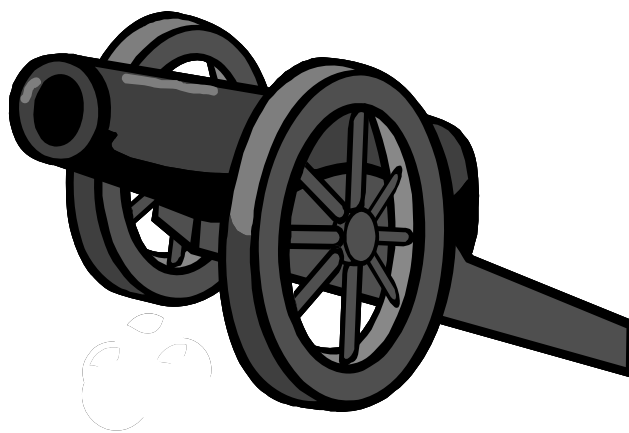


# Watervliet Jr. Sr. High School

## Student/Parent Handbook



2007-2008

**Bell Schedule  
2007-2008**

<u>Period</u>	<u>Time</u>
1	8:00- 8:42
2	8:45 – 9:29
3	9:32 – 10:13
4	10:16 – 10:57

**A Lunch**

A	Lunch	11:00-11:24
5		11:27 – 12:07
6		12:10 –12:50

**B Lunch**

5		11:00- 11:40
B	Lunch	11:43-12:07
6		12:10-12:50

**C Lunch**

5		11:00-11:40
6		11:43-12:23
C	Lunch	12:26-12:50
7		12:53-1:33
8		1:36-2:16

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2007-2008

*BOARD OF EDUCATION*

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*Mr. Mark Scully, Vice President*  
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*Mrs. Chris Chartrand*

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*Business Manager, Mr. John P. Heid*

*WATERVLIET JUNIOR SENIOR HIGH SCHOOL ADMINISTRATION*

*Principal.....Ms. Lori Caplan*  
*Assistant Principal.....Mr. David Wareing*  
*Athletic Director/Dean of Students.....Mr. Richard Cowles*  
*Secretary.....Mrs. Marcie Wilson*  
*Assistant Principal's Assistant.....Mrs. Donna Belokopitsky*

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*Guidance Counselor (A-K).....Mrs. Lori Genito*  
*Guidance Counselor (L-Z).....Mrs. Monica Poznanski*  
*Guidance Secretaries.....Mrs. Kristin Fera*  
*.....Ms. Alice Bulmer*  
*Attendance Officer.....Ms. Janeen Schoonmaker*  
*.....Mr. Chris Lee*  
*Library Media Specialist.....Ms.Allison Jones*  
*School Physician.....Dr. John O'Bryan*  
*School Nurse.....Mrs. Dolores Mitchell*  
*School Psychologist.....Mrs. Wendy O'Biren*  
*Speech Therapist.....Ms. Maryalice Hipwell*  
*Speech Therapist.....Ms. Kathy Munro*  
*English as Second Language Teacher.....Mrs. Carol Green*  
*Occupational Therapist.....Ms. Amy Donlon*  
*Physical Therapist.....Ms. Janet Breeze*  
*Teacher of the Visually Impaired.....Ms. Linda Pawlak*  
*Student Assistant Counselor.....Ms. Jennifer Dull*  
*School Social Workers.....Ms. Aimee O'Keefe*  
*.....Ms. Alison Pendergass*

## Teaching Staff 2007-08

### Art

Ms. Lavick  
Mrs. Spence

### Business & Computers

Mr. Lindemann – Chairperson – Computer Coord.  
Mr. Gaddy  
Mrs. Ralston

### English/Reading

Mrs. Bonville - Chairperson  
Mr. Assini  
Ms. Connors  
Mr. Devendorf  
Mr. Foust  
Mrs. Hill  
Mr. Snyder

### Foreign Language

Mr. Leggiero - Chairperson  
Ms. Sylvester  
Ms. Bohn  
Ms. Morrissey

### Health

Mr. Lane  
Mr. Robinson

### Home and Careers

Mr. Gallagher

### Mathematics

Mr. Berin - Chairperson  
Mrs. Aubrey  
Ms. Degnan  
Mr. Fay  
Mr. Gardner  
Mr. Prendergast  
Mr. Santiago  
Ms. Sofrone

