

**GREENWICH PUBLIC SCHOOLS
WESTERN MIDDLE SCHOOL
2022-2023
CODE OF CONDUCT**

MISSION STATEMENT

We at Western Middle School believe that all children can perform at high levels and that it is our responsibility to help the children to reach these expectations while establishing a caring and nurturing environment for learning.

INTRODUCTION

Middle School is a time of enormous academic, social and emotional growth. In order to maximize this growth, it is vital that all members of the Western Middle School community adhere to a series of rules created to promote learning, social responsibility and mutual respect. Under the umbrella of the GPS norms (Be Here, Be Safe, Be Honest, Care for Self and Others and Let Go and Move On), we have created a series of actionable behaviors across the various settings of the school, in extracurricular spaces and throughout the digital learning environment. Expectations are taught explicitly and reviewed regularly to ensure the development of a culture where all students can flourish in and out of the classroom. Students who demonstrate a consistent ability to meet schoolwide behavioral expectations are recognized for such, while students who struggle in this area may require further instruction and possible disciplinary measures.

Students who earn school consequences for misbehavior have the right to due process, except in rare emergencies when the school must act immediately to protect the health or safety of an individual or group. Parents are informed when disciplinary action is taken, and have the right to appeal decisions by making an appointment with the appropriate administrator.

Western Student Expectations

WMS adheres to the GPS Safe School Climate Norms:

Be Here ~ Be Safe ~ Be Honest ~ Care for Self and Others ~ Let Go and Move On

<p style="text-align: center;"><u>Classroom</u></p> <p style="text-align: center;">~ Be Here ~ Be Safe ~ Be Honest ~ Care for Self & Others ~ Let Go & Move On ~</p> <p style="text-align: center;">Arrive on time & be ready to learn Follow adult directions Wait your turn Own it Be kind Advocate</p>	<p style="text-align: center;"><u>Bathroom</u></p> <p style="text-align: center;">~ Be Here ~ Be Safe ~ Be Honest ~ Care for Self & Others ~ Let Go & Move On ~</p> <p style="text-align: center;">Clean up after yourself Treat with respect Return to class promptly</p>
<p style="text-align: center;"><u>Hallway and Stairwell</u></p> <p style="text-align: center;">~ Be Here ~ Be Safe ~ Be Honest ~ Care for Self & Others ~ Let Go & Move On ~</p> <p style="text-align: center;">Walk Be kind Watch your words Take it one step at a time Clean up</p>	<p style="text-align: center;"><u>Library/Media Center</u></p> <p style="text-align: center;">~ Be Here ~ Be Safe ~ Be Honest ~ Care for Self & Others ~ Let Go & Move On ~</p> <p style="text-align: center;">Watch your words Follow adult directions Be kind</p>
<p style="text-align: center;"><u>Cafeteria and Recess</u></p> <p style="text-align: center;">~ Be Here ~ Be Safe ~ Be Honest ~ Care for Self & Others ~ Let Go & Move On ~</p> <p style="text-align: center;">Walk Clean up Be kind Watch your words Wait your turn Advocate</p>	<p style="text-align: center;"><u>Extracurricular Activities</u></p> <p style="text-align: center;">~ Be Here ~ Be Safe ~ Be Honest ~ Care for Self & Others ~ Let Go & Move On ~</p> <p style="text-align: center;">Represent Follow adult directions Be kind Watch your words</p>
<p style="text-align: center;"><u>Auditorium</u></p> <p style="text-align: center;">~ Be Here ~ Be Safe ~ Be Honest ~ Care for Self & Others ~ Let Go & Move On ~</p> <p style="text-align: center;">Sit Be kind Respond appropriately Enter and exit appropriately</p>	<p style="text-align: center;"><u>DLE & Social Media</u></p> <p style="text-align: center;">~ Be Here ~ Be Safe ~ Be Honest ~ Care for Self & Others ~ Let Go & Move On ~</p> <p style="text-align: center;">Follow adult directions Keep passwords safe Treat chromebook/charger with respect Advocate Be kind</p>

ACADEMIC EXPECTATIONS

Western Middle School offers all students a wonderful opportunity to learn and develop. We have an excellent staff, a fine Library/Media Center, and excellent resources. We expect and encourage all students to do their best work in every area. We also expect our students to be on time to classes and to come prepared with the necessary materials for each class.

