michael Mirizio
Xavier Moody-Wusik	Amanda Sugrue
Mark Thorne	Jillian Herarra, District Clerk

Central Administration

Daniel D. Bowles, Superintendent of Schools
Christopher R. Leahey, Ph. D. Assoc. Superintendent for Teaching & Learning
Donald F.X. Keegan, Assoc. Superintendent for Business Services
Jason Nephew, Assist. Superintendent for Human Resources

WELCOME

September, 2023

Dear Students and Families:

This handbook has been prepared for you so that you may become knowledgeable about Gillette Road Middle School. It is similar to the Student Agenda, however it provides more detailed information concerning the procedures and rules for our building. We encourage parents and students to read this handbook together.

Gillette offers many opportunities and rewarding experiences that will benefit our students for their lifetime. As with any organization of our size, there are certain rules and regulations that are necessary for it to function successfully. It is of the utmost importance that you know and follow these rules. Your involvement, cooperation and understanding are necessary if we are to have a school that provides the best possible educational atmosphere for all our children. This starts with students coming to school everyday prepared to do their best.

We also encourage all students to become involved in the Gillette community. Students can do this by joining some of the clubs, activities, sports, intramural sports and music groups. We offer a wide variety of activities to meet the need and talents of all our students.

On behalf of the staff, we welcome you to Gillette Road Middle School and wish each of you a most enjoyable and successful year.

Sarah N. Jones
Building Principal

PARENT NOTIFICATION

During the school year, your child may have the opportunity to have his/her photo taken, video image and voice recorded, and/or art and written work published in connection with a school district activity or program. Your child's photo (image,) school work and/or name may be published in local newspapers, posted (displayed) on the district's internet site, or used by the requesting organization (local TV or print media) for programming, i.e., backup and their news stories. If you DO NOT want your child's picture, name or schoolwork to be used in newspaper articles, video, and/or district publications, including our district's website, please inform your school principal in writing.

INTRODUCTION

The purpose of this handbook is to familiarize you with the organizations, activities, and functions of the middle school. Also, we hope that it will help you to better understand the responsibilities you have as a member in our school community. In the dynamic world of today, our success or failure is often determined by how well we learn to live and work in close relationship with other people. In school you have an opportunity to develop and practice honesty, trust-worthiness, cooperation, respect, loyalty, courtesy, and other qualities, which make a democratic society function successfully. Always keep in mind that this is your school, and that the building, equipment and program have been designed to give you every opportunity to grow - intellectually, physically and socially. Take advantage of the wonderful opportunity you have and make every day count. **Parents are urged to read this handbook** and discuss it with your child.

SCHOOL SPIRIT

School spirit is very difficult to define. It is something you sense as you walk through a school; it is something you notice about students. When a student body has a high degree of school spirit, you notice that pupils are neatly dressed and that the building and grounds are kept clean and attractive. Boys and girls in this type of school are interested in both their academic work and after school activities. They keep their voices down when they walk through the halls. They respect their fellow students and help them when help is needed. The students show respect for their teachers, the custodial staff, the bus drivers, the secretarial personnel, and the lunchroom staff. Everybody works as a team and the students say with pride, "This is my school!"

MISSION STATEMENT

The administration, teachers, and staff at Gillette Road Middle School are committed to providing our students a high quality education by working collaboratively in the following ways:

- Providing a safe, respectful, and nurturing environment that challenges our students to learn and grow.
- Striving to support our students in successfully transitioning through early adolescence and preparing for their future as productive, empowered citizens.
- Valuing our diversity and encouraging curiosity and academic achievement through differentiated instruction, student engagement, and providing a variety of extracurricular experiences.
- Using a collaborative approach where we work to share resources and expertise to meet students' needs and challenge each student to reach their full potential.

VISION STATEMENT

Our vision at Gillette Road Middle School is for all students to strive for individual academic excellence. Students will be confident, willing to take initiative, personally responsible and respectful.

STUDENT AGENDAS

Every student at Gillette Road Middle School is provided with a Student Agenda. This agenda is a tool to assist students in their organization throughout the school year. It is important that each student use the agenda to record homework assignments as well as long-term projects. The agenda is also a tool to use for communication between teachers and parents. It is important that **all pages of the agenda remain intact throughout the school year**. This enables teachers, parents and students to keep an accurate record of assignments and communication. We urge all students to use their agendas daily, take them to all classes every day and take them home every night. If a student must replace their agenda for any reason, the replacement cost is \$5.00.

ACADEMICS

At Gillette, students will develop the organizational, social, communication, survival, study, and critical thinking skills necessary for their future success. The curriculum will be child centered and will foster a high degree of achievement through integration of all subject areas and creative, innovative teaching strategies.

ATMOSPHERE

- The Gillette Road School community will work as a cooperative community to develop a school environment of the highest quality.
- There will be an atmosphere of trust and cooperation among staff, parents, and students.
- Decisions within the school community will be made by consensus.
- All staff will work together to provide a consistent discipline policy to ensure that the school community will be provided a safe productive learning environment.
- We will all have fun at school.

ACTIVE INVOLVEMENT

- The education of students will be the responsibility of the entire school community.
- Students will have positive adult role models.

ATTITUDE

Our school community reflects attitudes that model and foster cooperation, pride, respect, responsibility, and supportiveness; which in turn will result in a high level of self-esteem, self-motivation, and professionalism.

MIDDLE SCHOOL ACADEMIC PROGRAM

All students in grades 5 - 6 will take the following courses:

English/Language Arts	Math	Science
Art	Music	
Physical Education	Social Studies	

Grade 7 students will take:

English	Social Studies
Science	Math
World Language	Physical Education
Art	Technology
Health	FACS

TEXTBOOKS

The district at no charge to the student supplies textbooks. An evaluation of all textbooks will be completed annually by the teaching and supervising staff. Textbooks have been numbered, and a place is provided for your name, date and condition of the book. When you receive your book, immediately write in your name and the date. Book checks will occur at the end of each marking period for proper identification. Students are responsible for taking care of their books and must pay a fee for any book lost or damaged. If a lost book that was paid for is found and turned in, the money will be refunded.

LOCKERS

Students are assigned a locker. Students are encouraged to plan ahead so that stopping at their lockers between class periods is kept to a minimum. Please be aware backpacks on wheels will not fit in the lockers.

KEEP YOUR LOCKER COMBINATION CONFIDENTIAL! LOCKERS ARE NOT TO BE TRADED WITH ANYONE.

LOST AND FOUND

Articles that are found should be turned in to the Main Office where they will be held for the owner for a period of two (2) weeks. At the end of that time all found articles are turned over to the custodian. Marking all your personal items such as gym clothes, sneakers, paperbacks, notebooks, etc. will insure their early return if lost.

Students should be advised that valuable articles and money should not be left in their lockers. The school cannot accept responsibility for articles lost or stolen, such as electronic games, cell phones, CD players, etc. You will help yourself by bringing to school only those items that you need and then keeping track of them. Personal possessions which are not needed and which in any way are used to disrupt the purposes or program of the school, will be taken from students.