### Media Specialist

Ms. Jones

### Music

Mr. Bonville - Chairperson  
Mrs. Bradway  
Mrs. Collett

### Physical Education

Ms. Hotaling - Chairperson  
Mr. Bernard  
Mr. Hoefler  
Mr. Strand

### Science

Mr. Parisi - Chairperson  
Mr. Bowden  
Mr. Cea  
Mrs. Coffey  
Mrs. Eddy-Helenek  
Mr. Fisher  
Mr. Lewis  
Mrs. Randall

### SHED

Mrs. Mills

### Social Studies

Mr. Satterlee - Chairperson  
Mrs. Beams  
Mr. Burke  
Mr. Creaser  
Mr. Emerson  
Mr. Grill  
Mr. Murphy  
Mrs. Ramsay

### Special Education

Mrs. Bisceglia – Chairperson  
Mr. Birmingham  
Mrs. Buchanan  
Mrs. Carr  
Mr. Clark  
Mrs. Frate  
Mrs. Kussler  
Mr. Looney  
Mrs. Minbiole

### Technology

Mr. Facin  
TBA

### Teacher Aides/Assistants/Monitors

Mr. Capitula  
Ms. Dorrance  
Mr. Edmonds  
Mrs. Fruscio  
Mrs. Gordon  
Ms. Griffin  
Mrs. Hoffman  
Mrs. Hosier  
Mrs. Irvine  
Ms. Klein  
Mr. Kowaleswski  
Mrs. Kulka  
Ms. Morissey  
Mrs. O'Connell  
Mrs. Proctor  
Ms. Young

## **0000 BOE EDUCATIONAL PHILOSOPHY**

The Board of Education is dedicated to educating students to develop desired moral, ethical, and cultural values, to stimulate and expand a continual learning process and to cultivate an understanding and appreciation of the rights and responsibilities of American citizens, which will enable them to function effectively as independent individuals in a democratic society. An atmosphere will be created and maintained in an attempt to assure the student's maximum intellectual, social, ethical and physical development.

The educational program will attempt to provide each child with the fundamental academic skills and basic knowledge required for his/her maximum intellectual development, the opportunity for each child to develop his/her interests and abilities to the fullest extent according to his/her individual potential and special service to promote the social, physical, mental and emotional development of each child. It is the district's goal to foster in students good work habits, integrity, self-discipline, good sportsmanship, self-confidence and a sense of purpose. The report card is designated to show personal and social development as well as scholastic achievement. Extracurricular activities will be offered when possible to enhance the academic program.

The Board encourages parents and teachers to offer their expertise in helping to develop a school environment that is academically challenging, psychologically satisfying and socially fulfilling for students at all levels. The parent's guidance at home should support the school's work to cooperatively provide the most effective education for the child. The objectives of an educational program are best realized when mutual understanding, cooperation, and effective communications exist among the home, community and school.

## **0100 EQUAL OPPORTUNITY**

The Board of Education, its officers and employees, shall not discriminate against any student, employee, or applicant on the basis of race color, national origin, creed, religion, marital status, sex, age, or disability.

This policy of nondiscrimination includes: access by student to educational programs, counseling services for students, course offerings and student activities, recruitment and appointment of employees and employment pay, benefits, advancement and/or terminations.

The Board authorizes the Superintendent of Schools to establish such rules, regulations and procedures necessary to implement and maintain this policy.

## **1100 PUBLIC INFORMATION PROGRAM**

The Board of Education recognizes the importance of a continuing public information program in order to promote widespread understanding of the school district's educational program and to gain the support and participation of the community in the school system.

Parents, students and community members are encouraged to attend and participate at the public Board of Education meetings, which are held on the second Tuesday of every month. Additional information may be disseminated by being sent home with students, put in district newsletters or placed on the district calendar.

Parents and residents wishing to obtain information should inquire first through a building principal, then through the Superintendent and finally through the Board.

