

2013 School   
2014 Calendar

BAINBRIDGE-GUILFORD  
CENTRAL SCHOOL

## District Mission

We believe that all students can learn and can achieve regardless of their previous academic performance, family background, socio-economic status, race and/or gender. The mission of Bainbridge-Guilford Central Schools is to assure that all students acquire the knowledge and skills which enable young people to become productive members of society. It is our goal to educate all students to a higher level of academic performance and foster positive growth in social/emotional behaviors and attitudes.

## Board of Education

Charles Blincoe	Julee Hartwell
Jason Fleming	Patrick McElligott
Emily Hall	Brenda Parsons
Jeanne Shields	

**Website - [www.bgcsd.org](http://www.bgcsd.org)**

## Fundraisers 2013-14

Date	Group	Event
September 16-27	Grade 8	Enjoy the City Coupon Book
September 30-October 7	Grade 7	Magazine/cookie dough
October 1-12	Grade 12	Cheesecake
November 4-16	Varsity Softball/Soccer	Spirit Sale
November 11-22	PTO	Yankee Candles
November 25-December 6	Grade 11	BG Christmas Gear
January 29-February 8	Grade 12	Cookie Dough
February 11-28	Grade 12	Galaxy Bowl Pizza
February 24-March 7	Grade 9	Gertrude Hawk Candy

## Board of Education Meetings

**Executive Session: 6:30 p.m. • Open Session 7:30 p.m.**

Day	Date	Meeting Place	Meeting Type
Thursday	7/11/13	Guilford	Re-Organizational Meeting
Thursday	8/08/13	High School	
Thursday	8/29/13	High School	Set Tax Warrant
Thursday	9/05/13	Guilford	
Thursday	9/19/13	Guilford	
Thursday	10/03/13	High School	
Thursday	10/17/13	High School	
Thursday	11/07/13	Guilford	
Thursday	11/21/13	Guilford	
Thursday	12/05/13	High School	
Thursday	1/09/14	Guilford	
Thursday	1/23/14	Guilford	
Thursday	2/06/14	High School	
Thursday	2/20/14	High School	
Thursday	3/06/14	Guilford	
Thursday	3/20/14	Guilford	
Thursday	4/03/14	High School	
Monday	4/21/14	High School	BOCES Board Election
Thursday	5/01/14	Guilford	
Tuesday	5/13/14	High School	Public Hearing—Budget
Tuesday	5/20/14		<b>VOTE—SCHOOL BUDGET AND BOARD ELECTIONS</b>
Tuesday	5/20/14	Guilford @ 6:00 p.m.	
Thursday	6/05/14	High School	
Thursday	6/19/14	High School	
Thursday	7/10/14	Guilford	Re-Organizational Meeting

## Back to School

It's "Back to School" time. School buses are back on the roads, and students are walking along the side of the road and waiting for buses.

- Please watch carefully for children near school buildings, in areas where school buses are traveling or where there are signs for school zones or bus stops.
- Remember that if you are approaching a school bus from either the front or behind, and its yellow lights are flashing, the bus is preparing to stop.
- If the buses red lights are flashing, **YOU MUST STOP. IT'S THE LAW!** This includes school buses that are:
  - on the opposite sides of divided highways
  - on multiple lane roadways
  - in parking lots
  - on school grounds.

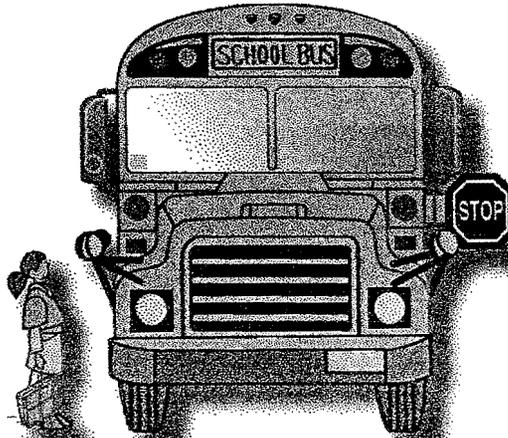
**NOTE:** The only exception to this law is if the bus driver or a police officer signals that you may pass the bus.

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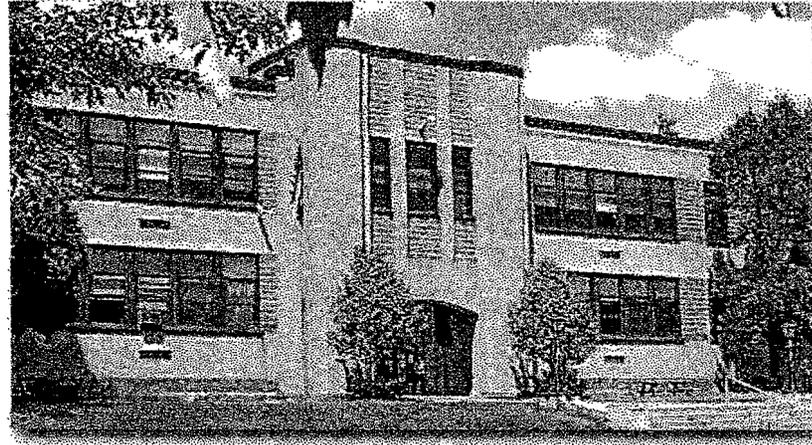
**Bus number and routes may be changing slightly. Please check the transportation section of the website for updates!**

**Parents and Students – Use crosswalks and sidewalks!**

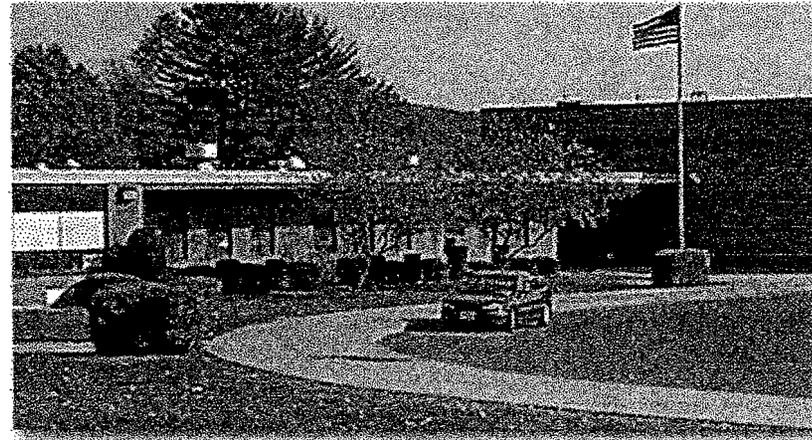
**Please DO NOT WALK between the buses. For the safety of ALL students, parents are reminded to use authorized "drop off" and "pick up" locations.**



**Please Drive Safely —  
School Opens September 4**



**Guilford Elementary**  
138 School St.,  
Guilford, NY 13780  
607-895-6700  
Buses Arrive: 8:10 a.m.  
Homeroom: 8:25 a.m.  
Dismissal: 2:30 p.m.  
Grades Pre-K-1



**Greenlawn Elementary**  
43 Greenlawn Ave.,  
Bainbridge, NY 13733  
607-967-6301  
Buses Arrive: 7:50 a.m.  
Homeroom: 8:05 a.m.  
Dismissal:  
2:50 p.m. Buses,  
3:00 p.m. Walkers  
Grades 2-6



**Jr.-Sr. High School**  
18 Juliard St.,  
Bainbridge, NY 13733  
607-967-6300  
Buses Arrive: 7:30 a.m.  
Homeroom: 7:55 a.m.  
Dismissal: 3:05 p.m.  
Grades 7-12

## Open House

Please visit our schools on the following dates.

Jr.-Sr. High School — October 9 at 6:30 p.m.

Guilford Elementary — October 10 at 6:30 p.m.

Greenlawn Elementary — October 24 at 6:00 p.m.

## Emergency Preparedness Plan

The Bainbridge-Guilford Central School district has developed an Emergency Preparedness Plan to respond to natural and man made disasters and other emergency situations. Hopefully none of these situations will ever occur, but should an actual or potentially hazardous situation develop, the district will initiate procedures to protect life and property on the premises.

**Detailed emergency action plan procedures:** For many different emergency situations emergency procedures have been established with responses that involve four possible options. These four responses are school cancellation, early dismissal, evacuation or sheltering. The decision to respond with one of these options will be made by the Superintendent of Schools or his/her designee and will be activated by notifying those responsible for issuing an alarm. Once an alarm is given, instructions will be issued to all students and staff to assist them in responding to the situation.

**School Cancellation/Early Dismissal:** Prior to the beginning of the school day, in instances of school cancellation, parents and students will be notified by local radio and television stations, and the automated notification system. These same media sources will be used in situations where school will be dismissed early. Since phone lines must be kept open during emergencies, parents of elementary students should expect their child to follow their family emergency plan. If no one is available at the intended destination, the student will be returned to either Guilford or Greenlawn.

**Family Emergency Plans:** At the beginning of the school year, parents will be asked to notify the school where their child should go in the event that a decision to close school early is made. It is suggested that parents stay tuned to any of the above radio stations during severe weather.

**Evacuation/Sheltering:** Should a decision be made to either evacuate or shelter, parents will once again be notified by local radio stations and if possible, by the automated notification system. Depending upon the situation, students may be evacuated to another school building, a building in the community or to school buses. If the emergency requires sheltering, students and staff will be directed to designated areas which provide adequate protection from flying objects and broken glass. If sheltering is required for an extended period, provisions would be made for eating and/or sleeping. Further information regarding the school districts' Emergency Preparedness Plan can be obtained by contacting the District Office or the building offices.