HOMEWORK REQUEST PROCEDURES

Please contact the guidance office to request homework for your child when they are absent 2 or more days (**315-218-3111**). To assure timely communication to the teachers, contact must be made **before 9:30 AM** and the work will be available for pick up **after 3:00 PM** from the cart in the Main Office foyer. The person picking up the homework is responsible for obtaining the textbooks from the student's locker. As for vacation requests, teachers are not required to provide work prior to the student going on vacation. Students can request missed work when they return.

GUIDANCE AND ATTENDANCE

GUIDANCE SERVICES

In 6/7th grade, students are assigned a guidance counselor for the first time. The counselor is available to help students in group settings or individually to deal with issues such as academic concerns, family concerns, peer relationships, and teacher concerns. Some key functions of the guidance counselor include:

- Facilitating communication between parents, teachers, and students
 - * Arranging parent/teacher conferences on request
- Acting as a consultant to parents and teaching staff:
 - * Helping to understand student behaviors and suggesting academic/behavioral interventions
 - * When appropriate, can provide referral information to outside agencies
- Working with students to begin the process of career exploration, especially as it relates to future course selections and requirements

Students may see the counselor by signing in with the guidance secretary, or by contacting the counselor to obtain a pre-signed pass. To ask questions or to request a conference, parents should contact the guidance office at 315- 218-3111.

ATTENDANCE REGULATIONS

Please be advised that our building does not open before 8:00 a.m. Upon arriving to school in the morning, all students should go to their lockers and then report directly to homeroom. Students are not to loiter in the halls. Once they have reported to their homeroom they may not leave without a pass. Students out on a pass should report back to their homerooms by 8:10 a.m. Those who bring musical instruments to school should take them to the music room before going to their lockers. Any student (including walkers) not in his/her homeroom by 8:10 a.m. will be considered tardy.

ATTENDANCE POLICY

The North Syracuse School District has in place a comprehensive attendance policy. Based on the understanding that regular school attendance is a major component of academic success, the district will be responsible to monitor each student's daily and class period attendance. The school will record attendance, identify attendance problems, communicate with parents, and develop strategies to address attendance issues. It is the parent's responsibility to notify the school of the student's absence, tardiness, or early departure from class or school.

Please refer to the Attendance Policy on page 23 of this handbook or on the District website.

ABSENCES FROM SCHOOL

If a student is unable to attend school on any day, the parent/guardian is requested to notify the attendance secretary at **315-218-3034 after 7:30 AM**. Written excuses are required when telephone communication has not occurred. Written excuses are to be given to the homeroom teacher within 3 school days of the student's return to school.

The State Education Department considers the following as legal excuses for absence.

- Illness or injury.
- Medical, dental or similar appointment.
- Family emergency which requires the student's presence.
- Death in the immediate family.
- Religious observances (by written request of parent).
- Required appearance in court

The absences noted below **CANNOT** be excused within the meaning of the Educational Law.

- Family trip or vacation.
- Job hunting.
- Employment, including paper routes or
- Babysitting.
- Shopping.
- Hunting or fishing.
- Suspension from school.
- Truancy from school. Truancy cases will be investigated and handled by proper authorities.
- Sports events.

Whenever possible, medical and dental appointments should be scheduled outside of school hours. It is recommended that students who have such appointments on a regular basis should, if possible, avoid missing the same class each time.

TARDINESS

Tardiness is a late arrival to your assigned homeroom. A student who arrives late by school bus is not tardy, nor is a student that is detained by an administrator or a teacher. If you are tardy, you must report to the Attendance Office for a pass. Please bring your tardy excuse to school with you.

At no time should you proceed to classes without checking in at the Attendance Office for a pass if you are late for school.

EARLY DISMISSAL

If you are to leave school for a doctor or dental appointment, or any other reason, report to the Attendance Office immediately after checking in to your homeroom in the morning with written parental permission. Please indicate the name of the adult who will be picking up the student.

PARENTS...If you are picking up your child, you are **required** to come to the Attendance Office to sign him/her out of the building. No student will be allowed to walk out to a car in the parking lot. Please bring in your **IDENTIFICATION**. If you are sending another adult, please indicate the name and relationship to the child, of that adult.

For dismissal pick-up, parents need to enter through the Main Doors at 2:30, then proceed to Dining Room A. Your student will then be called down at 2:45.

MEDIA COVERAGE

During the school year, your child may have the opportunity to have their photo taken, video image and voice recorded, and/or art and written work published in connection with a school district activity or program. Your child's photo (image) and school work may be published in local newspapers, posted (displayed) on the district's Internet site, or used by the requesting organization (local TV or print media) for their programming, i.e., backup and their news stories. If you **DO NOT** want your child's picture or school work to be used in newspaper articles, video, and/or district publications, including our district's website, please inform your school principal in writing.

CHANGE OF ADDRESS

In the event that you change your address and/or phone number, **please notify the school Guidance Office at once (218-3111)**. Notifying the teacher, nurse or attendance office may not result in the information being updated properly. It is also necessary to keep your current business address and phone number on file with the school for emergency use. If you have an unlisted telephone number, please keep us informed. This is imperative information that will be kept confidential.

TRANSFERRING

If you are moving or transferring your child to a private school, please contact the Guidance Office and provide us with the following information:

- The last day the child will be in school
- New address
- Name and address of new school

Your child's new school will request academic and health information from us.

ALTERNATE CHILD CARE

If you are leaving your child in the care of a relative or another adult for an extended period of time, please contact the guidance office so that appropriate emergency information is available to us.

STUDENT CONTACT

Messages for individual students may be left at the Main Office by calling **315-218-3000, and pressing 0 for the Main Office.** Phone conversations with students are discouraged during school hours except in cases of emergencies.

SUPPORT SERVICES

LIBRARY MEDIA CENTER

The library media center contains materials to enrich classroom materials and to provide leisure reading. Books may be borrowed for two weeks and renewed once. Magazines, encyclopedias and reserve items are for overnight use and must be returned before homeroom the next school day. Each student is responsible for any borrowed materials and must pay for anything that is not returned.

The library media center has several computers for student use. It is intended that during their time at Gillette, students will have the opportunity to use a variety of educational computer programs for word processing, skills practice, curriculum support, casual learning and as sources of information for research.

NETCAT is the automated union catalog for the schools in the Onondaga, Cortland and Madison Counties BOCES. It is searchable on the World Wide Web at the OCM BOCES School Library System homepage at this address: www.cnyric.org/sls/home.htm. Information available at Gillette may be supplemented when necessary by borrowing books from other school libraries through interlibrary loan.

The library is open after school on demand from October to May. Students can stay to work in the library and take the late bus home. Students must have written permission to stay; permission forms are available in the library.

ACADEMIC INTERVENTION SERVICES

Remedial instruction is available for qualified students from Academic Intervention Service (AIS) teachers in reading and math. Those students are placed in a small instructional group to receive skills and strategies to assist with their academic performance.