Important telephone number:

**Watervliet City Schools (518) 629-3200**

## **1120 SCHOOL DISTRICT RECORDS AND PUBLIC ACCESS**

Often parents and students and other community members may want to have specific information about the schools in this district. Information about student records is discussed in section 5500 - Student records. For information on other topics, interested persons may inspect and/or copy school district records at the Office of the Records Access Officer (see the Superintendent or designee) located at the district office, during regular business hours on any business day on which the school district is open.

Requests to inspect or make copies of records must be submitted in writing, either in person or by mail, to the Records Access Officer, who will provide information regarding fees.

The Records Access Officer shall acknowledge receipt of the request and advise the approximate date when the request will be granted or denied.

When a request for access to a public record is denied, the Records Access Officer shall indicate in writing the reasons for such denial, and the right to appeal. An applicant who is denied access to a public record may file an appeal by delivering a copy of the request and a copy of the denial to the district clerk of the Board of Education within 30 days after the denial from which such appeal is taken.

The appeal will be submitted to the Board of Education for a decision. Additional details of this policy can be found in section 1120-R.

## **1220 LOST AND FOUND**

Students who find lost articles are asked to take them to the Main Office. Students who are looking for lost items should go to the main office.

## **1240 VISITORS TO THE SCHOOL**

Visitors to the schools in the district shall be governed by the following rules during school hours:

1. Each building principal shall establish and maintain a safety plan outlining the process for registration and authorization for visit to his/her school.
2. The Principal of the school must be contacted by the person or group wishing to visit and prior approval must be obtained for the visit.
3. Parents or guardian wishing to speak with a specific teacher concerning the progress of a child must make an appointment with the teacher, in addition to obtaining the permission of the school's principal.
4. All visitors must report to the main office, sign in, and be issued a visitor's permit, which must be displayed at all times. The permit must be returned to the main office and the visitor must sign out at the conclusion of the visit.
5. Registration shall not be required for school functions open to the public whether or not school related.
6. Parents are encouraged to visit guidance counselors, school nurses, school psychologists and other support personnel, by appointment, in order to discuss any problems or concerns the parent may have regarding the student whether or not school related.
7. Any visitor wishing to inspect school records or interview students on school premises must comply with all applicable Board policies and administrative regulations. In questionable cases, the visitor shall be directed to the Superintendent's office to obtain written permission for such visits.
8. The principal is authorized to take any action necessary to secure the safety of students and school personnel. Unauthorized visitors shall be requested to leave school premises immediately, and will be subject to arrest and prosecution for trespassing, pursuant to the New York State Penal Law, if they refuse.

Visiting with teachers and staff should occur after the school day has ended at 2:16pm.

## **1400 PUBLIC COMPLAINTS**

The Board of Education recognizes the right of community members to register individual or group concerns regarding instruction, district programs, materials, operations and/or staff members. The main goal of this district is to resolve such concerns with only the parties involved, whenever possible. Public complaints about the school district will be directed to the proper administrative personnel. Complaints about specific classroom practices shall be directed to the teacher concerned. If the matter is not settled satisfactorily, the complaint shall then contact the Building Principal: if there is no resolution on this level, the Superintendent of

Schools shall be contacted. The Superintendent shall refer the issue to the Board for final resolution. All matters referred to the Superintendent and/or Board must be in writing, concerns registered directly to the Board as a whole or to an individual Board member shall be referred as soon as is reasonably possible to the Superintendent for investigation, report and/or resolution.

## **1520 PUBLIC CONDUCT ON SCHOOL PROPERTY**

These rules govern the conduct of students, faculty, and other staff, administration, licensees, invites and all other persons, whether or not their presence is authorized, upon district property, and also upon or with respect to any other programs and activities and in its administrative, cultural, recreational, athletic and other programs and activities.