APPROPRIATE LANGUAGE

Students are expected to use acceptable language. Insulting or hurtful statements to others will not be tolerated. Use of profane language or gestures is inappropriate and will not be tolerated. Consequences for these behaviors may include a parent conference, detention, and possible suspension.

ASSEMBLIES

At assemblies, students will:

- Sit as a class with their teacher in the area designated by the administrator in charge.
- Become silent when the program begins; behave appropriately during the assembly.
- Show appreciation by applauding at appropriate times; no other responses (such as whistling or booing) are acceptable.
- Remain seated until their rows and sections have been dismissed by the administrator in charge.

BEHAVIOR OFF SCHOOL GROUNDS

Behavior occurring off school grounds and beyond school hours that is seriously disruptive of the educational process and is a violation of board policy is subject to school discipline. This may include a parent conference, detention, loss of after school privileges, suspension, and/or expulsion.

BOOK BAGS

Students are not allowed to carry book bags or backpacks during the day. All book bags, backpacks, etc. must be placed in lockers at the beginning of the day and retrieved at dismissal.

CAFETERIA RULES

Students are expected to adhere to the following guidelines:

- Students are expected to be polite and courteous while in the cafeteria.
- Students waiting to be served should wait quietly against the wall, near the entrance to the lunch line.
- The throwing of food or any other object is strictly prohibited.
- Students are to clean their table and floor area after they have finished eating.
- Permission is necessary to go to the lavatory.
- After finishing lunch, students may remain in the cafeteria or go to the outside recreation area.
- Students may not leave until excused by a teacher on duty.
- Students are not allowed to be in unsupervised areas during lunch.
- Food may be eaten only in the cafeteria.
- Students reported for stealing food or extorting money will be subject to appropriate consequences. These may include reimbursement, loss of cafeteria privileges, parent conference, and/or suspension.
- Students may lose cafeteria privileges for inappropriate behavior.

CELL PHONES and other PERSONAL ELECTRONIC DEVICES

Personal electronic devices (other than Chrome Book) are not to be used during the school day.

These devices include but are not limited to:

- iPods or other mp3 players
- cell phones
- cameras
- CD/DVD players
- Headphones/airpods

Unless authorized by a teacher, activities such as listening to music, watching videos, taking photos or videos, texting and phone calls are all disruptive to the learning environment and are not allowed.

If these items must be brought to school, they should be locked in a student's locker during school hours. Inappropriate use may result in confiscation of the device. In this case, the device will be handed over to a parent or guardian.

CHEATING AND/OR PLAGIARISM

Cheating and plagiarism (the use of another person's ideas or writing as one's own) is unacceptable. Students using work from another OR giving their work to another will lose credit for the assignment or test and parents will be notified for the first offense. Any additional offenses may result in more serious consequences up to and including suspension. Forged notes, signatures, and other forms of misrepresentation will result in school discipline.

COMPUTER USE

Annually, all students using Greenwich Public Schools' electronic and wireless networks and their parent/guardian receive the rules governing secondary students' use of such technology. A computer Network and Internet Policy Contract must be signed by both the student and his/her parent/guardian in order for the student to be able to access the Greenwich Public Schools electronic media. Use of the computer and the computer network is a privilege. Student communications through the school provided network are monitored for appropriate language and content. Appropriate disciplinary consequences for infractions of any of these rules include detention, suspension from school, suspension of technology use privileges and financial liability. Furthermore, all students will be subject to the guidelines and procedures set forth in the BOE "Bring-Your-Own-Device" Policy (E-040.5) in addition to those governing all district issued devices.

DANGEROUS WEAPONS AND INSTRUMENTS

The Board of Education is concerned for the safety and welfare of all students and school personnel in school or at school-sponsored activities. For this reason, the Board prohibits student possession of a firearm, a deadly weapon, a dangerous instrument, or a martial arts weapon in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity. A violation of this policy will result in the mandatory recommendation by the Superintendent of expulsion for one calendar year.

Further, the possession of a facsimile of a weapon, dangerous instrument, or martial arts weapon in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity may result in disciplinary action including suspension and/or expulsion.