CONFLICT MEDIATION

Conflict mediation is a process that promotes learning and accepting the differences that exist between people. It also requires that students deal respectfully with one another even when they are in a dispute. Students who choose to settle their disagreements peacefully have the opportunity to sit down with a mediator (neutral party) in a controlled and respectful setting to work together to come up with an agreement that is acceptable to both. Teachers may refer students to mediation, or students may refer themselves. Mediation referral forms are confidential and available in the main office.

SCHOOL PSYCHOLOGIST

A school psychologist is an educational specialist who uses their knowledge of psychology and educational research to help confront many educational problems experienced by children, teachers, parents and communities. A school psychologist is a practitioner in the areas of psycho educational assessment, childhood development, behavioral management, individual/group counseling and consultation. Above all, a school psychologist is an advocate for children. For an appointment, call **315-218-3111.**

SOCIAL WORKER

The school social worker is available to assist students with family issues that may impair their ability to do their best in school. Call **315-218-3028** if you would like to request this intervention.

ADA-PEP COUNSELOR

Through BOCES, our school has a full-time Alcohol and Drug Abuse - Prevention Education Program (ADA-PEP) counselor. The counselor may be contacted at **315-218-3026**.

SPEECH THERAPIST

The speech therapist evaluates and works with qualified children to help them develop their processing and language abilities.

HEALTH AND SAFETY PROCEDURES

HEALTH PROGRAM

All students new to the district, all seventh grade students and all designated handicapped students who have not had a physical examination by their family doctor are examined by the school physician. Parents are informed of any problems. The school nurse is available to assist parents in the correction of these problems.

The Health Office is open at all times to students who need medical help. Any student who feels ill should report there immediately. The school nurse also makes a careful check each day of all absentees and often calls parents to discuss the situation with them.

SAFETY RULES

- Students are to respect the safety and welfare of others at all times and will be held responsible for their actions.
- Walk, do not run, at all times in the school building.
- Always keep to the right when in lines in the halls or on the staircases.
- During fire drills, it is imperative that you follow your teacher's directions. To do so, you must be absolutely quiet.
- Board your bus or leave the school grounds as soon as you have been dismissed.

EMERGENCY BUS DRILLS

We are required by law to have three emergency bus drills during the year. The purpose of these drills is to practice evacuating buses in the event of a fire or accident, and to learn the location and use of various emergency equipment such as the axe, first aid kit, fire extinguisher, road flares, emergency doors and emergency windows. Several different evacuation procedures are practiced.

EMERGENCY SCHOOL CLOSING

A day or two is always added to the school calendar to allow for days when it is necessary to close due to bad weather or other emergencies. When schools are to be closed, Syracuse radio and television stations will announce this information during their early morning programs. Closing information will also be posted on the district website and through ParentSquare. Please do not call the school for this information

BOMB SCARES

The North Syracuse Central School District is entrusted with the health and welfare of all students in our schools. With this in mind, all bomb scares are treated seriously and dealt with in accordance with the standards set forth by the New York State Education Department. The North Syracuse Central School District will therefore prosecute any and all perpetrators to the fullest extent of the law.

FIRE DRILLS

Our school is required by law to have 12 fire drills during the school year. Eight of these drills must take place before December 1st. All members of the staff will assist in fire drills. The following rules are to be observed during fire drills:

- As soon as the alarm has sounded, staff and students must evacuate immediately to their designated areas, according to the posted emergency exit plans.
- All windows should be closed, lights turned off, and the door closed.
- Staff and students should exit **quickly** and **quietly** in an orderly manner.

- Once outside, students should remain with their classroom group, standing quietly. Teachers are required to take their class registers with them, and to take attendance.
- The names of missing students should be reported to the designated area monitor.
- Each room will have an outside designated area. Occupants of that classroom will always report to their designated area.
- Students and staff should not return to the building until the signal has been given.

SEXUAL HARASSMENT

It is the policy of the North Syracuse School District to ensure all employees and students be free from sexual discrimination, including sexual harassment, in the classroom, extra-curricular and work environment. Any student who believes he or she has been subjected to sexual harassment shall report the alleged harassment to the building principal, or if the building principal is the harasser, to the school nurse. Allegations of sexual harassment will be investigated thoroughly and in a timely manner. The results of the investigation will determine the response to each allegation. Acts of sexual harassment will be met with appropriate remedial action. **Please refer to page 46 for the complete Sexual and Other Forms of Prohibited Discrimination and Harassment Policy or review online at the District website.**

MEDICATION BY SCHOOL PERSONNEL

It is the policy of the North Syracuse Central School District to ensure the health and safety of any student receiving medication administered during the school day. Medication will be administered by the Registered Nurse (RN) or a Licensed Practical Nurse (LPN), under the direction of the school nurse. Cooperative communication is necessary between parents, the school nurse and the family physician/dentist in addressing the student's medication needs.

Medication will be administered only when the following has occurred:

- A written request from the parent/guardian to administer the medication, as specified by the physician/dentist, has been submitted.
- A written licensed health care provider's statement has been submitted, indicating the name of the prescribed medication, the dosage, the frequency of administration and the duration.
- The medication in its original container has been delivered by a parent, guardian or adult designee, to **ONLY** the school nurse. Prescription medication must have a pharmacy label and over-the-counter medication must have the student's full name written on the container.
- All medication is stored within the locked storage area.
- Student's identification has been verified prior to administration of medication.

EMERGENCY MEDICAL PLANS will be written and in place for any student requiring potentially life saving interventions such as epinephrine, glucagons or drugs for asthma. The RN, parent and student (if age appropriate) will participate in creating and monitoring this plan. It will be maintained by the school nurse and renewed at least annually.

Please refer to page 55 of this handbook for the complete policy on Student Medication.

SCHOOL HEALTH SERVICES

The nurse is available to talk with parents at all times regarding any health problems or in recommending community resources available.

- **Medical examinations** – The school is responsible for medical examinations of pupils in grades K, 1, 3, and 7. The medical examination requirement may be met in one of two ways. A "Health Certificate" card can be obtained from the school your child attends and your family physician may do the examination and complete the card, which is then returned to the school nurse. If a "Health Certificate" card is not on file prior to school physical, the school physician will do the examination. Please avoid duplication of services by returning the cards by September 30, or notifying the Health Office of a future appointment.
- **Follow up** is provided on any defects found in the medical examinations. Parents are notified and urged to consult their own family physician for advice regarding those conditions. If private physician care is not possible the school nurse can help the family locate other resources.
- **Vision tests**, using the Snellen Eye Chart or Vision Testing Machine, are provided for all students yearly.
- **Hearing tests**, using the audiometer, are provided for all students on a yearly basis. Students are re-tested when a teacher or parent reports a problem.
- **Scoliosis** (curvature of the spine) **screening** – All children, starting at eight years of age, have a spinal screening done by the nurse. If some questionable case is found, our school physician verifies it before referrals are made to family and health care providers.