### **PROHIBITED CONDUCT**

No person, either singularly or in concert with others, shall:

1. willfully cause physical injury to any other person nor threaten to do so, for the purpose of compelling or inducing such other person to refrain from any act which he/she has a lawful right to do or to do any act which he/she has a lawful right not to do;
2. physically restrain or detain any other person, nor remove such person from any place where he/she is authorized to remain, except that students may be restrained as permitted under policy 5314, Corporal Punishment Complaints, or when the person is acting in lawful defense of him/herself or another person;
3. willfully damage or destroy property of the district or property under its jurisdiction, nor remove or use such property without authorization;
4. without permission, expressed or implied, enter into any private office of administrative offices, member of the faculty or staff member;
5. enter upon and remain in any building or facility for any purpose other than its authorized uses or in such manner as to obstruct its authorized use by others;
6. without authorization, remain in any building or facility after it is normally closed;
7. refuse to leave any building or facility after being required to do so by an authorized administrative officer, member of the faculty or staff member;
8. obstruct the free movement of persons and vehicles in any place to which these rules apply;
9. disrupt or prevent the peaceful and orderly conduct of classes, lectures and meetings or interfere with the freedom of any person to express his/her views, including invited speakers;
10. have in his/her possession upon any premises to which these rules apply, any rifle, shotgun, pistol, revolver or other firearm or weapon without the written authorization of the Superintendent of Schools or his/her designee, whether or not a license to possess the same has been issued to such person;
11. use, possess, sell or distributive alcohol or controlled substances as defined in Board policy 5312.1, Drug and Alcohol Abuse; and/or
12. willfully incite others to commit any of the acts herein prohibited with specific intent to procure them to do so.

Penalties: Anyone who violates any of the provisions of these rules is subject to appropriate penalties, up to and including reprimand, suspension, ejection, arrest and or prosecution.

## **1900 PARENTAL INVOLVEMENT**

The Board of Education believes that positive parental involvement is essential to student achievement and this encourages such involvement in school educational planning and operations. Parental involvement may take place either in the classroom or during extra-curricular activities. However, the Board also encourages parental involvement at home since parents can be a vital influence in determining a child's perspective of learning, school and homework (e.g. planned home reading time, informal learning activities, and/or homework "contracts" between parents and children).

## **1920 OPPORTUNITIES FOR PERSONS WITH DISABILITIES**

The Board of Education is committed to providing opportunities for participants in the services, programs and activities of the district to persons with disabilities, equal to that of other persons. The districts will fulfill all the requirements of federal and state law and regulation in ensuring access to persons with disabilities.

## **4321 PROGRAMS FOR STUDENTS WITH DISABILITIES**

Each student identified by the Committee on Special Education (CSE) as having a disability will have access to the full range of programs and services of this school district, including extracurricular programs and activities, which are available to all other students enrolled in the public schools of this district.

Parents/students who desire further information on these programs and services should contact the C.S.E. office at 629-3202

## **4316 PHYSICAL EDUCATION**

The New York State Education Department, Bureau of Physical Education, interprets the physical education mandate concerning the successful completion of physical education as follows:

- A. A student must be present.
- B. A student must participate in physical education for each year that he/she is in school.

Students will be expected therefore, to dress appropriately for physical education classes as directed by their instructors. Failure to either dress appropriately or participate properly will result in disciplinary action by the physical education teachers.

### **4317 TEACHING ABOUT DRUGS, ALCOHOL AND TOBACCO**

Watervliet schools believe that education is an important preventive measure against student involvement with drugs, alcohol and tobacco. Instruction will take place primarily in the health classes. Parents and students who want more information on substance abuse, or would like to ask questions about a specific problem, may call and/or visit the Guidance Office or leave a message for the Student Assistance Counselor. The Counselors encourage students who believe they may have a substance abuse problem to meet with their counselor and discuss it as soon as possible. The counselors will assist both students and parents with connecting to appropriate outside counseling agencies.

### **4327 HOMEBOUND INSTRUCTION**

Homebound instruction is a service provided to students who are unable to attend school due to medical or emotional issue. Secondary students receive instruction for two hours per day. Students receive credit for their work while on homebound instruction.

The parent must notify the principal or guidance counselor if a student will be on an extended absence and will require an itinerant teacher. If the inability to attend is due to a medical or emotional reason, the parent should obtain from the child's physician a written medical request for homebound instruction. If it is not medically necessary, the instruction may take place in an alternative location such as the SHED.

### **4328 ALTERNATE EDUCATION PROGRAM**

Watervliet's Alternate Education Program is designed to meet the needs of students who are not succeeding in the regular classroom settings. The main goal of our program is to assist these students in working to their capabilities. One junior high program and one senior high program are housed at the Jr/Sr High School, accommodating approximately 15 students each.