## Local Media Broadcasting Emergency Closing Information

### RADIO

Sidney

WCDO ..... FM 101

WCDO ..... AM 1490

Norwich/Oneonta

WKXZ ..... FM 94

WCHN ..... AM 97

WBKT ..... FM 95.3

WZOZ ..... FM 103.1

WSRK ..... FM 103.9

WDOS ..... AM 730

Binghamton/Endwell

WMRV ..... FM 105

WENE ..... AM 1430

WINR ..... AM 680

WMXG ..... FM 103.3

WBBI ..... Sports Radio 1430

WKGB ..... FM 92.5

WSKG ..... FM 89.3

WAAL ..... FM 99

WKOP ..... AM 1360

WHWK ..... FM 98

WNBF ..... AM 1290

### TV

Binghamton

WBNG – CBS

WICZ – FOX

WBGH – NBC

### LOCAL ANTENNA

Channel 12

Channel 40

Channel 34

### TW CABLE

Binghamton

Channel 3

Channel 10

Channel 2

Channel 100

### INTERNET

[www.wicz.com](http://www.wicz.com)

Click on: Closing and Delays

[www.wbng.com](http://www.wbng.com)

Click on: Closings

[www.evesun.com](http://www.evesun.com)

Click on: Closings

**Automated Notification System:** Important announcements (school cancellations, closings, delays, etc.) will be sent to each parent/guardian at their primary (home) phone number. This system allows the school district to directly notify and update parents and staff during an emergency at up to six different phone numbers and email addresses per contact. The system has the capability of sensing whether or not an answering machine is picking up the call and *WILL NOT* leave a message until a live person answers. **Therefore, if your child's notification information changes, we will need updated information immediately to continue to notify you using this system.** Your cooperation is sincerely appreciated.

## Visitors—Please Sign In!

You are welcome in our school at any time. To better assist you and allow classes to progress without disruption and to ensure that only authorized persons have contact with our pupils, please report to the building Main Office, sign in and receive a visitor's badge. Thank you for helping us to keep our children secure!

### BOE Policy on Visitors in Our Schools

The Board of Education encourages parents and other District citizens to visit the District's schools and classrooms to observe the work of students, teachers and other staff. Since schools are a place of work and learning, however, certain limits must be set for such visits. The building principal or his or her designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

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

### BOE Policy on Public Conduct on School Property

The District is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of this section of the code, "public" shall mean all persons when on school property or attending a school function including students, teachers and District personnel. The restrictions on public conduct on school property and at school functions contained in this code are not intended to limit freedom of speech or peaceful assembly. The District recognizes that free inquiry and free expression are indispensable to the objectives of the District. The purpose of this code is to maintain public order and prevent abuse of the rights of oth-

ers. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons 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 person, either alone or with others, shall:

1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or destroy School District property or the personal property of a teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
3. Disrupt the orderly conduct of classes, school programs or other school activities.
4. 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.
5. Intimidate, harass or discriminate any person on the basis of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (identity or expression) or sex.
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
7. Obstruct the free movement of any person in any place to which this code applies.
8. Violate the traffic laws, parking regulations or other restrictions on vehicles.
9. Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, designer, synthetic or look alike drugs or be under the influence of either on school property or at a school function.
10. 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 School District.
11. Loiter on or about school property.
12. Gambling or card playing on school property or at school functions.
13. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
14. Willfully incite others to commit any of the acts prohibited by this code.
15. Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.
16. Use any form of tobacco products on school property.
17. Public displays of affection.

#### Penalties

Persons who violate this code shall be subject to the following penalties:

**Visitors**—Their 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. If they refuse to leave, they shall be subject to ejection.

**Students**—They shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements.

## Student Accident School Information

### What Students, Parents/Guardians Need to Do

When your child is injured in school or a school sponsored activity (including sports), here is what you and your child should do:

- Make sure the advisor/teacher/coach knows about the accident.
- Make sure an accident form has been completed by the advisor/teacher/coach and sent to the Health Office. We cannot file a claim if no accident form is on file.
- You may call the Health Office in the appropriate building to check to see if a form has been filed (Jr.-Sr. HS 967-6313; Greenlawn 967-6330; Guilford 895-6703).
- Make sure you receive a Pupil Benefits Plan claim form from the appropriate Health Office.
- If your child is seen by a physician or dentist, be sure you get a written note stating if the child can participate in activities and the date(s) applicable. If your child is seen by a physician or a dentist, he/she will NOT be allowed to participate without a written release even if it was only one visit.
- **Read the instructions below for insurance information.**

## Student Accident Insurance Information

### What Parents/Guardians Need To Do

Our Student Insurance Carrier is Pupil Benefits Plan, Inc., of Glenville, New York. They suggest these tips to make settling your student's claim easier. By following these procedures you will help settle your claim as swiftly as possible. Submitting incomplete claim information will delay your settlement.

- Verify with your child and the Health Office that the accident was reported.
- When your child is injured, you have 90 days from the date of injury to seek medical treatment.
- Obtain a claim form from the Health Office and submit itemized bills to Pupil Benefits Plan in a timely manner, even if treatment is not completed.
- Expenses resulting from injuries to sound and natural teeth should be submitted to your medical insurance even though dental coverage is not available. Some medical carriers will cover accidental injuries to teeth.
- Answer all questions on the claim form. Blank spaces are not acceptable. Please write legibly.
- The physician's discharge date & return to activity date terminates benefits for that injury. If a subsequent injury occurs, coverage is reactivated.
- When submitting additional bills at a later time, include the school district name, child's name, and date of injury.

This plan is a secondary, non-duplicating policy. If you have medical or dental insurance that covers your child, charges must be submitted to your primary insurance first.

## Procedure for the Administration of Medications in School

Sometimes it is necessary for a student to take medication during school hours. The New York State Education Department has set up strict regulations concerning the administration by school personnel of internal medication prescribed by a physician or nurse practitioner. The personnel will give medication only under the following circumstances:

- **The original prescription container and a written request from the physician indicating the frequency, dosage and effects of the medication is on file in the nurse's office. Do not send prescription medication in sandwich bags or other unmarked containers.**
- **The parent should also submit a written request to give medication with time and dosage.** This should include: child's name, name of medication, amount of dosage and time(s) to take medicine. Please sign your note. Without your signature, we won't be able to give the medication.
- **All medication in school should be kept by, and administered under the supervision of school personnel.** Students should not carry drugs or medicine, including aspirin, with them in school as many medications can cause severe reactions in some people.
- **All medicines will be brought in to the nurse's office by the parent/guardian.**
- **Children may be excused from gym or outside recess ONLY if they have a note from their doctor.**

Failure to comply with this policy could cause our health office personnel to lose their licenses or certifications.

Keep in mind that we don't give fever reducing medicines to students except on very rare occasions and we will many times require a physician or dentist's note. If the student is ill enough to have a fever, we don't wish to mask an illness by giving Tylenol®, Advil®, aspirin, Liquiprin®, etc. in school.

*Heather Amatuccio, RN, School Nurse*

*Kelly Cirigliano, RN, School Nurse*

*Lori Pike, RN, School Nurse*

## Immunization Notice

Effective as of January 1, 2005 New York State mandates that students entering 6th Grade **MUST** be immunized against Varicella (Chicken Pox). This law also covers students who transfer, students who repeat 6th Grade, and Special Education students (in ungraded classrooms) born after January 1, 1994. Students will not be permitted to attend school in excess of fourteen days until proof is shown of immunization.

Effective September 1, 2007, students who are entering 6th Grade or a comparable age-level special education program AND who are 11 years old or older must receive an immunization containing tetanus toxoid, diphtheria, and acellular pertussis (Tdap). The School Nurse will be identifying and tracking those students who will need the updated immunization as there are other variables involved including exclusion from school.

## District Communication Guidelines

Frequently, parents and other community members request help in knowing the best way to communicate with the school. The communication guideline chart below will serve as a helpful resource. By contacting the following people in the prescribed order, questions will be answered.

For questions about:	1 <sup>st</sup> Contact	2 <sup>nd</sup> Contact	3 <sup>rd</sup> Contact	4 <sup>th</sup> Contact
Academics	Teacher	Guidance Counselor	Building Principal	Superintendent
Athletics	Coach	Athletic Director	Jr.-Sr. High Principal	Superintendent
Behavior	Teacher	Building Principal	Superintendent	
BOE Policies	District Clerk	Superintendent	Board of Education	
Budget	Business Administrator	Superintendent		
Building Use	Secretary	Building Principal	Superintendent	
Cafeteria	Building Cook Manager	Food Service Manager	Business Administrator	Superintendent
Classroom Procedures	Teacher	Building Principal	Superintendent	
Bus Behavior	Transportation Supervisor	Building Principal	Superintendent	
Co-Curricular	Advisor	Building Principal	Superintendent	
Facilities	Superintendent of Building & Grounds	Business Administrator	Superintendent	
Health Office	Building Nurse Office	Grade Level Principal	Superintendent	
Scheduling	Guidance Office	Jr.-Sr. High Principal	Superintendent	
Special Education	Teacher	Grade Level Principal	CPSE/CSE Chairperson	Superintendent
Transportation	Transportation Supervisor	Business Administrator	Superintendent	

## Bainbridge-Guilford Central School Directory

Main Switchboard..... 607-967-6300	Greenlawn Elementary..... 607-967-6301	Athletic Director/Dean of Students ... 607-967-6318
District Office..... 607-967-6321	Michele Shirkey, Principal	Greg Warren
Board of Education	Jeanne Howard, Secretary/Typist	Terry Metzger, Secretary/Typist
Dr. Donald Wheeler, Superintendent	High School..... 607-967-6323	Teresa Hager, Secretary/Typist
Sue Weibel, District Secretary and District Clerk	Bill Zakrajsek, Principal	Transportation ..... 607-967-6324
Business Office ..... 607-967-6335	Julie Fuller, Secretary/Typist	Ken Starr, Transportation Supervisor
Ken Wilcox, Assistant Superintendent for Business	Jr.-Sr. Guidance Office..... 607-967-6320	Building & Grounds ..... 607-967-6322
Janice Rideout, Payroll/Treasurer	Shannon Phillips, Counselor	Howard Thompson, Superintendent of Building and Grounds
Jodie Ives, Accounts Payable	Nanci Miller, Counselor	Food Service..... 607-967-6331
Guilford Elementary ..... 607-895-6700	Joanne Moxley, School Social Worker	Health Offices:
Victoria Gullo, Principal	Teresa Hager, Secretary/Typist	Greenlawn..... 607-967-6330
Doris Bauer, Secretary/Typist	Teresa Burnett, Office Aide	Guilford ..... 607-895-6703
	Special Education ..... 607-895-6710	Jr.-Sr. High School ..... 607-967-6313
	Victoria Gullo, CPSE/CSE Chairperson	
	Kelly Pope, Secretary/Typist	

## B-G Organization Contacts

Booster Club: Christine Smith .....	967-3005
Alumni Association: Judy Volkert.....	967-8457
PTO: TBD (Greenlawn Main Office) .....	967-6301

## VOTE: MAY 20, 2014 on the School Budget and the Election of Board of Education Candidates.

***Your vote does make a difference!***

### Voter Qualifications

A person shall be entitled to vote on the appointed date for the election of school district officials, and upon all other matters which may be in the form of a referendum, who is:

1. A citizen of the United States,
2. Eighteen years of age and
3. A resident within the District for a period of thirty (30) days next preceding the meeting at which he/she offers to vote.