DETENTION

If a child is to be detained after school hours for makeup work or behavioral reteaching and/or reflection, the child will be directed to notify his/her home. The child's teacher or an administrator may also make a follow-up communication with home. After school detentions are held from 2:45-4:00pm each day, except for Wednesdays. In an effort to uphold the behavioral expectations of the school and reduce the number of suspensions, the administration reserves the right to assign Saturday detentions when appropriate. Saturday detentions will be held on an as needed basis, from 9:00am-12:00pm in the cafeteria and supervised by a certified staff member.

DRESS CODE

A student's choice of clothing or grooming styles has been held to fall within his/her right of privacy, as a form of self-expression. The Board of Education may not impose limitations on dress in which fashion or taste is the sole consideration; however, the building principal shall retain the right to act as the sole judge as to the suitability of a student's clothing, grooming, and/or appearance and consider health, safety, and respect for the academic environment in students' choice of attire. Inappropriate examples include, but are not limited to, see-through or sheer clothing, shirts with spaghetti straps, halter tops, strapless tops, tube tops, and low cut tops that expose cleavage. Tops that bare the midriff in any way are prohibited. In addition, all skirts and shorts must be no shorter than mid-thigh length. Students may be loaned school-appropriate clothing for the remainder of the day, or parents/guardians will be contacted to bring in more appropriate attire.

Students may not wear hats or hoods in the school building (except for religious reasons); and not wear clothing advertising alcohol, drugs, or tobacco, or displaying offensive language.

EXTRACURRICULAR SPORTS and ACTIVITIES

Participating in extracurricular activities at Western is a privilege for those students who meet certain academic and behavioral expectations.

In order to participate in WMS extracurriculars, the following requirements need to be met:

- 1) At no time can a student have more than one D in a class.
- 2) A student cannot be failing any classes at any time.
- 3) If a student receives an after-school detention for any reason, the student will not be able to participate in any practice, game or performance that day.

Grades will be reviewed on a weekly basis by the activity supervisor, who will suspend students from practices, games or performances if grades drop below the requirements. Students will not be able to participate again until their grades have improved to meet the requirements. Students will not be able to participate on a sports team or in the musical until they have signed and returned the appropriate contract.

FIGHTING

Fighting is not an acceptable solution to a problem. If a child is having difficulty with another student, a group of students, or is being threatened by anyone, the student should discuss the situation with his/her classroom teacher. If the problem continues, the student should see their guidance counselor, assistant principal, or principal. If a student is involved in a fight in school, the student will be sent to his guidance counselor,

and/or the assistant principal or principal. Administration will contact the student's parents and assign a consequence. Any student involved in an altercation, regardless of the initial aggressor, is subject to consequences.

FOOD IN SCHOOL

To maintain a sanitary school building, students may consume food and beverages only in the cafeterias. NO GUM OR CANDY is allowed in school. Candy or gum in school will be confiscated without compensation. Repeated offenses relating to candy and/or gum use in school are subject to disciplinary action.

Water is the only beverage permitted outside the cafeteria. Soda, juices, coffee products or other caffeinated beverages will be confiscated without compensation.

HALLWAY PROCEDURES

For safety reasons, students are to walk on the appropriate side of the hallway and are not permitted to run, push, or jump in the halls. Students are also asked to dispose of litter in the proper containers. Students are expected to follow any staff member's instructions, including moving along to class or leaving the building at the end of the school day.

LOCKERS

While the school is not responsible for the security of personal items, individual lockers and locker combinations are assigned to all students for the storage and safekeeping of personal items during the school day. Using objects to disable the lock mechanism and sharing of lockers or combinations with others defeats this purpose and is prohibited.

Lockers may be searched, with discretion, if the school principal, or his/her designee, has information or belief that the locker(s) may contain property, which the student may not legally possess, or property, which presents clear and present danger to the student or others within the school building.

The use of substance-sniffing dogs is permissible to check for illegal substances in lockers. Identification by such trained animals provides justification for a locker search by a school administrator.

When a locker is searched, the principal, or his/her designee, shall report this on the same day by telephone and in writing to the Deputy Superintendent.

INSUBORDINATION/INTIMIDATION OF STAFF

Any student who deliberately refuses to obey a member of the school staff may be removed from the class or activity, and a parent conference may be held. Insubordination may lead to suspension with a follow-up conference with a parent. Threatening or intimidating staff members will lead to suspension/expulsion and possible police involvement.