- **First aid care** is given for emergencies and illnesses occurring during school hours.
- **Health inspections** are made to aid us in the prevention and control of communicable diseases. These include daily classroom inspections by the teacher. Special inspections of all children and contacts are made when communicable diseases are found.
- **A cumulative health record** is kept for each child showing his/her growth and development, all immunization records and problems requiring special needs or consideration

Illness or injury at school – Should a child be injured or become ill at school, the school nurse will telephone the home, work or emergency phone numbers provided. No child is sent home alone. It is wise for parents who are employed to list their business phone, and at least two emergency phone numbers should be on file in the school office so that they may be contacted in an emergency.

STUDENTS WHO ARE ILL MAY NOT LEAVE THE SCHOOL WITHOUT HEALTH OFFICE AUTHORIZATION!

- The Board of Education has no legal right to assume responsibility for medical care of students injured in school. Only immediate first aid may be given. Its policy is determined by directive from the State Education Department.
- **Communicable disease control** – In order to prevent the spread of communicable diseases and to insure rapid recovery with a minimum of after effects, it is advisable to keep a child home from school when he/she shows any of the symptoms listed below. If these symptoms persist, it is wise to contact your physician, particularly when accompanied by fever.

Chills	fever
cough	skin eruptions
headache	sore throat
earache	red/runny eyes
stomachache	diarrhea
enlarged glands	runny nose
vomiting	

- If any of these symptoms is found in a child in school, parents will be notified and the child will be sent home.
- When a child becomes ill at home, parents should notify the school Health Office or attendance secretary in order to assist in preventing and controlling communicable diseases and in maintaining good health conditions for all children. Parents are requested to keep their children at home when any symptoms of illness appear. Your school nurse will be glad to talk with you regarding any questions you have.
- **Exclusion of children from school** – Notices will be sent home with every child when infections are discovered or reported in the school.
- **Immunization** – According to Board Policy JGCB and New York State Law Regulation 66.3 and Chapter 926, your child must be immunized in order to attend school in the North Syracuse Central School District. Failure to comply with this policy and state law will mean that your child **will not be able to enter school** until the immunization (polio, measles, diphtheria, rubella, and mumps) is in process or the immunization requirements are met. In addition, **all students entering the 6th grade** are required to show proof of immunity again varicella (chickenpox) and pertussis or “whooping cough”. Also, **all 7th grade students** must have begun the HIB series prior to the start of school in September.
- The doctor may excuse a child if the immunization would be detrimental to his/her health; but it must be in writing and signed by the physician. If an outbreak of that disease occurs, that child is automatically suspended.

ACCIDENTS

If a student is injured during the school day or at any school function, he/she is to report this immediately to the person in charge, who will submit a written report to the school Health Office. The school nurse will inspect the injured person and take any necessary steps.

In case of an emergency, the nurse should be summoned immediately. If a doctor is necessary, the nurse will notify the parents and give them an opportunity to take the student to their family physician. The school district does not carry medical insurance on the students. Parents should submit any bills to their private insurance carrier. Any questions should be directed to the District Office, Insurance Department.

SCHOOL-PARENT COMMUNICATION

Communication between school and parents is a two-way street. Parents are encouraged to call the appropriate personnel whenever there is a question or concern. School personnel frequently contact parents through phone calls, written notices and letters, and by encouraging parent conferences. Specifically, in November, parents of 5th and 6th students are asked to schedule an appointment to meet with their child’s teacher (see school calendar).

To become more involved with the school, which is always strongly encouraged, parents are invited to join the PTG. **Parent-Teacher Group (PTG)** of Gillette Road Middle School. Meetings are 6:30 p.m. on the 2nd Thursday of the month. Please check the calendar for dates.

Officers for the 2023-2024 school year are:

President - Fallon Roehm, Vice President– Nicole Ginsburg Co- Secretaries Stacy Miller & Maggie Francis, Treasurer - Colleen Klei

As for building information, information is sent out via Parent Square, and listed on the GRMS website to keep parents up-to-date on school activities, announcements and classroom news.

REPORT CARDS

Students are encouraged to reach a high scholastic average as well as to perform their duties to the best of their abilities. Report cards and progress reports are issued periodically to indicate to the student and parents the student’s performance. A student’s marks are an indication of their achievement, but do not always indicate their abilities or ambition. Achievement can be improved by proper attention in class, doing all homework and classwork, and proper study habits. Report Cards and Interim Reports can be accessed through School Tool.

INTERIM REPORTS

Interim Reports are a means of communicating student progress to parents between marking periods. Students who drop considerably in a particular subject or who have below a 70 in any subject are given Interim Reports. In some cases, students who have improved greatly in certain subjects are also given Interim Reports. Parents are encouraged to call the Guidance Office at Gillette at **315-218-3111** with any questions concerning these reports.

5TH - 7TH GRADE SCHEDULE

	Interim Reports On-Line	Report Cards On-Line
1 st	10/13/23	11/17/23
2 nd	12/21/23	02/06/24
3 rd	03/13/24	04/19/24
4 th	05/24/24	06/25/24

HONOR AND MERIT ROLLS

At the end of each marking period, an Honor and Merit Roll will be posted. ALL students receive numerical grades. Students with an average of 84.5-89.4 will be placed on the Merit Roll and those with an average of 89.5-100 will be placed on the Honor Roll. **Note: Grades of D or F exclude students from Honor or Merit Roll.**

SCHOLASTIC ELIGIBILITY

The new Scholastic Eligibility Policy became effective July 2007. All students involved in district interscholastic co-curricular activities, including athletics, band and other activities, in grades 7-12 are expected to achieve an **overall average of 70% in the previous quarter, with not more than one failing course.** Scholastic eligibility for 7th grade will be determined by the **last quarter grades in 6th grade, not by the final average or summer school grades.** Please review the Scholastic Eligibility policy on page 49 or online at the District website.

GENERAL SCHOOL REGULATIONS

Each student is expected to behave in a way that is safe, respectful and responsible. This enables all of us to work in a positive manner to reach our goals. The following behaviors are listed in order to help students meet the expectations stated above.

1. Hallway traffic should be orderly; running, whistling, shouting, or other loud noises are **NOT** acceptable.
2. Loitering in halls or lavatories is not allowed.
3. Gum chewing is not allowed.
4. Smoking and/or possession of cigarettes in or on school property are not allowed.
5. The selling of **any** article or substance by a student to another student is strictly prohibited.
6. Damaging or defacing any article of school property is strictly prohibited.
7. The public display of affection is not acceptable behavior.
8. Students are expected to come to class, study hall, or detention with the materials necessary for them to work.

PASS PRIVILEGES

1. Except before school and during the passing of classes, students are required to have a pass when moving through the halls. Passes are contained in the Student Agendas and must remain intact in the agenda at all times.
2. A pass is completely filled out and must be signed by the teacher granting the pass, and by an authorized person at the destination.
3. **No** passes will be issued during **class time**. The only exceptions are:
 - a. emergencies
 - b. referrals to the office
4. Students should go **directly** to the destination written on their passes. **Stopping** along the way is not permitted.