No person shall be determined ineligible to vote by reason of race, creed, color or sex, who has other qualifications in this section.

### Voter Registration

Personal registration of Voters is required for the annual vote. Registration will be held on May 13, 2014, from 2:00-7:00 p.m. at the Bainbridge Town Hall and the Guilford Town Hall. Voters may also register with the District Clerk until May 16, 2014.

### Absentee Ballots

Applications for absentee ballots are available at the District Office. Applicants must submit application to the District Clerk seven days before the election date if the ballot is to be mailed. Absentee ballots must be received by 5:00 p.m. on the day of the vote.

The District Office is located in the Jr./Sr. High School building. Office hours are 7:30 a.m. to 3:30 p.m.

## Building Usage Procedure

### ***Need the Greenlawn Cafeteria?***

Contact the Main Office at Greenlawn Elementary School.

### ***Need the Multi-purpose room at the Jr.-Sr. High School?***

Contact the Main Office in the Jr.-Sr. High School.

### ***Need the Guilford Gym?***

Contact the Main Office at Guilford Elementary.

Building usage forms will be available in the main office of each school building for classrooms, gyms or cafeteria in that building. Non-School Related Organizations and Groups requesting to use school property will be required to provide proof of insurance and provide a deposit of \$100. The deposit will be returned, minus any fees required for room usage, provided there are no damages to school property.

## Drug-Free Workplace

The Board of Education prohibits the illegal, improper or unauthorized manufacture, distribution, dispensing, possession or use of any controlled substances in the workplace. "Workplace" shall mean any site on school grounds, at school-sponsored activities, or any place in which an employee is working within the scope of his/her employment or duties. "Controlled substances" shall include all drugs which are banned or controlled under federal or state law, including those for which a physician's prescription is required, as well as any other chemical substance which is deliberately ingested to produce psychological or physiological effects, other than accepted foods or beverages.

The Superintendent of Schools or his/her designee shall implement regulations which meet the requirements of the federal Drug-Free Workplace Act of 1988.

## No Smoking

In accordance with State law, the School Board recognizes the health hazards associated with smoking. Therefore, no one is permitted to use tobacco products in any school building or on school property, including school buses, at any time. Persons violating this policy shall be subject to disciplinary procedures. The Superintendent will implement this policy by appropriate regulations and disciplinary codes.





## School Tax Relief Program (STAR)

Applications are due by March 1! If you are a property owner you are eligible to take part in the STAR program. This program is used to save property owners money on their school tax which can mean hundreds or even thousands of dollars a year in savings.

Call the District Office at 967-6321, or your local tax assessor for more information.

## PowerSchool®

PowerSchool® is a web based student information system which provides real time information to parents and students via the internet. All parents and students in grades 6-12 may have access to PowerSchool®.

Parents and students can view attendance, grades, assignments, teacher comments and some school announcements. PowerSchool® is a secure site and can only be accessed with a user ID and password.

You may sign up for PowerSchool® through the Guidance Office. You will need to fill out a user information form and show proper ID (*i.e.* driver's license). After this information is received you will be assigned a user ID and password. The process is very quick and usually takes no longer than five minutes. There are two passwords assigned one for the parent/guardian and one for the student. The password and ID are unique to each student and will stay the same throughout their Junior/Senior High School years.

If you loose or forget your password please contact the Guidance Office and we will re-issue your password.

Once you obtain your login information our public PowerSchool® web address is [powerschool.bgcsd.org](http://powerschool.bgcsd.org).



## Notice of Rights Relating to Homeless Students and Youth

Pursuant to McKinney-Vento 42 USC §11434a[2] and Education Law §3209(1) (a), a homeless child is defined as a child who does not have a fixed, regular, and adequate nighttime residence or whose primary nighttime location is in a public or private shelter designated to provide temporary living accommodations, or a place not designed for, or ordinarily used as regular sleeping accommodations for human beings. This definition includes a child who is:

- sharing the housing of other persons due to loss of housing, economic hardship or similar reason (sometimes referred to as double-up);
  - living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
  - living in a car, park, public space, abandoned building, substandard housing, bus or train stations or similar settings;
  - abandoned in hospitals;
  - awaiting foster care placement; or
  - a migratory child who qualifies as homeless because he or she is living in circumstances described above
- An unaccompanied youth is a homeless child for whom no parent or person in parental relation is available (8 NYCRR §100.2[x][1][vi]).

Homeless students and their families have rights specifically granted to them under State and federal law in order to assist the education of those students. Those rights include:

- The right to choose to attend either the school district of attendance before the student became homeless, or the school district where the student is currently living, or certain other schools where a regional placement plan exists;
- The right to enroll immediately in school even if immunization, medical records and/or school records are missing or incomplete;
- The homeless child or youth may not generally be required to attend a separate school for the homeless or otherwise segregated solely due to homelessness;
- Homeless children and youths shall be provided services comparable to the services offered to other students in the school selected, including transportation services, educational services for which the child or youth meets eligibility criteria, programs for vocational and technical education, programs for gifted and talented students, and school nutrition programs;
- The right to a written explanation regarding a school district's decision relating to school selection or enrollment and the statement of the right to appeal such decision;
- The local school district must appoint a homeless liaison to assist in providing such rights and further information.

The New York State Coordinator for Education of Homeless Children and Youth is also available to provide assistance in exercising a student's rights under these provisions.

If you have questions about being homeless, please contact our Homeless Liaison, Joanne Moxley, at 967-6320.

## Student Dress Code

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

A student's dress, grooming and appearance, including hairstyle, jewelry, make-up and nails shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments are not appropriate. This includes exposed midriff/back; (ex. spaghetti straps, halter-tops, brief tank tops, short skirts or short shorts).
3. Ensure that underwear is completely covered with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Remove headgear (ex. scarf, hat, headphones) upon entering the building, except for medical or religious purpose. Headgear is to remain in ones locker until dismissal and is not to be worn until out of the building.
6. Not include the carrying of backpacks in the school from 7:55-3:05.
7. Not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
8. Not promote or endorse the use of alcohol, tobacco or illegal drugs or encourage other illegal or violent activities.

Each building principal or his or her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

Students who violate the student dress codes shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

## Fashions Not Acceptable at B-G

### Males



Rips in pants



High riding boxers,  
low riding pants



Hats



Low side cut tank tops

### Females



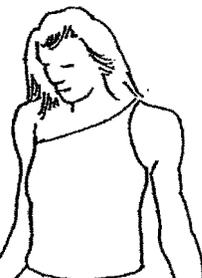
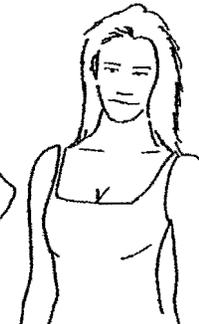
Exposed midriff

Halter top



Tube top

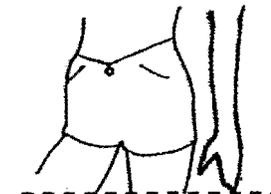
Exposed cleavage



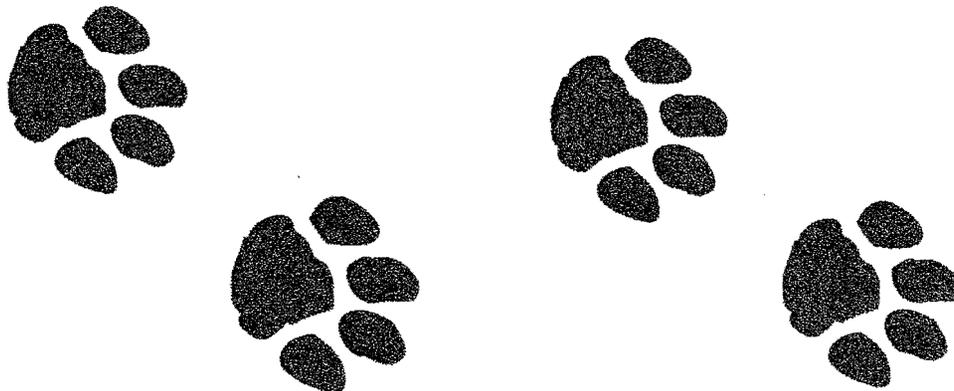
One-shoulder tee



Spaghetti straps



Short shorts/short skirts



## District Attendance Policy

Good student attendance is an integral part of education. Therefore, it is the policy of the Bainbridge-Guilford School District to promote a sound attendance policy, which in turn will lead to the development of skills, habits, understanding and knowledge necessary to meet State mandated education standards. Since irregular attendance is a frequent cause of school failure, the Bainbridge-Guilford School District will adhere to the following policy:

1. Attendance must be taken each period. Where a class extends for multiple periods, attendance for that class only must be taken once.
2. Additionally, after attendance is taken, an individual student's late arrival or early departure must be recorded.

The Board of Education will designate a person as the attendance officer. This person will review pupil attendance records and initiate appropriate action to address unexcused pupil absence, tardiness and early departure consistent with this policy. The designee in each building is the school nurse.

### Objectives

The objectives of the Comprehensive Attendance Policy are:

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

### Definitions

Whenever used within the Comprehensive Attendance Policy, the following terms shall mean:

1. Absent: The pupil is not present for scheduled instruction.
2. Early departure: The pupil leaves prior to the end of the pupil's scheduled instruction.
3. Excused: Any absence, tardiness, or early departure for which the pupil has a valid school approved excuse. Such excused non appearance shall include: personal illness, illness or death in the family, religious observance, quarantine, required court appearances, attendance at health clinics or other medical visits, approved college visits, military obligations, absences approved in advance by the Principal, and other reasons as may be approved by the Commissioner of Education.
4. Unexcused: Any absence, tardiness or early departure for which the pupil has no valid school approved excuse. Such unexcused non-appearance shall include shopping trips to the local mall, oversleeping, skipping class, and any other absence that is not excused.
5. Pupil: A child enrolled in any public or nonpublic elementary, middle, or secondary school.