The objectives of the Alternate Education Program are:

1. To improve the student's self-concept
2. To improve the student's relationship with others
3. To improve the student's attitude toward school and the value of education
4. To improve the student's attitude toward work, in general, and the accomplishment of goals
5. To improve the student's academic standing

## **BOCES TRANSPORTATION**

**All** students are transported to and from the Vo-Tec Center by school buses. Students, who do not comply, will face disciplinary action. (Note: permission may be granted by the Principal of the BOCES Center **and** the Principal of Watervliet Junior-Senior High School to drive a personal vehicle for a specific occasion.) BOCES students are reminded not to loiter in the halls while waiting for the BOCES bus, but to remain in the north door entrance.

## **4331 SUMMER SCHOOL**

In grades 7 through 12, a Watervliet student must have a 55 final average in each class that they wish to repeat in our district's summer school program, or in any other district's summer school program. If a student is dropped due to attendance (DA), they are eligible for summer school, but will enter with an average of 50. Students who enroll in an out of district location will be calculated in the same manner. All students who wish to enroll in the Watervliet City School District Summer School Program must meet all our district's academic/attendance levels in order to be eligible to enroll in our summer school program. All classes normally meet daily for a minimum of 90 minutes in duration.

Students who attend summer school will have their summer school grade calculated using the following formula:

$$\begin{array}{rcl} \text{Final class average} & & \\ \text{(Must be 55} & + & \text{Summer school final} \\ \text{minimum)} & & \text{average (2/3 final average +} \\ & & \text{1/3 final exam/regents)} \\ \hline & 2 & = \text{Final} \\ & & \text{Summer} \\ & & \text{School Grade} \end{array}$$

A student may attend summer school in any high school certified by the New York State Board of Regents. He/She must, however, have written permission from the Guidance Office to apply for summer school entrance to a specific course or courses. All district students must still meet academic and attendance levels in order to enroll in any summer school course even out of the district. Parents and/or guardians are responsible for fees associated with the summer school program.

### **4334.1 HIGH SCHOOL CREDIT FOR COLLEGE COURSES**

The Board of Education recognizes the value that college courses can add to a student's educational program. Accordingly, high school credit will be awarded to students who enroll in approved college courses pursuant to the following criteria:

1. The number of college courses a student may participate in each school year shall be subject to the approval of the Superintendent of Schools and the High School Principal. The course content, equivalency of instruction, and time requirements shall be approved in advance by the Principal and the Superintendent. In the case of students with disabilities, the above must also be approved by the Committee on Special Education (CSE).
2. The Principal shall determine the amount of local high school credit to be awarded for the college course.
3. For the purposes of this policy, a "unit" is a year's work in a subject requiring 180 minutes of instruction per week throughout the school year or the equivalent.
4. The costs for any and all such higher education shall be borne by the individual student.
5. High school credit shall not be granted for any college course for which a student receives a failing grade.
6. Students who wish to participate in college courses must meet specific academic, grade level and coursework requirements as set forth by the Superintendent. (Note: The District will follow Commissioner's Rules and Regulation Part 100 regarding acceleration of students.)

In addition, several courses that are offered at the high school allow the students to receive high school credit in addition to college credit from Hudson Valley Community College or SUNY Albany. These classes include: Russian IV, Honors English 12, Honors American History, Business Communications, Calculus, Math Structures and CAD.

### **4526 USE OF SCHOOL COMPUTERS**

The District has endeavored to create an environment in which students, staff and the public have access to current technology. This access will enable the academic community to connect with millions of educational resources all over the world. Due to the sheer magnitude of this information, it may be possible for a student to access information that would be considered by school and community standards to be inappropriate. While the district will make every reasonable effort to prevent this misuse, your child will be expected to play a role in the proper use of district technology.

Computer resources are available for the sole purpose of supporting our educational programs. The use of district computer resources is a privilege, not a right and may be revoked at any time. Each user must agree and comply with the guidelines set forth in this document. For further information regarding privacy rights, implementation, system access, sanctions or notification, please refer to the Watervliet District Policy Manual.