ELECTRONIC EQUIPMENT/GAMES

For a variety of reasons, including disturbance to classes, as well as damage or theft of the equipment, radios, IPODs, MP3 players, electronic games, tape recorders, CD players, cameras, beepers, trading cards **etc.** are not to be brought to school. Students should be aware that such articles will be confiscated and may be returned at the end of the day. If this behavior is repeated, the equipment will be confiscated and released only to the student's parent or guardian.

CELL PHONE USAGE

Cell phones are allowed in school only when they are turned off and placed in the student's locker. Use of cell phones: calls, text messages, camera phones, etc during school hours is strictly prohibited. Misuse of phones will result in the phone being confiscated, placed in the safe and returned only to the parent or guardian.

UNSAFE OBJECTS/MATERIALS

Because items such as cigarette lighters, matches, laser pointers, sharp objects, hair equipment, hair spray, any type of spraying device, **etc.** may create unsafe situations, they are not to be brought to school. Students should be aware that such items will be confiscated and may be returned at the end of the day. If this behavior is repeated, the item will be confiscated and returned only to the student's parent or guardian.

APPROPRIATE DRESS

As students grow and develop their identities, they often use clothing as a way to express themselves. NSCS D respects our students' rights to express their individuality in their appearance while in school and at school events. Student dress should contribute towards a safe, comfortable, and inclusive learning environment. This policy is intended to communicate student dress code expectations. Religious and cultural headwear is allowed and accepted in all settings.

Must Wear: clothing including both a shirt with pants, shorts, or skirt, or the equivalent and shoes appropriate for coursework. Clothing must cover undergarments (waistbands and bra straps excluded).

May Wear:

- athletic attire, yoga pants, jeggings, distressed jeans, cropped shirts, tank tops
- Hats, bandanas, and/or hoods may be worn in the classroom provided they do not interfere with the line of sight for any student or staff and the classroom teacher provides consent

May Not Wear: Hats and hoods may not be worn in hallways, lunchrooms, or the auditorium. Student may not wear clothing, items, or accessories that:

- conceal/disguise a student's identity (except for a religious purpose)
- depict, advertise, or imply profanity
- advocate violence, vulgarity, hate speech
- feature pornographic images
- promote drugs, alcohol, and tobacco
- consist of undergarments or bathing suits as outerwear
- denigrate another person's race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, disability or any other legally protected status are see-through and expose undergarments and/or private parts

Addressing Violations:

- A staff member will have a supportive, private conversation outside of the classroom setting with a student in violation of the dress code.
- If the student modifies their attire to comply with the dress code the child is released to class with no disciplinary consequences.
- If a student fails to adjust their attire to comply with the dress code policy, parents will be contacted to have a solution-oriented conversation with the goal of having the student return to their learning environment.
- If all measures outlined above are not productive, the student will be considered insubordinate and subject to the student code of conduct.

This dress code applies not only to all school instructional programs, but also to all co-curricular, athletic, and extra-curricular activities, clubs, teams and events, including any fund-raising events associated with the School district.

TARDINESS TO CLASS

Students are expected to be on time for all classes. If a staff member detains a student, the student should be issued a pass, which will grant him/her an excused late entry into that classroom. Classroom teachers will record unexcused tardies, and the following procedures will be used **each ten-week period:**

First tardy: Teacher notifies student and gives a warning

Second tardy: Parent notification

Third tardy: Teacher notifies parent and detention is assigned

Fourth tardy: Referral: Principal intervention/parent contact

Fifth tardy: Referral: Principal intervention/parent contact

PLAGIARISM

You have Plagiarized when you:

- Copy sentences or paragraphs out of books, magazines, encyclopedias, etc. and present them as your own.
- Present someone else's argument or ideas as your own.
- Copy someone else's lab report, outline, essay, report, or term paper.
- Allow somebody else to write your papers, reports, etc.
- Borrow or buy someone else's reports or papers and submit them as your own.

Penalties for submitting a plagiarized class assignment:

- No credit for the assignment that was plagiarized.
- Plagiarized assignment cannot be redone or made up.
- Parents will be notified.

STUDENT TECHNOLOGY GUIDELINES

Computer technology issues, which are not violations of the district Acceptable Internet Use Policy (AIUP) and are not actions that could cause damage to the computer itself or the network, will be dealt with by the individual classroom teachers with a warning and/or parent notification and/or teacher assigned detention. Repeat offenses of this type would follow the process for infractions through the disciplinary actions assigned in the Student Agenda. Computer issues that are violations of the AIUP and/or appropriate use of computers will be dealt with according to the step process.

Infractions include, but are not limited to:

- Downloading of any files or installing any programs on student devices without permission of the teacher
- Downloading of any inappropriate, non-educational, or pornographic material or games to any device
- Changing or altering any settings, files, profiles on Chromebooks to deliberately circumvent established security or filtering policies
- Inappropriate use of the Internet such as: playing games not approved by the teacher, using chat rooms, cyber bullying, searching or viewing inappropriate content, or ordering items
- Impersonation of another student by logging in to a device using someone else's username and password. As well as, sharing your password with other students
- Student use of email for anything other than school related activities
- Any violations of Federal, State, Local laws, rules or regulations or District Policy Consequences range from: suspension of computer privileges, along with a warning, DT, ISS, OSS, informal or formal hearing

Consequences range from: suspension of computer privileges, along with a warning, DT (detention), ISS (in-school-suspension), OSS (out-of-school suspension), informal or formal hearing.

BREAKFAST/LUNCH PROGRAM

Students wishing to eat breakfast at school may report to the cafeteria prior to homeroom for a "Grab-N-Go" breakfast. If they choose they may eat in the cafeteria. The lunch program is designed so every student is scheduled to eat during one of the lunch periods and they are required to report to their assigned dining room during this period. Each day the cafeteria staff provides a breakfast menu in the morning and then prepares two hot lunches, a salad plate and a variety of sandwiches. Ice cream and snacks can also be purchased. Students **must** use their **4 digit personal ID number** when purchasing a breakfast or lunch. Students who receive free or reduced price lunches also qualify for free or reduced priced breakfasts. **Applications for free or reduced-price meals must be filled out each year.** Only one application per family is necessary with **all** the student names. If the household members, income or assistance changes during the year, a new application must be submitted.

The Food Service Department encourages prepayment of meals. You can pay by cash or check made out to the "School Lunch Fund" or by credit card at www.MySchoolBucks.com or through the District website. Specify when you prepay if the money is for breakfast meals, lunch meals or a general fund, which can be used for anything including snack foods. If you do not specify, your money will be applied to your lunch account. Your student can bring prepayment to the cafeteria in the morning or you can mail a check with your student's name and ID number to Gillette Road Middle School Cafeteria, 6150 South Bay Road, Cicero, NY 13039-9310.