6. Register of Attendance: Any written or electronic record maintained for the purpose of recording the attendance, absence, tardiness or early departure of a pupil.
7. Scheduled instruction: Every period that a pupil is scheduled to attend actual instruction or supervised study activities during the course of a school day during the school year from July 1 through June 30.
8. Teacher: A member of the teaching or supervisory staff of a public or non-public elementary, middle or secondary school.
9. Employee other than a teacher: A suitable person other than a teacher employed by a public or nonpublic elementary, middle, or secondary school in a position appropriate for the maintenance of pupil records.
10. Tardy: Pupil arrives later than the starting time of scheduled instruction.

### Coding System

The following coding system shall be used to indicate the nature and reason for a pupil's missing all or part of scheduled instruction:

- A = absent, excused
- U = unexcused
- D = early departure
- OSS = suspended
- T = tardy, excused
- L = tardy, unexcused
- F = field trip

### STUDENT ABSENCE/TARDY PROCEDURE

1. The parent/guardian is expected to call the appropriate office on the morning that the child is absent stating the reason and the length of the absence/tardy at:
  - 967-6368 – Jr.-Sr. HS Attendance Office
  - 967-6702 - Nurse at Greenlawn
  - 895-6703 - Nurse at GuilfordNo call to notify B-G of your child's absence will result in such absence(s) being recorded as unexcused. When absences are noted as unexcused, a written excuse signed by parent/guardian must be submitted to change the absence to an excused absence(s).
2. Failure to call the school may result in a telephone call to the parent at work.
3. If a child will be out of school for an extended length of time for any reason, the parent/guardian is expected to call the Attendance Office stating the reason and the projected length of absence/tardy. Family vacations are not

*Continued on next page*

### **Attendance Policy, cont.**

excused absences and the child is responsible for getting his/her homework before leaving and must complete the Extended Absence Form. You may pick this up in the main offices.

4. Upon returning to school, the student is required by New York State Law to present a signed written note explaining the reason and the actual dates of absences/tardy. A repeated set of 4 or more consecutive absences requires a doctor's note to be documented as excused absences.
5. If a written excuse is not received and investigation does not determine otherwise, the absence/tardy will be recorded as unexcused on the student's record and the student may have to serve after school detention.
6. Students with unexcused absences on their record are not eligible for outstanding attendance awards. Unexcused absences are defined as skipping a class, a detention assignment, or skipping school.
7. Students arriving late need to present a written excuse, signed by a parent/guardian, to the Attendance Officer when signing in to school.

### **STUDENT PROCEDURE FOR DISMISSAL DURING THE SCHOOL DAY**

1. The student is required to present a signed, written note to the Attendance Officer stating the time and the reason for dismissal. The note should also state the time the student is expected to return to school.
2. All notes are subject to approval. Telephone contact to the parent/guardian to verify a note may be necessary.
3. The parent/guardian should call the appropriate office for each building (See Absence/Tardy Procedure) if a child needs to be excused and did not bring a note. They will also need to fax a note with their signature to 967-4231 (JSHS); 967-3080 (Greenlawn); 895-6709 (Guilford). If unable to fax permission, the parent/guardian will need to come to school and sign their child out.
4. No student will be released during school hours without proper parental permission.

### **Greenlawn/Guilford Elementary Attendance Policy**

In order to encourage student attendance, the following strategies and incentives shall apply:

1. Perfect attendance awards will be presented to students at the end of the school year.
2. Attendance will be recorded on a student's progress report card marking periods.
3. Teachers will encourage daily participation and make connections to the working world.
4. Students who maintain 100% attendance rate will increase their success

of meeting the state mandated educational standards. Failure to maintain at least a 75% attendance rate may lead to AIS interventions, or retention.

To encourage good attendance practices, the school will send reminder notices when absences become a concern. If absences become excessive or impact student learning a parent conference will be requested.

**Special prekindergarten exception:** So long as there is a waiting list for students who wish to enroll in the prekindergarten program, any prekindergarten student who is absent from school a total of 30 days or more will be dropped from enrollment.

After a total of 40 days absent, a letter will go home indicating that the student may be retained if the student's academic progress has been seriously delayed.

### **Jr.-Sr. High School Attendance Policy**

In order to encourage student attendance, the following strategies and incentives shall apply:

#### **1. Minimum Attendance for Course Credit**

- A. A student must be noted as present at 87% of a course's scheduled classes in order to earn credit for the course and be permitted to take the final examination.
- B. In a year long single period course absences in excess of twenty-four (24), and in a semestered course absences in excess of twelve (12), will result in denial of course credit and the student not being permitted to take the final examination.
- C. Any excused absence for which the student has completed assigned makeup work will not be counted as an absence for the purposes of determining whether the student has attended sufficient class to receive course credit under this provision.
  - i. For purposes of minimum attendance requirements, a student shall not be counted as present for a class if the student misses more than 10 minutes of a single period class or 20 minutes of a (semestered or blocked) class, whether through tardiness or early departure.
  - ii. Students of compulsory attendance age suspended from school instruction may not be marked as absent unless they fail to attend scheduled alternative education on that day.
  - iii. Students over the compulsory attendance age suspended from school instruction will be marked absent unless they have been assigned alternative education. If alternative education has been assigned, only failure to attend scheduled alternative education shall count as an absence.
- D. In order to prevent loss of credit for failure to attend, the district will take the following steps:

*Continued on next page*

## ***Attendance Policy, cont.***

- i. When a student has been marked absent for 10% of a course's classes; in a year long single period course absences in excess of EIGHTEEN (18), and in a semestered course absences in excess of NINE (9), the district shall notify the student and his parent(s) or persons in parental relation that the student is approaching the limit of absences for losing course credit for failure to attend class. The notice will include the school's attendance for credit policy, the actual number of classes the student may miss before forfeiting the right to earn credit, and the actual number of classes missed to date;
- ii. Teachers will provide makeup work upon request so those students who are in jeopardy of forfeiting class credits due to excused absences have the opportunity to earn credit for the course.
- iii. Where a student is in jeopardy of losing credit for excessive absences, the principal shall be responsible for reviewing attendance records and determining eligibility for makeup work for excused absences, including deadlines. Students are responsible for arranging makeup opportunities with their teachers.

### **2. Notice of Absences**

The pupil's parent(s) or person in parental relation shall be notified of a pupil's unexcused absence, tardiness or early departure according to the following:

- A. Where a pupil has not been marked as present for the first period of scheduled instruction and the school has not been previously notified of the absence, the district shall attempt to contact the pupil's parent(s) or persons in parental relation to learn the nature of the pupil's absence and notify the parent that the pupil has not arrived at school;
- B. For every three (3) unexcused absences or tardies, the pupil's parent(s) or persons in parental relation shall receive a notice containing the dates, times, and the nature of the pupil's unexcused nonpresence.

### **3. Disciplinary Procedures**

The pupil may be subject to disciplinary procedures for unexcused absence, tardiness, or early departure, including verbal and written warnings, detentions, in-school suspensions, and loss of extra-curricular privileges, as described in the Code of Conduct.

### **4. Incentives**

District teachers shall work with the grade level Principal and Attendance Supervision Officer to create and implement classroom-based incentive programs for excellent attendance, including but not limited to special recognition and additional privileges.

### **5. Intervention Strategy Development**

The PPS Committee shall review student attendance records, address identified patterns of pupil absence, tardiness, and early departure, and review current intervention methods. At a minimum of once per year the PPS will make a report to the BOE. Where the PPS determines that existing intervention policies or practices are insufficient, it shall notify the Board of Education prior to its annual review of the programs' attendance records, of both insufficient practices and any proposed changes needing Board approval to implement.

### **6. Counseling**

The district social worker will make counseling available to students with chronic attendance problems.

## **BOCES Attendance**

Attendance in BOCES' Career and Technical Education programs, New Visions programs, Unique Placement programs and Career Academy are privileges that cost our school district substantial amount of funding. To attend these programs, students must annually complete an application and sign a contract for consideration to be approved for attendance. Students displaying poor attendance, poor behavior and/or poor academics thus violating their contract are subject to removal from these programs at anytime.

Students enrolled in either morning or afternoon BOCES curriculums are expected to attend every day. BOCES bus schedules are posted as ALL BOCES students MUST ride the school bus to and from BOCES. Students missing the bus to BOCES will be supervised in our Alternate Learning Location room or the Library until the end of the BOCES assignment. BOCES students are NOT to skip BOCES to work on assignments here in the Jr.-Sr. High School Building without prior approval from the Jr.-Sr. High School Principal and the staff involved (BG staff as well as BOCES staff).

Afternoon BOCES students who have school approved early departure, (through completed early dismissal forms) must return to the building to sign out and then may not come back into the building or remain on school property without permission. All other students returning from BOCES must report to their assigned class, study hall, or advisory.

## **Attendance Officer**

The Attendance Officer designated by the Board is responsible for reviewing pupil attendance records and initiating appropriate action to address excused and unexcused pupil absence, tardiness, and early departure consistent with the Comprehensive Attendance Policy including parent and district notification.

## Bainbridge-Guilford Code of Conduct Summary

Note: See Student Agenda or B-G website for the complete version of these policies.