### **PROCEDURES FOR PROPER USE:**

1. The district's computer network shall be used only for educational purposes consistent with the district's mission and goals .
2. The individual in whose name an account is issued is responsible at all times for its proper use.
3. Network users will be issued a log-in name and password. Passwords should be changed every 90 days.
4. Network users identifying a security problem on the district's system must notify the appropriate teacher, administrator, or computer coordinator. Do not demonstrate the problem to anyone else.
5. Student account information will be maintained in accordance with applicable education records, law and district policy and regulations.
6. Copyrighted material may not be placed on any computer connected to the district's network without author's permission. Only staff specially authorized may upload copyrighted material to the network.
7. Copyrighted material shall be used in accordance with the fair use doctrine and district policy and regulations.
8. Any network user identified as a security risk or having a history of violations of district computer use guidelines may be denied access to the district's network.
9. Only instructional materials approved by the BRC and/or the Director of Curriculum may be loaded on the district network and/or stand-alone desktop computers .

### **PROHIBITIONS:**

The following is a list of **prohibited actions** concerning use of the district's computer network. Violation of any of these prohibitions may result in discipline or other appropriate penalty, including suspension or revocation of a user's access to the network.

1. There must be no sharing of passwords.
2. Attempts to read, delete, copy or modify the electronic mail of other system users is prohibited as is deliberate interference with the ability of system users to send/receive electronic mail. Forgery and attempted forgery of electronic mail messages is prohibited.
3. No personal software, disks or other storage devices (i.e. flash drives) may be loaded onto the district's computers and/or network, without permission of the BRC.
4. Attempts by a student to log on to the district's system in the name of another individual, with or without the individual's password or permission is prohibited.
5. With the use of network resources system users shall not encourage the use of tobacco, alcohol, or controlled substances or otherwise promote any other activity prohibited by district policy, state, or federal law.
6. Use of computer access to data and access to secure areas other than for educational purposes is prohibited.
7. System users shall not evade, change, or exceed resource quotas as set by the administration. A user who continues to violate disk space quotas may have their files removed by the BRC. Such quotas may be exceeded only by requesting to the appropriate administrator or system coordinator that disk quotas be increased and stating the need for the increase.

8. Transmission of material, information, or software in violation of any district policy or regulation, local, state, or federal law is prohibited.
9. Vandalism will result in cancellation of system use and network privileges. Vandalism is defined as a malicious attempt to harm or destroy district equipment or materials, including software and related print material, data of another user of the district's system or any of the agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading, downloading, or creating of computer viruses.
10. Tampering with or misuse of the computer system or taking any other action inconsistent with this policy and regulation will be viewed as a security violation.
11. Any form of "cyber bullying" is strictly prohibited and will result in immediate revocation of all email and Internet privileges.
12. Immoral conduct, including viewing, transmitting, downloading, or trading obscene material, or, in the case of those users under the age of 18, other materials inappropriate for minors.

Any user of the District's Computer System (DCS) that accesses another network or other computer resources shall be subject to that network's Acceptable use policy. All uses of district technology resources from home are subject to the same rules, regulations, and penalties resulting from a violation of this policy.

#### **4600 GUIDANCE**

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, study help, help with home, school or social problems, or any questions you would like to discuss. Students wishing to visit a counselor should contact the secretary in the guidance office to arrange for an appointment.

#### **STUDENT TRANSFERS:**

A student transferring to another school should report to the Guidance Office for transfer credentials three (3) days before leaving.

#### **RESIDENCY**

If a student moves out of the school district before June 1st in a given school year, that student must transfer to his/her new school. If the move occurs June 1 or later, then that student will be allowed, with Board of Education approval, to complete the current school year without paying tuition. However, that student must transfer to the new school during the following summer.

Seniors will, however, be allowed to complete their senior year at Watervliet High School without paying tuition, should they move anytime during the senior year - and if they were, in fact, a Watervliet resident during the previous school year.

### **CHANGE OF ADDRESS AND TELEPHONE NUMBER**

If you change your address or telephone number while enrolled at Watervliet High School, please notify the Attendance Office and the Guidance Office as soon as possible.

### **EARLY DISMISSAL**

Students who are granted early dismissal are required to leave the school grounds immediately after they are dismissed.