DINING ROOM BEHAVIOR

- Observe good dining room standards at the table.
- Leave tables and surrounding area clean.
- Replace chairs and put trash in proper containers.
- No extorting of food or money; no trading food.
- No "budging" into line.
- Food must remain in the cafeteria unless otherwise directed by a staff member.
- Respect cafeteria staff, supervisors and other students.
- Conversation in a **normal tone of voice** is encouraged in the dining room.
- Students are expected to eat in the dining room that has been assigned to them, to be on time, and to remain in the dining room throughout the lunch period.

Students who cannot abide by these procedures will not be allowed to eat in the dining room. Their lunch privileges will be restricted to an assigned area, and they will eat alone.

RULES FOR SCHOOL CONCERTS

To make our performances more enjoyable for the participants and for the audience, we find it necessary to establish or reinforce the following rules:

- **A parent needs to accompany all students and/or other children.**
- No food or beverages are to be brought into the building.
- Appreciation for individual or group performance should be shown by applause at the end of the particular number. Whistling, screaming and/or foot stomping is not appropriate.

- After a group has finished performing, they are to report back to their assigned rooms where they will remain with the supervisor(s). Parents may pick up their children in their rooms during intermission and/or at the end of the concert.
- The use of cell phones and/or pagers is prohibited during the concert.

SCHOOL SOCIAL EVENTS

School events are held primarily for the enjoyment of middle school students and are not open to the public. The following guidelines are intended to support this purpose:

- Only students presently attending the middle school may participate. Students must be present in school the day of the event to be able to attend.
- In general, evening events begin at 6:00 P.M. and end by 8:00 P.M.
- Attire for social events must be appropriate.
- Regular school behavior guidelines apply for the social event.
- Parents should be here on time to pick up students.
- Parent permission slips are required for certain school events.
- Attendance at school functions will follow the Student Conduct and Discipline Policy. If a student is assigned or serving a suspension from school (**ISS or OSS**), **the day** of the function, they will not be allowed on school grounds or at extra curricular events.

RULES FOR PHYSICAL EDUCATION

All students will review the following document with the Physical Education Staff at the initial class meeting. These meetings will be conducted in large group settings with all Physical Education instructors present. This insures continuity in the program. Rarely a teacher will have to review these policies alone when other instructors are on assigned duties. Students will have the opportunity to ask any questions for clarification.

Attendance

All students will be scheduled for physical education every other day. Attendance is required at each class.

Dress for Class

Students are required to be dressed in the appropriate attire for physical education class. This includes sneakers, a shirt, and athletic shorts or pants. Students may choose to change their clothing in the school locker rooms if they would like to. Students who do not want to change in the locker room must come to school wearing the appropriate attire on the days that they are scheduled for physical education class.

Any student who does not meet the above requirements will be considered unprepared to participate in the physical activities that period. Students and families should be aware that when a student does not participate due to unpreparedness, a grade of zero may be given for that class period.

Unprepared Policy for Physical Education

The following steps will be used for each 10 week marking period:

- Step 1 Teacher Verbal Warning
- Step 2 Student will complete a written assignment
- Step 3 Student will complete a written assignment, teacher will notify parent/guardian
- Step 4 Student will be assigned one night of detention
- Step 5 Student will be referred to the principal

Jewelry and chewing gum are not allowed in class for safety reasons.

Students who are late to class must be prepared to show a pass from the previous instructor. Three tardies in a 10-week marking period will result in a teacher detention.

Injuries

Injuries, no matter how minor, are to be reported to your physical education teacher or the physical education teacher in charge of your activity at the time. This includes substitute teachers. You will then be referred to the health office.

Medical Excuses

Students may be excused from physical education classes by presenting a Doctor's Note stating the limitation and its duration. If you are under the care of a physician you must have a release from him/her before you can resume your physical education classes. Students missing class without a doctor's note will be required to make up the class and should consult the physical education staff for make up assignment.

Locker Room Rules and Behavior

Locker rooms are to be used for dress only. Gym clothes will be stored in the student's hall locker. Gym clothes will be brought down for class and returned after class to the student's hall locker. Each student will have access to a combination locker to store his/her school clothes during physical education class. Fighting and other forms of dangerous behavior will not be tolerated. Any unsafe behaviors will be referred to the principal where disciplinary action will be determined as outlined in the student handbook. The physical education teacher in cases can also assign detention where actions by the student were not deemed serious enough for administrative action. Parents will receive a written form explaining the issue.

BUS TRANSPORTATION

Every day approximately 10,000 students are transported to and from schools by a fleet of 90 buses owned and operated by our school system. These buses travel over one million miles per year. There are certain rules that every student must know and follow:

1. Help keep the bus on schedule - be on time. Bring with you everything you need for school. The bus cannot wait or return home for you.
2. Be careful not to destroy or damage surrounding property in any way while waiting for the bus.
3. Students need to use their assigned bus stop unless it is officially changed by transportation.
4. Be careful in approaching bus stops. It's wrong to walk on the "right side" of the road. You might be struck from behind. Walk on the left side.
5. Avoid standing and playing on the road while waiting for the bus.
6. Be sure the bus has come to a full stop before getting on or off the bus.
7. Obey the driver promptly and cheerfully; realize that he/she has a big responsibility and that it is your job to help.
8. Loud talking and unnecessary confusion diverts the driver's attention and may result in a serious accident.
9. Keep your head, arms and hands inside the bus at all times. Do not open windows without the driver's permission.
10. Smoking on school buses is a violation of the "State Law".
11. Help keep the bus clean, sanitary, and orderly. Treat bus equipment as you would valuable furniture in your own home.
12. The emergency door is to be used in an emergency only. Do not tamper with it.
13. If a bus has mechanical trouble or is delayed on the road, remain seated in the bus until it can proceed, or until a relief bus arrives. If you are waiting for a bus and it is delayed, please wait until your regular bus or a relief bus arrives.
14. Students are responsible for any damages that they do to the bus.
15. When getting off the bus, do not attempt to cross the road until the driver signals that the road is clear and it is safe to proceed. Then only cross in front of the bus.
16. Any long-term change in bus pick-up or drop-off requires filling out a **Change of Transportation Form**. These forms are available in the school's main office or the District Transportation office.
17. Any short-term change, a student must bring a signed note from a parent or guardian in order to ride a different bus.

Just a reminder – if you notice anything unusual at your bus stop, please make sure you report it immediately to your bus driver.

BUS PASSES/LATE BUSES

Bus passes are issued to students needing to ride a different bus or depart their bus at a different stop. Bus passes can only be issued to students if a note has been sent into school from the parent. All temporary bus request changes must be in writing. Passes will be issued for a temporary change in after school arrangements. The student should report to homeroom and then submit their note to the secretary in the Main Office who will write up bus passes. The student should return to the Main Office later in the day to pick up their bus pass.

Late buses are available to students Monday – Thursday at 4:10 PM. Students staying for any after school event or activity will be issued a late bus pass from the teacher supervising their activity. Late bus runs are determined by area and will not be the students' regular bus. A map of the areas is located in the Main Office and the Security Guard will have a list of late buses and will be available as students leave the building if they require additional assistance.