### Prohibited Student Conduct

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

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline. The board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct on the next pages are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct. Students may be subject to disciplinary action, up to and including suspension from school, when the following occur:

- a. Being under the influence of any substance that alters behavior in any way ie: any drug, synthetic drug or controlled substance, an alcoholic beverage, drinking an alcoholic beverage or in possession of an alcoholic beverage on school property, at a school function or school sponsored function, or on a bus going to or coming from a school function or school sponsored function. Alcoholic beverages shall mean and include alcohol, spirits, liquor, wine, beer and cider having alcoholic content.
- b. The use, possession, sale or gift of tobacco products, any drug or controlled substance, including marijuana or any instruments for the use of such drugs, controlled substance or marijuana such as a pipe, syringe or other paraphernalia, while on school property, at a school function or school sponsored function, or on a bus going to or from a school function or school sponsored function. Excepted is any drug taken in accordance with a current prescription signed by a physician who is to be taken by the particular student at the time in question and administered through the Health Office.
- c. Stealing, lying, cheating, plagiarism or other acts of dishonesty.
- d. Verbal or physical intimidation, harassment or discrimination against any person on the basis of race, color, weight, national origin, creed, ethnic group, religion, religious practice, disability, sexual orientation, gender (identity or expression) or sex.
- e. Fighting or causing physical harm to another.
- f. Disrespect toward a faculty member, administrator, or other school employee.
- g. Possession, use of, or threatening to use a weapon, which constitutes a firearm or destructive device, on school property or at a school function or school sponsored function.
- h. Possession, use of, or threatening to use knives or other weapons not included in section (g) on school property or at a school function or school sponsored function.
- i. Failure to comply with the directions of a teacher, administrator or other school employee.
- j. Engaging in acts of sexual harassment as defined in the district sexual harassment policy.
- k. Using in either words, clothing, or signs, profane, lewd, vulgar, abusive language or words which may incite or offend another person.
- l. Selling, using or possessing obscene material.
- m. Lateness for, missing or leaving school, school grounds, or class without permission or an excuse given by a faculty member.
- n. Any willful act which disrupts the normal operation of the school community.
- o. Smoking a cigarette, cigar, or pipe, or using chewing or smokeless tobacco on school property, at a school function or school sponsored function, or on the bus going to or from a school function or school sponsored event.
- p. Disrupting the educational process.
- q. Interfering with the teacher authority over the classroom.
- r. Acting as a violent pupil.
- s. Vandalizes school property or the property of student or staff member.
- t. Violates the civil rights of another student.
- u. Violates the district's dress code.
- v. Public displays of affection.
- w. Cell phones and other electronics disrupt or interfere with the learning process and may not be used/carried during the school day by students. They must be kept in the student's locker and turned off during the hours of 7:55 to 3:05. Cell phones will be confiscated. Parents will need to pick up the phone from the building principal.
- x. Misusing computer/electronic communications devices, including any unauthorized or inappropriate use of computers, software, or Internet/intranet account; accessing inappropriate websites; evading the District's content filter; using an outside wireless network; or any other violation of the District Acceptable Use Policy.
- y. Communication by any means, including oral, written or electronic (such as through the Internet, email or texting) off school property, where the content of such communication (a) can reasonably be interpreted as a threat to commit an act of violence on school property; or, (b) results in material or substantial disruption to the educational environment (c) is harassing or discriminating as defined by this Code.
- z. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them. This can include posting or publishing video, audio recordings or pictures (written material, cell phones, Internet, YouTube, etc.).
- aa. Displaying signs of gang affiliation or engaging in gang-related behaviors that are observed to increase the level of conflict or violent behavior.
- bb. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any District or school sponsored activity, organization, club or team.

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## **Disciplinary Penalties, Procedures and Referrals Summary**

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline. Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

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

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with the separate requirements of this code of conduct for disciplining students with a disability or presumed to have a disability.

### **Penalties**

Students who are found to have violated the district's code of conduct may be subject to the following penalties, either alone or in combination:

1. verbal warning
2. written warning
3. written notification to parent
4. counseling
5. probation
6. reprimand
7. detention
8. suspension from transportation
9. suspension from athletic participation
10. suspension from social or extracurricular activities
11. suspension of other privileges
12. exclusion from a particular class
13. involuntary transfer
14. suspension upon instruction

The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with the

imposition of the penalty.

### **Minimum Periods of Suspension**

1. Students who bring a weapon to school; any student, found guilty of bringing a weapon onto school property will be subject to suspension from school for at least one calendar year. Before being suspended, the student will have an opportunity for a hearing pursuant to Education Law §3214. The superintendent has the authority to modify the one-year suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the following:
  - a) The student's age.
  - b) The student's grade in school.
  - c) The student's prior disciplinary record.
  - d) The superintendent's belief that other forms of discipline may be more effective.
  - e) Input from parents, teachers or others.
  - f) Other extenuating circumstances.
  - g) A student with a disability may be suspended only in accordance with the requirements of state and federal law.
2. Students who commit violent acts other than bringing a weapon to school: Any student, other than a student with a disability, who is found to have committed a violent act, other than bringing a weapon onto school property, shall be subject to suspension from school for at least five days. If the proposed penalty is the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.
3. Students who are repeatedly substantially disruptive of the educational process or repeatedly substantially interfere with the teacher's authority over the classroom. Any student, other than a student with a disability, who repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom, will be suspended from school for at least five days. For purposes of this code of conduct, "repeatedly is substantially disruptive" means engaging in conduct that results in the student being removed from the classroom by teacher(s) pursuant to Education Law §3214(3-a) and this code on four or more occasions during a semester, or three or more occasions during a trimester. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parent will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The superintendent has the authority to modify the minimum five-day

suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

### **Referrals**

1. **Counseling**—The Guidance Office shall handle all referrals of students to counseling.
2. **PINS Petitions**—The District may file a PINS (person in need of supervision) petition in Family Court on any student under the age of 18 who demonstrates that he or she requires supervision and treatment by:
  - a) Being habitually truant and not attending school as required by part one of Article 65 of the Education Law.
  - b) Engaging in an ongoing or continual course of conduct which makes the student ungovernable or habitually disobedient and beyond the lawful control of the school.
  - c) Knowingly and unlawfully possesses a controlled substance in violation of Penal Law §221.05. A single violation of §221.05 will be a sufficient basis for filing a PINS petition.
3. **Juvenile Delinquents and Juvenile Offenders**  
The superintendent is required to refer the following students to the County Attorney for a juvenile delinquency proceeding before the Family Court:
  - a) Any student under the age of 16 who is found to have brought a weapon to school, or
  - b) Any student 14 or 15 years old who qualifies for juvenile offender status under the Criminal Procedure Law §1.20 (42).

The superintendent is required to refer students age 16 and older or any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities.

### **Cheating Policy**

Integrity matters at Bainbridge-Guilford Central School. Cheating is copying someone else's work and submitting it as your own, or enabling others to do so. Each faculty member will articulate what is considered cheating in his or her class. Not only will cheating be discussed in each class, but information on cheating will also be included in each teacher's course syllabus that is sent home with students at the beginning of each semester.

The procedure taken when a student (or students) is caught cheating will be as follows:

1. All teachers, staff, and administration will confront and question a student suspected of cheating – the student's paper will also be taken away from him or her. If the suspected cheater is not in the class of the teacher who confronted him or her, that teacher must report the incident to the teacher who assigned the work.
2. The teacher(s) will then investigate the incident.
  - If it is concluded that a student was not cheating, the staff member who reported the incident and the student must be informed.
  - If it is concluded that the student was cheating, that student (and any other students involved) will;

- A. Receive a 0 for the work.
  - B. Be written up on referral turned in to the principal.
  - C. Have their parents called to report the incident that was written up on the referral form.
  - D. Receive, at minimum, a p.m. detention by the principal after due process.
  - E. Be disqualified from Honor Roll and the Principal's List for the marking period.
3. The teacher whose class the student cheated in will provide feedback to whoever reported the cheating incident.
  4. All incidents will be shared – in confidence – at grade level meetings.
  5. Additional incidents of cheating by the same student will result in the above procedure, a parent-conference, and more severe disciplinary consequences including disqualification from consideration for the Honor Society.

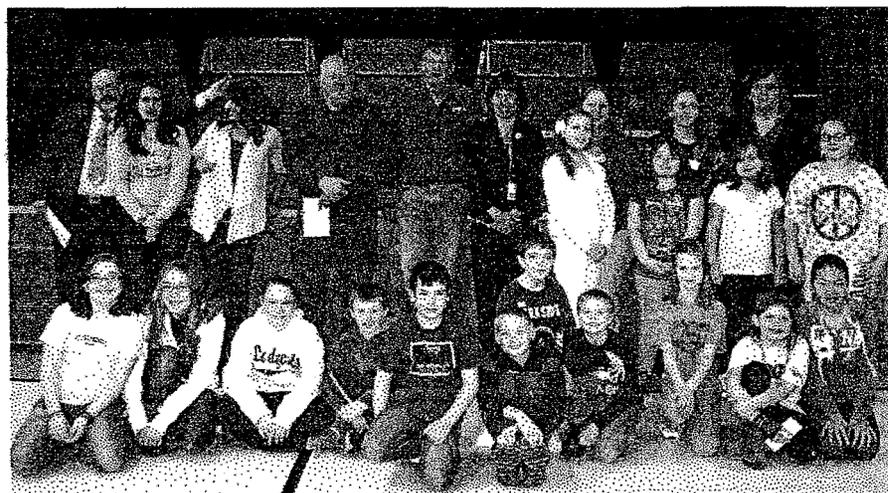
### **Dissection of Animals**

Any student expressing a moral or religious objection to the performance or witnessing of the dissections of an animal, either wholly or in part, shall be provided the opportunity to do an alternative project approved by the student's teacher. The student's objection must be given in writing by the student's parent or legal guardian.

Students who perform alternate projects when opting out of animal dissections will not be penalized.

### **Canine Searches**

Periodically there will be searches conducted by a canine in the hallways and classrooms. The purpose of the searches is to create a safe environment for our students. The searches will be conducted to eliminate weapons, including knives, drugs and alcohol and tobacco products in the school building.



## Protection of Pupil Rights

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

**CONSENT** before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the US Department of Education (ED):

1. Political affiliations or beliefs of the student or the student's parents;
2. Mental or psychological problems of the student or the student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers;
7. Religious practices, affiliations or belief of the student or the student's parents;
8. Income (other than that required by law to determine program eligibility).

**RECEIVE** notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

**INSPECT**, upon request and before administration or use:

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

The Bainbridge-Guilford Central School District has adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Bainbridge-Guilford Central School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Bainbridge-Guilford Central School District will also directly notify, such as through U. S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific

activity or survey. The Bainbridge-Guilford Central School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above

Parents who believe their rights have been violated may file a complaint with:

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

## Anti-Discrimination Policy Title IX

The Bainbridge - Guilford School District does not discriminate in employment or in education programs and activities in which it operates on the basis of race, color, creed, national origin, religion, marital status, sex, age, weight, sexual orientation or disability in violation of Title IX of the Education Amendments of 1972, Title VII of the Civil Rights act of 1964, or Section 504 of the Rehabilitation Act of 1973 and New York State Human Rights Law.