PROHIBITED ITEMS

Any items brought to school that are deemed either unsafe and/or disruptive to the learning process will be confiscated and returned to a parent or guardian.

REMOVAL FROM CLASS

Teachers may remove from class students who deliberately disrupt the educational process in the classroom. It is the Board's intention that suspension from classes and from school privileges, including transportation, be used for serious disciplinary offenses.

STUDENT SUPERVISION BEFORE AND AFTER SCHOOL

Students are not permitted to enter the building before 7:45 a.m. unless they have a prearranged teacher appointment or are attending breakfast, which begins at 7:30. For students participating in school-sponsored after-school activities, staff supervision will be provided in the following locations: media center, individual teachers' classrooms, gymnasium, or outside fields (intramural). Students are not permitted to loiter outside or inside the school building. Passes must be given to students to travel between multiple after-school activities as well as to those students who require the late bus after attending after-school activities.

SUSPENSION

No student may be suspended without an informal hearing before the building principal or the principal's designee unless the principal determines an emergency situation exists.

If it is necessary to suspend a student before an informal hearing is held, a hearing shall be held as soon after the suspension as possible. In the informal hearing the student shall be informed of the reasons for the disciplinary action and be given an opportunity to explain the situation. Nothing in the information hearing shall be taken to prevent a more formal hearing from being held if the circumstances warrant.

Except in an emergency situation, no student shall be suspended without prior consultation with the student; one or both of the student's parents, if it is possible to contact them (if it is impossible to contact a student's parents, they shall be notified as soon as possible thereafter); a teacher administrator or other professional staff member who is in a position to assess the student's needs and problems.

Information regarding the appeals procedure will be provided to the parent or eligible student as part of their notification of the right to appeal.

Students shall make restitution for damages, which result from their actions.

When it appears a student may have broken the law, the principal or his/her designee must inform the student's parents and the police. All students shall be afforded the procedural due process guaranteed by law.

If a staff member obtains physical evidence from a student indicating that crime has been or is being committed by the student, or that the student intends to harm himself/herself or others, the staff member is required to turn such evidence over to school administrators or law enforcement officials as soon as possible.

EXPULSION

Expulsion is the most extreme action in disciplining students. Unless there is an emergency situation, no student may be expelled without a formal hearing.

The Board of Education may expel a student from school privileges if, after a full hearing, the Board finds that the student's conduct endangers person(s), property, or the educational process, or is in violation of a publicized Board policy. Students who have been expelled may be eligible for an alternative educational program.

Expulsion from school will result in the loss of all extra-curricular and social privileges during the period of expulsion.

Student possession and/or use of weapons, including martial arts weapons, or other dangerous instruments in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity is cause for expulsion for a calendar year. A student who offers illegal drugs for sale or distribution on or off school grounds is also cause for expulsion for a calendar year.

Whenever a student is expelled, notice of the expulsion and the conduct for which the student was expelled will be included on the student's cumulative education record. The record will be expunged if the student graduates from high school and the expulsion was not for weapon possession and/or for the sale or distribution of illegal drugs.

TARDINESS

The school day begins at 8:00 a.m. A student will be marked tardy if he/she arrives in his/her classroom after that time. Tardiness is disruptive to the educational process. Repeated tardiness can result in disciplinary action. Should tardiness continue to be an issue, a parent meeting may be called to identify strategies to improve on-time attendance. In extreme cases, tardiness can be considered educational neglect and requires school personnel to report such cases to an appropriate state agency.

THROWING OBJECTS

Throwing or shooting projectiles(including snowballs) anywhere on school property is prohibited and will result in disciplinary measures.

TRUANCY

A student age five to eighteen inclusive who has four unexcused absences in one month or ten unexcused absences in one year is considered truant.

When a student is truant, all of the support services of the school are to be used to assist with the problem with particular emphasis on referral to Pupil Personnel Services staff, the Pupil Study Team and, if necessary, the Planning and Placement Team process. Consideration should also be given to Special Education as a part of the solution. The school will coordinate services with and referrals of students to community agencies providing child and family services.

VANDALISM

Any student who vandalizes, defaces, or otherwise damages any property belonging to the school district will be subject to school consequences, including monetary restitution. The parent or guardian of such student shall be held liable for all damages up to the maximum amount allowed under state law.