VISITATION PROCEDURE

All buildings in the North Syracuse Central School District have an open door philosophy and encourage the visitation of all residents in the district.

1. Parents may request a visit to their child's classroom(s) through the building principal. The date and time of the visit shall be mutually agreed upon directly between the parent and the teacher. The building principal shall be notified in advance, of the arrangements, which have been agreed upon for the visit.
2. Teachers may request a parent to visit the classroom by directly contacting the parent and establishing a mutually agreed upon date and time. The building principal shall be notified of the visit, in advance.
3. Visitations shall take place in such a way that no disruption of the normal classroom routine shall occur.
4. A 24-hour notice would be preferred to make the scheduled visitation a worthwhile experience. Shorter notices are acceptable providing this does not disrupt the learning process.
5. Upon entering the building, visitors must sign in with the security guard and secure a visitor's pass from the main office. Upon completion of the visit, the pass must be turned in and the visitor must then sign out with the security guard.

VISITOR CODE OF CONDUCT

The District is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of environment, it is necessary to regulate visitor conduct on school property and at school functions. A "visitor" is defined as anyone who is not a regular district staff member or student of the school.

The restrictions on visitor conduct on school property or attending a school function are not intended to limit freedom of speech or peaceful assembly. The purpose of this code of conduct is to maintain public order and prevent abuse of the rights of others.

POLICY 1240.1 - VISITOR CODE OF CONDUCT

Visitor Code of Conduct

All visitors on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all visitors on school property or attending a school function are expected to be properly attired for the purpose they are on school property.

Prohibited Conduct

No visitor, either alone or with others, shall:

- Injure any person or threaten to do so.
- Damage or destroy school property or the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including engaging in graffiti or arson.
- Disrupt the orderly conduct of classes, school programs or other school activities.
- Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
- Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability.
- Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
- Violate the traffic laws, parking regulations or other restrictions on vehicles.
- Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
- Smoke a cigarette, cigar, pipe or use chewing or smokeless tobacco in or on school property or at a school function.
- Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the district.
- Loiter on or about school property.
- Gamble on school property or at school functions.
- Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
- Incite others to commit any of the acts prohibited by this policy.
- Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.

Penalties

Visitors who violate this policy shall be subject to the following consequences:

Visitors authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises.

Please contact the North Syracuse School District Office or refer to the District website for a complete copy of the Visitor Code of Conduct Policy.

STUDENT ACTIVITIES

STUDENT COUNCIL

Representatives are elected from each homeroom every year to encourage school spirit and develop leadership skills. These students work on special worthwhile school projects throughout the year.

MUSIC ACTIVITIES

Students may participate in concert band, orchestra or chorus. These activities are held during the school day period for 7th grade students and after school for 5th and 6th grade students. Instrumental music lessons are offered during the day for all grade levels. Concerts are performed in December and May.

SCHOOL PLAY

Interested students work from mid-winter until early spring to present the annual school play. In the past, Gillette Road Middle School plays have been outstanding and very enthusiastically received by both the school and the community.

SPORTS

Intramural activities are offered throughout the year, depending on the season, student interest and availability of coaches. Some of the sports that have been offered are: track, soccer, flag football, bowling, basketball, volleyball, dancercise, softball and lacrosse.

Modified sports programs are offered for 7th grade students in conjunction with 8th grade students. Tryouts are held and teams compete against other county schools at this age level. Track, football, basketball, soccer, lacrosse, and baseball are usually available. Teams practice at North Syracuse Junior High School.

The North Syracuse Board of Education has established the following parameters in response to the need to determine the medical status of students prior to participation in interscholastic sports.

1. A student's personal primary care physician may provide a health assessment for interscholastic athletics participation when using North Syracuse School District's standards of acceptability. The school district will continue to provide student athletic physicals, free of charge.
2. The Chief School Physician has the final authority to determine the physical capability of a student to participate in a sport.
3. The examination and approval of the school physician or personal physician will indicate the category of activities in which the student may participate. **(This information must be submitted to the school nurse on the athletic department health record card.)**
4. The results of the examination will be valid for one academic year unless injury or prolonged absences occur. Under these circumstances, re-qualification by the school physician must take place prior to participation. Physicals conducted subsequent to June 1st will be considered valid for the following year.
5. A student unable to participate in a district athletic program due to physical impairments identified during a school athletic physical may present a verified petition to the New York State Supreme Court to enjoin the school district from prohibiting his/her participation.

**NORTH SYRACUSE CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION POLICY STATEMENT**

SUBJECT: COMPREHENSIVE ATTENDANCE POLICY

I. PHILOSOPHY

The North Syracuse Board of Education shares these common beliefs:

1. Regular class attendance is one of the most important aspects of a student's educational program.
2. The educational process requires a continuity of instruction and active classroom participation.
3. The interaction between students and teachers in the classroom is an integral component of learning.
4. There is a strong correlation between consistent class attendance, parental involvement and academic success.

These beliefs support the need for daily attendance and are the basis for the comprehensive attendance policy.

The Board of Education recognizes its responsibility to maintain adequate attendance records on each of its pupils and to be able to keep track of pupils throughout the school day. Additionally, the Board of Education has the obligation to be able to notify parents where their enrolled children are throughout the school day. The Board of Education directs the administration to identify patterns of behavior that may require school/parental attention. Furthermore, the Board of Education affirms positive student attendance as critical to maximizing the achievement of academic standards.

The North Syracuse Board of Education is responsible for the establishment and enforcement of a uniform attendance policy.

II. POLICY

The Board of Education adopts this comprehensive attendance policy in order to promote greater student attendance, to maintain detailed data regarding student attendance and absences, and to assure accuracy in accounting for all students at all times.

III. AMPLIFYING INSTRUCTIONS AND GUIDELINES

The Superintendent or his/her designee shall be responsible for developing and revising any administrative guidelines and procedures for this policy.

**ADMINISTRATIVE GUIDELINES AND PROCEDURES
FOR IMPLEMENTATION OF
POLICY 5100-1
COMPREHENSIVE ATTENDANCE**

The Board of Education recognizes that regular school attendance is a major component of academic success. Through implementation of this policy, the Board of Education expects to reduce the level of unexcused absences, tardiness, and early departures, encourage full attendance by all students, maintain an adequate attendance record keeping system, identify patterns of attendance problems and develop effective intervention strategies to improve school attendance.

1. Notification of Comprehensive Attendance Policy

To be successful in adopting and implementing this policy, it is imperative that all members of the school community are aware of the policy, its purpose, procedures and the consequences of non-compliance. To ensure that students, parents, teachers and administrators are notified of and understand this policy, the following procedures will be implemented:

- 1.1 The attendance policy will be included in all student handbooks, planners, and agendas and will be reviewed with students at the start of each school year.
- 1.2 Parents will receive a plain language summary of this policy by mail prior to the beginning of the school year. Parents may be asked to sign and return a statement that they have read and understand this policy.
- 1.3 When a student is absent, tardy, or leaves early from class or school without excuse, designated staff member(s) will notify the student's parent(s) of the specific incident of unexcused absence, tardiness, or early departure, remind them of the attendance policy, and review attendance intervention procedures with them.
- 1.4 At all annual school Open Houses or Back-to-School events, administrators will review this policy and stress the parent's responsibility for ensuring their children's attendance.