The District further gives notice that it does not discriminate on the basis of handicap in admission or access to its program and activities, including vocational education programs.

Inquiries and grievances regarding these policies may be referred to the Superintendent of Schools, Title IX/VII and Section 504 Coordinator at 967- 6321.

## Disclosure to Military

Please be advised that if you do not wish to have your child's name and address released to the military or any other organization, you must contact the Guidance Office by October 15 of the current school year.

## Anti-Harassment Policy

It is policy of the District that all employees and students have a right to work or study in an environment free of discrimination on the basis of sex or sexual orientation, which encompasses freedom from sexual harassment. The District strongly disapproves of sexual harassment of its employees or students in any form, and states that all employees as well as students at all levels of the District must avoid offensive or inappropriate sexual or sexually harassing behavior at school on school grounds, school functions, and on school transportation and will be held responsible for ensuring that such workplace is free from sexual harassment. Specifically, the District prohibits the following:

- a. Unwelcome sexual advances;
- b. Requests for sexual favors, whether or not accompanied by promises or threats with regard to the student-teacher, student-student or employment relationship;
- c. Other verbal or physical conduct of a sexual nature made to any employee or student that may threaten or insinuate either explicitly or implicitly that any person's submission to or rejection of sexual advances will in any way influence any decision regarding that person's employment, evaluation, wages, advancement, assigned duties, shifts, academic performance or any other condition of employment, academic or career development;
- d. Any verbal or physical conduct that has the purpose or effect of substantially interfering with a person's ability to perform the individual's duties and
- e. Any verbal or physical conduct that has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment.

Such conduct may result in disciplinary action up to and including dismissal or suspension upon instruction.

Other sexually harassing conduct in the workplace, whether physical or verbal, committed by supervisors or non-supervisory personnel or students is also prohibited. This behavior includes but is not limited to, commentary about an individual's body, sexually degrading words to describe an individual, offensive comments, off-color language or jokes, innuendoes, and display of sexually offensive materials.

Employees or students who have complaints of sexual harassment by anyone in the school environment, including any supervisors, co-employees, students, or visitors are urged to report such conduct to the compliance officer so that the District may investigate and resolve the problem. If the complaint involves the compliance officer, or if the person for any reason is uncomfortable in dealing with the compliance officer, the employee or student may go to the Superintendent or a person appointed by the Superintendent to handle the complaint.

The District will endeavor to investigate all complaints as expeditiously and as professionally as possible, consistent with the laws of the State and, if applicable, the collective bargaining agreement.

There will be no retaliation against employees or students for reporting sexual harassment or assisting the District in the investigation of a complaint. However,

if after investigating any complaint of harassment or unlawful discrimination, the District learns that the complaint is not in good faith or that an employee or student has provided false information regarding the complaint, disciplinary action may be taken against the individual who provided the false information.

Inquiries regarding this policy may be referred to the Superintendent of Schools, at 967- 6321.

### Dignity for All Students Act (Cyberbullying)

The Board is committed to providing a school environment that is free from harassment, bullying and discrimination. Harassment, discrimination, intimidation or bullying and acts of cyberbullying, as defined by New York Education Law Article Two and the Regulations of the Commissioner §100.2 by students, staff or visitors toward students are strictly prohibited. Therefore, in accordance with such laws and regulations, conduct of this nature is subject to discipline in accordance with the District's Code of Conduct and the Internet Safety and Acceptable Use Policies.

Reports of harassment, bullying and discrimination shall be made to the Building Principal, Superintendent or the Principal's or Superintendent's designee. Students and parents/guardians may make an oral or written report of harassment, bullying or discrimination to District teachers or administrators.

District employees who witness harassment, bullying or discrimination, or who receive an oral or written report of harassment, bullying or discrimination, shall promptly orally notify the Building Principal, Superintendent or the Principal's or Superintendent's designee not later than one school day after such employee witnesses or receives a report of harassment, bullying or discrimination. After oral notification, the District employee shall file a written report with the Building Principal, Superintendent or the Principal's or Superintendent's designee not later than two school days after making the oral report.

The Building Principal, Superintendent or the Principal's or Superintendent's designee shall lead or supervise a thorough investigation of all reports of harassment, bullying or discrimination, and ensure that said investigation is completed promptly after receipt of any written reports made. In the event an investigation verifies harassment, bullying or discrimination, the District shall take prompt actions reasonably calculated to end the harassment, bullying or discrimination, eliminate any hostile environment, create a more positive school culture and climate, prevent recurrence of the behavior, and ensure the safety of the student or students against whom such harassment, bullying or discrimination was directed. Retaliation against any individual who, in good faith, reports or assists in the investigation of harassment, bullying or discrimination, is strictly prohibited.

Individuals whose behavior is found to be in violation of this policy will be subject to discipline or removal from the premises in accordance with school policy, including the Code of Conduct. If appropriate, individuals may also be referred to law enforcement officials. The Building Principal shall make a regular report on data and trends related to harassment, bullying and discrimination to the Superintendent.

### **Jr.-Sr. High School Eligibility for Special Events and Extended Day Field Trips**

This Policy aims to tie good behavior to special event attendance. The goals of the policy are to reduce student misbehavior, reward those who exhibit good behavior, and restrict students who demonstrate excessive misbehavior. Because many referrals are earned due to tardiness to school or class, it is expected that this policy will help decrease this poor habit.

#### **3 Strike Policy**

If a student receives 3 referrals during the semester, they will become ineligible to attend any Special Events or Extended Day Field Trips. Examples include: Dances, the 10th Grade Trip, the Junior Prom, the Senior Trip, the Senior Ball, and the Senior Luncheon. Students may redeem one referral, provided the referral does not involve disrespect. To redeem one referral per semester, the teacher who wrote the referral and the principal must agree that the referral may be redeemed and be followed with an approved plan developed by the student to earn redemption for that referral.

We will attempt to hold quarterly Reward Day activities to positively acknowledge and recognize those students who have zero discipline referrals during those "Reward" time frames.

#### **Jr.-Sr. High Eligibility for Extracurriculars**

Student's ability to participate in extracurricular activities depends on their own desire to be involved and their willingness to follow school and team rules.

During any particular sports season or activity period, once a student has received three behavioral referrals s/he will not be allowed to participate in the activity/sport and will sit out any practices and/or games for one week beginning on the last day of the referral.

Exceptions may be granted if this is the required practice portion of the season with other consequences being administered by the coach through collaboration with the Athletic Coordinator. Though the student may not participate in practices, he/she may attend practices to watch and learn as long as behavior is appropriate.

Once this penalty has been imposed, every three referrals thereafter will lead to loss of participation for one week. When a new season begins, each student on a team/activity will receive a clean slate and the count will start over.

Any time a student is assigned Alternative Learning Center (ALC) or suspended out of school, he/she will not be allowed to attend that afternoon's activity, practices or competitions. Detentions will not be rescheduled due to activities, practices or games.

In addition to school rules, extracurricular activities and sports participation have specific rules established for such activities and in the case of sports will follow the Athletic Code of Conduct. These rules may or do include additional expectations and consequences when violated.

### **Staff Qualifications**

In compliance with provisions of the No Child Left Behind Act of 2001 to inform you that, because your child's school receives Title 1 federal funding, you have the right to request information regarding the professional qualification of your child's classroom teacher(s). Specifically included is your right to know the following:

- Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under emergency or other provisional status through which State qualifications or licensing criteria have been waived;
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and field of discipline of the certification or degree; and
- Whether your child is provided services by paraprofessionals and, if so, their qualification.

Should you wish to exercise your right to obtain the above information about your child's teacher please contact the office of the Superintendent of Schools in writing at the following address to make your request.

Superintendent of Schools  
Bainbridge-Guilford Central School  
18 Juliand Street,  
Bainbridge, NY 13733

*Should you have any questions concerning the above, please do not hesitate to call (607) 967-6321.*



## Model Notification of Rights under FERPA for Elementary and Secondary Schools

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

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

## Model Notice for Directory Information Family Educational Rights and Privacy Act (FERPA)

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Bainbridge-Guilford CSD, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Bainbridge-Guilford CSD may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Bainbridge-Guilford CSD to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor Roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed to military recruiters without their prior written consent.

If you do not want the Bainbridge-Guilford CSD to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 15. The Bainbridge-Guilford CSD has designated the following information as directory information:

1. The student's name;
2. The student's address;
3. The student's telephone number;
4. The student's electronic mail address;
5. The student's image, including video;
6. The student's date and place of birth;
7. The student's major field of study;
8. The student's dates of attendance;
9. The student's grade level;
10. The student's participation in officially recognized activities and sports;
11. Weight and height of members of athletic teams;
12. The student's degrees, honors, and awards;
13. The most recent education agency or institution attended.