HARASSMENT/THREATENING BEHAVIOR

Every child has the right to feel safe, valued, and comfortable in school. No one else's behavior should ever make children feel afraid or embarrassed because of their color, their religion, the country in which they were born, their sex, or any disability they may have. The Greenwich Public Schools has zero tolerance for harassment or threatening behavior of any kind.

Please teach your child that if he/she is harassed or threatened, or sees harassment or threatening behavior

happen to someone else, the behavior should be reported to an adult in the school. To maintain a positive and productive learning environment, the Board of Education and District officials will make every attempt to halt any harassment or threatening behavior by calling attention to this policy or by direct disciplinary action. For serious threats, disciplinary action will include notification of the superintendent or his/her designee, possible involvement of the Youth Division of the Greenwich Police Department, and/or suspension.

SEXUAL HARASSMENT/EQUAL OPPORTUNITY (GPS PROCEDURE L 020.2)

Title IX of the Federal Education Amendments of 1972 (20 U.S.C. 1681, 1682) prohibit school systems from engaging in employment practices and operating educational programs or activities, which discriminate on the basis of sex. Sexual Harassment is also prohibited based on Title IX of the Education Amendments of 1972, and State Law – Sec. 10-15c. Harassment based on sexual orientation is also protected under State Law – Sec. 10-15c. Sexual Harassment is defined as unwanted and unwelcome behavior of a sexual nature which interferes with a student’s right to learn study, work, achieve, or participate in school activities in a comfortable and supportive atmosphere.

The Greenwich Board of Education has adopted an internal Grievance Procedure providing for the prompt and equitable resolution of complaints alleging any action prohibited by regulations implementing Title IX of the Education Amendments of 1972. A copy of the Title IX Policy and Grievance Procedure can be obtained at each school in the main office, at the Board of Education, Department of Human Resources or on the district’s website at www.greenwichschools.org by clicking on Policies and Procedures.

The Director of Human Resources shall serve as the District Title IX Compliance Officer. In addition each middle school and the high school have a Title IX Coordinator located at the building.

Director of Human Resources
Greenwich Public Schools
290 Greenwich Avenue
Greenwich, CT 06830
Phone Number – 203-625-7460
Fax Number – 203-625-7408

The district will provide every student with equal educational opportunities regardless of race, color, creed, sex, sexual orientation, national origin, religion, age, economic status, marital status, or disability. No student will be excluded on such basis from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities or other school resources.

BULLYING (GPS procedure E002.1)

For the purpose of this document, “Bullying” means, the repeated use by one or more students of a written, verbal or electronic communication, such as cyber-bullying, or a physical act or gesture directed at another student attending school in the same district that:

- Causes physical or emotional harm to such student or damage to such student’s property;
- Places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
- Creates a hostile environment at school for such student;
- Infringes on the rights of such student at school; or
- Substantially disrupts the education process or the orderly operation of the school.

Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental, or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

The Safe School Climate Specialist will be responsible for investigating, or supervising the investigation of, reported acts of bullying and act as the primary school official responsible for preventing, identifying and responding to reports of bullying in the school.

Further detailed information concerning the Board of Education's policies and procedures in regard to student conduct and discipline, including bullying, can be found on the district webpage.

CHILD ABUSE (GPS procedure E051.30)

The Board of Education shall protect the health and welfare of all students who may be subject to injury or neglect by requiring certified professional staff members and instructional aides to make a report when they have reasonable cause to suspect that a child under the age of 18 years has been abused. While certified and paraprofessional staff members are mandated by statute to report suspected child abuse, all staff members are encouraged to make a report when they have reasonable cause to suspect a child under the age of 18 years has been abused. The staff member may make the report to the building administrator, the Superintendent of Schools, the Department of Children and Families, or a law enforcement agency.

Child abuse is defined as any physical injury inflicted by other than accidental means or by injuries which are not in keeping with the explanation given for their cause; maltreatment, such as, but not limited to, malnutrition, sexual molestation, deprivation of necessities, emotional maltreatment, cruel punishment, or neglect.

A certified professional staff member or instructional aide who has reasonable cause to suspect a child has been subject to abuse shall make or cause to be made an oral report to the Commissioner of the Department of Children and Families or a law enforcement agency within 24 hours of reasonably suspecting a child has been abused or neglected.