- 1.5 Notification of this policy and a summary of attendance expectations and consequences will be published in the District Dispatch throughout the 2002-03 school year and prior to the beginning of each subsequent school year.
- 1.6 Notification of this policy and a summary of attendance expectations and consequences will be published in each school's newsletter and will include periodic reminders of the components of this policy.
- 1.7 The district will provide a copy of the attendance policy and any amendments to faculty and staff. In-service sessions will be held for all faculty and staff prior to the implementation of the policy. The policy will be published in all faculty handbooks.
- 1.8 Building administrators will meet at the beginning of each school year to review the attendance policy to clarify individual roles in its implementation with designated staff member(s).
- 1.9 Copies of this policy will also be made available to any community member, upon request.

2. Excused and Unexcused Absences

All student absences, tardiness, and early departures from class or school must be accounted for. It is the parent's responsibility to notify the school within at least 24 hours of the student absence, tardiness, or early departure from class or school or to provide a written excuse upon the student's return to school.

2.1 Excused Absences

An excused absence is defined as the student not being in school, but has an excuse that is within the district's acceptable excused absence regulations.

2.11 Medical reasons:

- Sick
- Attendance at Health Center*
- Dental/Orthodontic Appointment*
- Doctor Appointment*
- Hospital*
- Injury
- Quarantine*
- Surgery*
- Counseling*

2.12 Family related reasons:

- Emergency in family
- Death in family
- Attending funeral
- Military obligations*
- Religious observance

2.13 Other:

- College visit*
- Attending funeral
- Incarcerated*
- Social Service visit*

*Certain student absences will require written verification from a physician, health care provider, dentist, social service agency, court, or college. In the absence of such written official verification, student absences will be considered unexcused.

2.2 Unexcused Absences

An unexcused absence is defined as the student not being in school with parental knowledge or consent but not within the district's acceptable excused absence regulations.

- Away
- Babysitting
- Car trouble
- Employment
- Family vacation
- Illegal excuse
- Missed bus

- No excuse submitted
- Overslept
- Parents thought there was no school
- Personal
- Power outage
- Road test
- Shots incomplete
- Skip school
- Non-school Sporting Event
- Unknown
- Half-day session of school

2.3 Tardies

A tardy is defined as the student arriving to school after the official start of the school day.

2.31 Excused tardies:

- Attendance in Court*
- Attendance at Health Center *
- Attending Funeral
- Counseling*
- Dental/Orthodontist appointment*
- Doctor appointment*
- Went directly to BOCES
- Family emergency
- Impassable Roads and/or weather
- Social Services visit*

*Certain student absences will require written verification from a physician, health care provider, dentist, social service agency, court, or college. In the absence of such written official verification, student absences will be considered unexcused.

2.32 Unexcused tardies:

- Employment
- Failure to sign into school late
- Car trouble
- Arriving late to school
- Missed bus
- Overslept
- Power outage
- Present in school, but not in homeroom
- Road test
- Unknown

2.4 Other

2.41 Student Suspensions

For purposes of this attendance policy, student suspensions (in-school or out-of-school) will be encoded as excused absences.

2.42 Educational Events

Educational events will be encoded as excused absences.

- Attending Career Center*
- Take Your Child to Work Day*
- School Event
- School-sponsored field trips
- School-approved work program*

*Certain student absences will require written verification from a physician, health care provider, dentist, social service agency, court, or college. In the absence of such written official verification, student absences will be considered unexcused.

2.5 Truancies

A truancy is defined as the student being absent from school without parental knowledge or consent.

All student truancies will be considered to be unexcused absences.

*Certain student absences will require written verification from a physician, health care provider, dentist, social service agency, court, or college. In the absence of such written official verification, student absences will be considered unexcused.

General Procedures/ Student Attendance Collection

The district utilizes the Student Information System, operated and maintained by the Regional Information Center of the Onondaga-Cortland-Madison BOCES. All incidents of student absence, tardiness, or early departure from school are to be recorded electronically.

2.1 Attendance will be taken during each class period.

2.2 At the conclusion of each class period or school day, all attendance information shall be compiled and provided to the designated staff member(s) responsible for recording attendance.

2.3 The nature of a student absence, tardiness or early departure from class or school shall be coded on a student's attendance record.

2.4 Student absences, tardiness, or early departure from class or school shall be made available to and should be reviewed by school administrators in an expeditious manner.

2.5 Where additional information is received that requires corrections to be made to a student's attendance records, such correction shall be made immediately. Notice of such a change will be sent to appropriate school personnel subject to applicable confidentiality rules.

2.6 Building attendance data will be reviewed and reported to the Superintendent and each building administrator ten times each school year.

2.7 Attendance data will be analyzed periodically by building administrators to identify patterns or trends in student absences.

2.8 Continuous monitoring will be conducted to identify students who are absent, tardy, or leave class or school early. Such students must be reminded of the expectations for positive attendance and of the consequences of lack of attendance. Such students may also be referred for attendance intervention.

3. Attendance Incentives

The district will design and implement systems to acknowledge a student's efforts to maintain or improve school attendance. Each building will develop a system of incentives and recognition to be implemented (for example, publication of quarterly attendance honor roll, perfect attendance lists, etc.).

4. Disciplinary Consequences

Unexcused student absences, tardiness, and early departures from class or school may result in disciplinary action consistent with the district's code of conduct. Those penalties may include detention or in-school suspension. Students may also be denied the privilege of participating in or attending extracurricular events.

5. Intervention Services

Each building shall determine appropriate intervention services for students whose attendance is problematic. Such interventions may include parent-administrator-student conferences, referral for counseling, and/or referral to social service agencies or the juvenile judicial system. These intervention services will be specified in each building's student, and parent, and staff handbooks.

7. Attendance and Grade Policy

The Board of Education recognizes an important relationship between class attendance and student performance.

Consequently, each marking period a student's final grade may be based on classroom participation as well as the student's performance on homework, tests, papers, projects, etc.

Students are expected to attend **all scheduled classes.** Consistent with the importance of classroom participation, **unexcused** student absences, tardiness, or early departure from class or school **will** affect a student's class participation grade for the marking period.

8. **Annual Review of Attendance**

Each building administrator will review student attendance records annually. Should the building's annual attendance rate decline from that of previous years, the building administrator will submit a plan of intervention to the Superintendent and Board of Education.

The Board of Education shall annually review building-level student attendance records and, if such records show a decline in student attendance, the Board shall revise this comprehensive attendance policy and make any revisions to the plan that it deems necessary to improve student attendance.