# BAINBRIDGE-GUILFORD CENTRAL SCHOOL Instructional Calendar 2013 - 2014

- ☐ = Instructional Day Off
- = Staff Development - Full Day
- ◇ = District Wide - 1/2 Day
- ⬡ = Greenlawn/Guilford Only - 1/2 Day
- = Regents Days
- \* = Payroll Dates

July 2013						
S	M	T	W	T	F	S
	1	2	3	4	5*	6
7	8	9	10	11	12	13
14	15	16	17	18	19*	20
21	22	23	24	25	26	27
28	29	30	31			

August 2013						
S	M	T	W	T	F	S
				1	2*	3
4	5	6	7	8	9	10
11	12	13	14	15	16*	17
18	19	20	21	22	23	24
25	26	27	28	29	30*	31

September 2013						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13*	14
15	16	17	18	19	20	21
22	23	24	25	26	27*	28
29	30					(19+1)

October 2013						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11*	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		(21+1)

November 2013						
S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8*	9
10	11	12	13	14	15	16
17	18	19	20	21	22*	23
24	25	26	27	28	29	30
						(17)

December 2013						
S	M	T	W	T	F	S
1	2	3	4	5	6*	7
8	9	10	11	12	13	14
15	16	17	18	19	20*	21
22	23	24	25	26	27	28
29	30	31				(15)

- |   |   |
|---|---|
| <b>SEPTEMBER 2013</b>                   | <b>FEBRUARY 2014</b>                    |
| 3 Staff Development Day                 | 17-21 Presidents Day Recess             |
| 4 First Day for Students                |   |
| 13 First payroll for 10-month employees | <b>MARCH 2014</b>                       |
|   | 14 Staff Development Day                |
| <b>OCTOBER 2013</b>                     | <b>APRIL 2014</b>                       |
| 14 Columbus Day                         | 14-18 Spring Recess                     |
| 25 Staff Development Day                |   |
| <b>NOVEMBER 2013</b>                    | <b>MAY 2014</b>                         |
| 6 Gm/GH Parent/Teacher Conf—1/2 day     | 26 Memorial Day                         |
| 11 Veterans Day                         |   |
| 20 Gm/GH Parent/Teacher Conf—1/2 day    | <b>JUNE 2014</b>                        |
| 27-29 Thanksgiving Recess               | 4 Gm/GH Parent/Teacher Conf—1/2 day     |
|   | 11 Gm/GH Parent/Teacher Conf—1/2 day    |
| <b>DECEMBER 2013</b>                    | 17-26 Regents Exams                     |
| 23-31 Christmas Recess                  | 25 Last day for Elementary              |
|   | 26 Rating Day & Last Day for Teachers   |
| <b>JANUARY 2014</b>                     | 30 Last 1/2 pay for all Faculty & Staff |
| 1-3 New Years Recess                    |   |
| 20 Martin Luther King, Jr. Day          |   |
| 27-30 Regents Exams                     |   |
| 31 Staff Development Day                |   |

January 2014						
S	M	T	W	T	F	S
			1	2	3*	4
5	6	7	8	9	10	11
12	13	14	15	16	17*	18
19	20	21	22	23	24	25
26	27	28	29	30	31*	
						(18+1)

February 2014						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14*	15
16	17	18	19	20	21	22
23	24	25	26	27	28*	
						(15)

March 2014						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14*	15
16	17	18	19	20	21	22
23	24	25	26	27	28*	29
30	31					(20+1)

April 2014						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11*	12
13	14	15	16	17	18	19
20	21	22	23	24	25*	26
27	28	29	30			
						(17)

May 2014						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9*	10
11	12	13	14	15	16	17
18	19	20	21	22	23*	24
25	26	27	28	29	30	31
						(21)

June 2014						
S	M	T	W	T	F	S
1	2	3	4	5	6*	7
8	9	10	11	12	13	14
15	16	17	18	19	20*	21
22	23	24	25	26	27	28
29	30*					(19)

Number of Instructional Days	
Semester 1	90
Semester 2	92
Staff Development Days	4
<b>Total Days</b>	<b>186</b>

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

# August 2013



July 2013							September 2013						
1	2	3	4	5	6		1	2	3	4	5	6	7
8	9	10	11	12	13		8	9	10	11	12	13	14
14	15	16	17	18	19	20	15	16	17	18	19	20	21
21	22	23	24	25	26	27	22	23	24	25	26	27	28
28	29	30	31				29	30					

4

5

6

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9

10

JV & V Fall Sports Parent Meeting, 6:00 p.m.

BOE Meeting, HS

Softball/Soccer Car Wash & Bake Sale, SFCU 9:00 a.m.-2:00 p.m.

11

12

13

14

15

16

17

JV & V Fall Sports Begin  
Modified Fall Sports Parent Meeting, 6:00 p.m.

7th Grade Orientation

18

19

20

21

22

23

24

Modified Fall Sports Begin

BOE Meeting @ HS

25

26

27

28

29

30

31

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																	
	No School - Labor Day	No School - Staff Development Day	First Day of School Welcome Back Students!	Rosh Hashana BOE Meeting, Guilford	Welcome Back Dance																																																																																		
1	2	3	4	5	6	7																																																																																	
8	9	10	11	12	13	14																																																																																	
				Instrumental Lessons Begin		Yom Kippur Fundraiser - Jr. Class Car Wash, SFCU																																																																																	
15	16	17	18	19	20	21																																																																																	
				BOE Meeting, Guilford																																																																																			
22	23	24	25	26	27	28																																																																																	
First Day of Autumn		Student Pictures, Jr.-Sr. HS	Student Pictures, Greenlawn	Student Pictures, Guilford																																																																																			
29	30																																																																																						
	Pride and Spirit Week Begins		<table border="1"> <thead> <tr> <th colspan="7">August 2013</th> <th colspan="5">October 2013</th> </tr> <tr> <td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td> <td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td> </tr> <tr> <td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td> <td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td> </tr> <tr> <td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td> <td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td> </tr> <tr> <td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td> <td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td> </tr> <tr> <td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td> <td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td> </tr> </thead></table>	August 2013							October 2013									1	2	3			1	2	3	4	5	4	5	6	7	8	9	10	6	7	8	9	10	11	12	11	12	13	14	15	16	17	13	14	15	16	17	18	19	18	19	20	21	22	23	24	20	21	22	23	24	25	26	25	26	27	28	29	30	31	27	28	29	30	31				
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# September 2013

All Dates Tentative

All Jewish holidays begin at sundown on the evening before.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																					
<p>October 2013</p> 		Pride and Spirit Week	Pride and Spirit Week	Pride and Spirit Week BOE Meeting, HS	Pride and Spirit Week Ends Pride and Spirit Dance Homecoming JSHS End 5 Week Marking Period																																																																						
6	7	8	8th Grade Spaghetti Dinner JSHS Open House, 6:30-8:00 p.m.	9	10	11																																																																					
13	No School - Columbus Day	JSHS Student Picture Retakes	PSAT—11th Grade Greenlawn and Guilford Student Picture Retakes	BOE Meeting, HS	BOCES District Early Dismissal Jr. Class 80's Bowling @ Galaxy Bowl																																																																						
	14	15	16	17	18	19																																																																					
20	21	22	23	24	No School - Staff Development Day	26																																																																					
	JV & V Winter Sports Parent Meeting, 6:00 p.m.			Halloween Greenlawn Fall Parade, 1:00 p.m. Guilford Fall Parade, 1:45 p.m.																																																																							
27	28	29	30	31	<p>September 2013</p> <table border="1"> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </table> <p>November 2013</p> <table border="1"> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </table>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30											1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
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All Dates Tentative

All Jewish holidays begin at sundown on the evening before.

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

# November 2013



October 2013					November 2013					
	1	2	3	4	5	6	7	8	9	10
6	7	8	9	10	11	11	12	13	14	15
13	14	15	16	17	18	16	17	18	19	20
20	21	22	23	24	25	23	24	25	26	27
27	28	29	30	31		27	28	29	30	

Greendawn Quarter Ends

Daylight Saving Time Ends

JV & V Winter Sports Start

Red Cross Blood Drive @ HS

1/2 Day –  
Elementary Students  
All-County Music Auditions @ BG  
Elementary Parent Conference

BOE Meeting @ Guilford  
JSHS End 10 Week Marking Period

YES Leads Movie Night, 6:30 p.m.

3

4

5

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9

No School - Veterans' Day

10th Grade Spaghetti Dinner

Area All-State, SUNY Oneonta  
JSHS Report Cards Sent Home

Area All-State, SUNY Oneonta

10

11

12

13

14

15

16

Modified Winter Sports Parent Meeting, 6:00 p.m.

1/2 Day –  
Elementary Students  
Elementary Parent Conference

BOE Meeting @ Guilford

17

18

19

20

21

22

23

Food Drive Begins  
Modified Winter Sports Begin

Honor Society Hat Day Fundraiser

No School - Thanksgiving Break

No School - Thanksgiving  
Hanukkah Begins

No School - Thanksgiving Break

24

25

26

27

28

29

30

All Dates Tentative

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																			
1	2	3	4 Sr. HS Winter Concert, 7:30 p.m.	5 BOE Meeting, HS	6 Snowball Dance Kids' Night Out, Greenlawn	7																																																																																			
8	9	10	11 7th Grade Basket Raffle Jr. HS Winter Concert, 7:00 p.m.	12 JSHS Jazz Concert, HS Aud., 7:00 p.m.	13 JSHS End 15 Week Marking Period	14																																																																																			
15	16	17 Food Drive Ends	18 Deliver Food Baskets	19 Greenlawn Holiday Concert, 9:00 a.m., 5/6 Ensembles and Gr. 4 Classes JSHS Progress Reports Sent Home	20	21 First Day of Winter																																																																																			
22	23	24	25 No School - Christmas Recess Christmas	26	27 Kazalski Basketball Tournament	28 Kazalski Basketball Tournament																																																																																			
29	30 No School - Christmas Recess	31 No School - New Year's Eve	<table border="1"> <thead> <tr> <th colspan="7">November 2013</th> <th colspan="7">January 2014</th> </tr> <tr> <td></td><td></td><td></td><td></td><td>1</td><td>2</td><td></td> <td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td> </tr> <tr> <td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td> <td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td> </tr> <tr> <td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td> <td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td> </tr> <tr> <td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td> <td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td> </tr> <tr> <td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td> <td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td> </tr> </thead></table>		November 2013							January 2014											1	2					1	2	3	4	3	4	5	6	7	8	9	5	6	7	8	9	10	11	10	11	12	13	14	15	16	12	13	14	15	16	17	18	17	18	19	20	21	22	23	19	20	21	22	23	24	25	24	25	26	27	28	29	30	26	27	28	29	30	31		 <b>December 2013</b>
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January 2014



December 2013

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New Year's Day

No School - Christmas Recess

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BOE Meeting, Guilford

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Jr. Class Chicken and Biscuit Dinner

Greenlawn Winter Olympics

No School - Martin Luther King Jr. Day

BOE Meeting, Guilford

Greenlawn Quarter Ends

County Music Festival, Oxford

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Regents Exams

Regents Exams

Regents Exams

Regents Exams  
JSHS End 20 Week Marking Period

No School - Staff Development Day

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February 2014

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BOE Meeting, HS  
JSHS Report Cards Sent Home

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Valentine's Day  
Valentine's Day Dance

Kid School - Presidents' Day Recess

Presidents' Day

BOE Meeting, HS

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10th Grade Spaghetti Dinner

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# March 2014



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JV & V Spring Sports Start

Red Cross Blood Drive

8th Grade Parent Night, 6:30 p.m.