SCHOOL RECORDS AND DIRECTORY INFORMATION (GPS procedures E080.10, E040.29, E040.28, and E051.9)

A student's school records are confidential and are protected by federal and state law from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The principal is custodian of all records for currently enrolled students at the assigned school. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours upon completion of the written request form. The record's custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school

officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employee, agents, or facilities with which the District contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, an Individual Education Plan (IEP) for a student with disabilities under IDEA or an individually designed program for a student with disabilities under Section 504;
3. Compiling statistical data; or
4. Investigating or evaluating programs.

Certain other officials from various governmental agencies may have limited access to the records. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher and records pertaining to former students after they are no longer students in the District, do not have to be made available to the parents or student.

A student over 18 and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requestor has the right to a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course through this process. Parents or the student have the right to file a complaint with the U.S. Department of Education if they believe the District is not in compliance with the law regarding student records. The District's policy regarding student records is available from the principal's or superintendent's office.

Copies of student records are available without a charge for the first set of copies and then at a cost of \$0.50 per page, payable upon receipt for duplicate copies of records. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the District is given a copy of a court order terminating the parental rights.

Certain information about District students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. This objection must be made in writing to the principal within ten school days after the issuance of this handbook. Directory information includes a student's name, address, telephone number, date and place of birth, major field of study, grade levels, photograph, e-mail address, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended.

Military recruiters or institutions of higher learning shall have access to secondary school students names,

addresses and telephone listings, unless a parent/guardian or secondary student aged 18 or over requests in writing that such information not be released.

On an annual basis the school system gives parents annual notice of their rights, including the right to refuse to permit disclosure of any or all Directory Information as defined. Denial to disclose Directory Information represents a denial to disclose same information to any/all institutions without express permission. If a parent (or eligible student) does not object within the time specified in the notification, school and district administrators will release such information upon request without the specific consent of the parents or eligible student to the following entities. Each organization may request the information in a standard print or electronic format. The production of mailing labels or the development of custom formats is the responsibility of the requesting organization using the data provided.

1. Federal, state and local governmental agencies including but not limited to regional, interdistrict, and other specialized schools and programs.
2. Representatives of the news media
3. Employers or prospective employers
4. Nonprofit youth organizations
5. Parent Teacher Associations for the purpose of producing and distributing class lists and/or school directories to members of the school community
6. Military recruiters or institutions of higher education as described in related procedure E-040.28

No information may be released directly or indirectly to a private profit-making entity other than employers, prospective employers and representatives of the news media. School or district administrators should forward any questions regarding disclosure, including but not limited to the type of organization, to the Assistant Superintendent for Research & Evaluation.

The District, when a student moves to a new school system or charter school, will send the student's records to the new District or charter school within ten business days of receiving written notice of the move from the new District. Unless the parents/guardians of the student authorize the record transfer in writing, the sending District is required to send a notice when the records are sent to the new District.

Parents and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the Requirements of FERPA. Complaints may be addressed to:

Family Policy Compliance Office
U.S. Department of Education
5400 Maryland Avenue, S.W.,
Washington, DC 20202-4605.

The District's HIPPA Privacy Officer is Mary Forde.

DRUGS, TOBACCO, & ALCOHOL (GPS procedure E001.19)

Schools play an important role in helping to prevent student drug, tobacco, and alcohol use. Operating in conjunction with the home and community, they:

Try to prevent drug use through education

Intervene with drug users and at-risk students

Promote recovery through referrals and reentry support

Smoking, vaping and/or the use of smokeless tobacco is prohibited for elementary, middle, and high school students. Students shall not manufacture, possess, sell, distribute, or use illegal or harmful substances in school buildings, on school grounds, or while involved in any school or school-approved activity.

In addition to the prohibition pertaining to alcohol, drugs, tobacco and inhalants, the Board of Education prohibits the use of performance-enhancing drugs, including anabolic steroids and food supplements, including Creatine, by any students other than use for a valid medical purpose as documented by a physician.

Code of Conduct

Sign-Off Sheet

My child and I have read the “**Code of Conduct**”, including the listing of inappropriate student behaviors, and agree to follow them.

Parent Signature

Date

Student Signature

Date