BOE Meeting, Guilford  
Oneida Jazz Festival

Oneida Jazz Festival  
YES Leads Movie Night, 6:30 p.m.

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Daylight Saving Time Begins

JSHS End 25 Week Marking Period

Kindergarten Parent Information Night, 6:30 p.m.

No School  
Staff Development Day  
County Music Festival, Norwich

Badminton and Table Tennis Sectionals  
County Music Festival, Norwich

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Purim

JSHS Progress Report Sent Home

BOE Meeting, Guilford  
Varsity Softball Chicken and Biscuit Dinner, Greentown, 5:00-7:00 p.m.

Jr. Class Dodgeball and Dance, HS

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Modified Spring Sports Start

Music in Our Schools Concert, 7:30 p.m.

Sr. High Honor Society Inductions

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All Dates Tentative

All Jewish holidays begin at sundown on the evening before.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																																																
<p>April 2014</p> 		<p>ELA State Testing, Grades 3-8</p>	<p>ELA State Testing, Grades 3-8</p>	<p>ELA State Testing, Grades 3-8 BOE Meeting, HS</p>		<p>Girls' Modified Softball Pancake Breakfast</p>																																																																																																																
6	7	8	<p>7th Grade Basket Raffle Jr. HS Spring Concert, 7:00 p.m. JSHS End 90 Week Marking Period</p>	9	<p>2/3 Multi-Age Concert, Greenlawn, 9:00 a.m. Greenlawn Quarter Ends Honor Society Hat Day</p>	12																																																																																																																
			<p>No School - Spring Recess</p>		<p>Good Friday</p>																																																																																																																	
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<p>Easter Sunday</p>	<p>BOE Meeting, HS</p>	<p>JSHS Report Cards Sent Home</p>			<p>Jr. Class Car Wash, SFCU</p>																																																																																																																	
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April 2014

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Math State Testing, Grades 3-8  
BOE Meeting, Guilford  
Pre-K Application due by 4:00 p.m.

Math State Testing, Grades 3-8

Jr.-Sr. Prom @ Affon River Club

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Mother's Day

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Senior Class Trip

Senior Class Trip

Budget Hearing, HS  
Voter Registration, Town Halls

6th Grade Parent Night, 8:30 p.m.

JSHS End 35 Week Marking Period

10th Grade Trip to NYC  
Greenlawn Honor Society Induction, 9:00 a.m.

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No School - Memorial Day  
Memorial Day Parades

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Science Performance Test, Grade 4  
Pre-K Parent Information Night, 6:30 p.m.  
Jr.-Sr. Honor Reception, 7:00 p.m.

All Dates Tentative

All Jewish holidays begin at sundown on the evening before.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	<ul style="list-style-type: none"> <li>Athletic Awards Night, 6:00 p.m.</li> <li>Science Written Test, Grades 4 &amp; 8</li> </ul>	<ul style="list-style-type: none"> <li>Regents Common Core Algebra, Common Core English</li> </ul>	<ul style="list-style-type: none"> <li><b>Shavuot</b></li> <li>1/2 Day—Elementary Students</li> <li>Elementary Parent Conferences, Noon-7:00 p.m.</li> <li>Sr. Recognition Concert &amp; Music Awards, 7:00 p.m.</li> </ul>	<ul style="list-style-type: none"> <li>BOE Meeting, HS</li> </ul>		
8	<ul style="list-style-type: none"> <li>First Grade Transition Visit</li> </ul>		<ul style="list-style-type: none"> <li>1/2 Day—Elementary Students</li> <li>Elementary Parent Conferences, Noon-7:00 p.m.</li> <li>Greenlawn Talent Show</li> </ul>		<ul style="list-style-type: none"> <li>Greenlawn Quarter Ends</li> <li>Guilford Play Day</li> <li>Jr. HS Awards, 8:30 a.m.</li> <li>M.U.D. Dance</li> </ul>	<ul style="list-style-type: none"> <li>Flag Day</li> </ul>
<ul style="list-style-type: none"> <li>Father's Day</li> </ul>	<ul style="list-style-type: none"> <li>4th Grade to Town Pool</li> <li>Guilford Play Day, Raindate</li> <li>M.U.D. Last Day for Jr.-Sr. HS Students</li> </ul>	<ul style="list-style-type: none"> <li>Regents 3rd Grade to Town Pool</li> </ul>	<ul style="list-style-type: none"> <li>Regents 2nd Grade to Town Pool</li> </ul>	<ul style="list-style-type: none"> <li>Regents MA to Town Pool</li> <li>BOE Meeting, HS</li> </ul>	<ul style="list-style-type: none"> <li>Regents Greenlawn Summer Olympics</li> </ul>	<ul style="list-style-type: none"> <li>First Day of Summer</li> </ul>
15						
<ul style="list-style-type: none"> <li>Baccalaureate</li> </ul>	<ul style="list-style-type: none"> <li>Regents 5th Grade Campout</li> <li>6th Grade Track Meet</li> </ul>	<ul style="list-style-type: none"> <li>Regents 5th Grade Campout</li> <li>6th Grade to Town Pool</li> </ul>	<ul style="list-style-type: none"> <li>Regents Last Day for Elementary Students</li> <li>Moving Up Day—Greenlawn Graduation</li> </ul>	<ul style="list-style-type: none"> <li>Regents JSHS End 40 Week Marking Period</li> <li>Last Day for Teachers</li> </ul>	<ul style="list-style-type: none"> <li>Graduation Rehearsal, 3:00 p.m.</li> <li>HS Awards Night, 6:30 p.m.</li> </ul>	<ul style="list-style-type: none"> <li>Graduation, 7:00 p.m.</li> </ul>
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MAY 2014							JUN 2014					
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June 2014

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 JULY 2014		JSHS Report Cards Sent Home	1	2	3	Independence Day	5																																																																																																	
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All Dates Tentative

All Jewish holidays begin at sundown on the evening before.

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August 2014



July 2014							September 2014							
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## Food Service FAQ's!

**What will breakfast and lunch prices be for the coming school year?**

Breakfast: PreK- Grade 12 - \$1.00; Pre K - Grade 6 - \$1.90; Grades 7-12 - \$1.95

**Can I pre-pay for my students meals?**

**Yes!** We encourage you to pre-pay on your student's account. We accept any amount. If you pre-pay for 10 or more meals you can get one free meal.

**Can I pay on-line for my student's meals?**

**YES!** B-G has an on-line system where you can pre-pay for school meals. See the enclosed information sheet for details.

**Can I find out what my student has been purchasing in the cafeteria?**

**Yes!** The register system has the capability of printing a history of your child's account. We will be able to show you exactly what they have purchased.

**How does the register system identify what has been purchased?**

Using a touch pad, all students have a unique and confidential ID number to enter into the system. The number that they are assigned will remain the same as long as your student attends school at B-G.

**If my student qualified for free or reduced meals last year, do I need to fill out another form this year?**

**YES! This is very important!** Send in your applications for free or reduced meals right away. You must re-apply each year for free or reduced price meals. We must have a new application on file by September 30<sup>th</sup>, or your child will have to pay full price for meals.

**If my family receives free or reduced meals, does that make it more expensive for the students who don't qualify?**

**NO!** The number of free and reduced students participating in the program does not affect the price of meals. It does, though, have a positive impact on the school district. The number of free or reduced applications that we receive has a direct effect on the amount of monetary aid for educational programs that the school can receive. The more students receiving free or reduced meals, the more money the District will receive in State Aid and consequently, less tax burden in the community! Don't be Shy - APPLY!

**How much will I save if my family qualifies for Free or Reduced Meals?**

If an elementary student purchased both breakfast and lunch at the regular price, the cost would be \$2.90 a day - 20 meals a month (10 months) would be \$580 a school year. If you qualify for reduced priced meals, your student can receive breakfast and lunch for \$0.25 each - \$0.50 a day. At 20 meals a month (10 months) the cost would be \$100 a school year. **Reduced meals would result in a savings of \$480 per student per school year!**

**When can I apply for Free or Reduced Meals?**

You may apply for free or reduced meals anytime during the school year.

**If I received a Direct Certification letter from Social Services, do I need to contact the Food Service Manager?**

**Yes!** If you received a Direct Certification letter from the NY State Social Services department this summer please send a copy to the Food Service Manager. We do not receive these letters here at the school. This letter is all that you need to become eligible for free meals for your children this year.

**What happens if I do not receive a letter from Social Services this year?**

Please do not worry. Social Services is trying to do away with sending letters to each and every family. They are working in conjunction with school districts to get each and every child eligible for free or reduced meals. Each school district does a Direct Certification drop which matches students in the district to children that are eligible for benefits. You will receive a letter from the school when your child is approved by this method.

**Can my student charge meals if they do not have funds in their account?** We have a meal charging policy in all schools. After a student has three charges, they receive a peanut butter and jelly sandwich, fruit, and milk.

**Who can I contact if I have other questions or need more explanation about Food Service at B-G?**

Please call **Billie Reigles**, Food Service Manager at 967-6331 if you have any questions or need help filling out applications.

# Meals Plus

On-line payment option for meals

[www.MySchoolMoney.com](http://www.MySchoolMoney.com)

- Logon
- Click on New User Registration
- Read registration information, click on Start Registration.
- Select NY – drop down menu – Find Bainbridge-Guilford
- Create your User Name and Password
- Choose your Type – Premium or Basic
  - NOTE: Account Balances are only available with the PREMIUM account type.
  - BOTH types charge \$1.95 for each deposit
  - Read and check privacy policy
- Click on Register Me
- Welcome with your name
- Parent Functions
  - Manage Students
    - Add your student's ID number, Name and School
      - Student ID Number is their 4 digit B-G ID number
      - Contact Billie Reigles, Food Service Manager, at 967-6331 if you don't know the ID number.
- SAVE
- Make a Payment
  - Follow the directions.
  - Note the CONVENIENCE FEE of \$1.95 per transaction.
  - NOTE: Account Balances and Histories are only available with the PREMIUM account type.