### **4600.5 LIBRARY/MEDIA CENTER**

The Watervliet High School Media Center offers extensive opportunities for both group and individual reading, viewing and listening. The staff will be happy to assist each student in every way possible to locate, compare, and evaluate information. Improved study habits will be encouraged through the use of individual carrels. The Media Center has a wide selection of books and resource materials and access to the Internet.

### **4710 GRADING SYSTEM**

The district utilizes a uniform grading system. Classroom teachers evaluate students and assign grades according to the established system. Students are rated on:

1. Estimate-general effort, participation in class and assignments; and
2. Test- the students' performance on quarterly tests.

Report cards will be issued 4 times a year at ten-week intervals.

#### **Students are rated on:**

1. Quarterly Mark--general effort, participation in class assignments, unit tests and quarterly test. Quarterly mark is determined by course work (2/3) and quarterly test (1/3 in grades 9-12; 4/5 course work and 1/5 quarterly test in grades 7-8). Minimum mark for quarterly grade is 50% for 1st quarter. Actual grade is assigned for remaining quarters.
2. Final Mark--consists of quarterly marks (2/3 in grades 9-12; 4/5 in grades 7-8) and final exam mark (1/3 in grades 9-12; 1/5 in grades 7-8). Final exam marks are to be exact mark received. There is no minimum mark and no exemption from final exams.
3. Passing grade is 65% in grades 7-12.

**Scheduling Procedures**--It is the procedure at Watervliet High School to schedule students for a full course load, with one study hall. In cases of conflict in requested courses, every attempt will be made to schedule the student for another course, not another study hall. The request to change a student's course selections must be made by the parent by the Spring deadline preceding the school year. No request for changes will be made after that date. Administrative changes to a student's schedule may be made during the summer and first five weeks of the school year for academic reasons, which may include, but are not limited to, the following:

- A. Failure of a course.
- B. Inappropriate placement in level/course.
- C. Adjusted schedule for AIS Remediation.
- D. Student testing in/out of math/reading labs.
- E. Accommodations for special education, alternate education, and at-risk students.
- F. Students return to school from outside placement.

The student or teacher may initiate a schedule change. The schedule change forms are available from a student's counselor. The student must fill out the sheet and get the following signatures: parent(s), guidance counselor, and teacher(s). If any party disagrees with the change, the principal will call a conference with all parties before rendering a final decision. The final approval for a change is by the Principal. If a student is granted permission to drop a course after the first quarter the dropped course remains on his or her record followed by a grade WF (withdrew-failure).

The privilege of early dismissal from school is reserved for senior students only. (The exception may be alternate education and at-risk students who are working on a modified schedule.) The following guidelines will be used in granting early dismissal to seniors:

- A. Seniors must be meeting all requirements for courses needed for graduation.
- B. Senior schedules will not be changed to create room for an early dismissal.
- C. Seniors will not be scheduled for an independent course to accommodate an early dismissal.

**MARKING PERIOD END DATES:**

Quarters-

1st Quarter – November 16, 2007  
2nd Quarter - January 25, 2008  
3rd Quarter - April 4, 2008  
4th Quarter - June 26, 2008

Interim Reports-

October 12, 2007  
December 17, 2007  
February 29, 2008  
May 9, 2008

## **4712 STUDENT PROGRESS REPORTS TO PARENTS**

"Interim Reports" will be completed by teachers and mailed to parents at approximately the five-week mark during each of the four quarters.

## **4714 PARENT CONFERENCES**

Parent conferences may be held at the request of a teacher(s), counselor, administrator, student or parent. Parents wishing to schedule a conference should contact their child's counselor in the Guidance office.

## **4730 HOMEWORK**

It is expected that teachers will assign and students will complete daily homework tasks. A reasonable amount of daily homework should total a maximum of 1-1/2 hours each evening. Some teachers have a link on the District's web site that list homework. The school web site is **[Http://vliet.neric.org](http://vliet.neric.org)**.

## **4740 HONOR ROLLS**

The Watervliet Jr. Sr. High School has an honor and a high honor roll. Honors roll – quarterly average 85-89. High honor roll- quarterly average 90 or higher. Students who receive no failing marks (including DA's) or incompletes for the quarter are eligible.

## **NATIONAL HONOR SOCIETY/ NATIONAL JUNIOR HONOR SOCIETY**

Watervliet Junior Senior High School maintains chapters in both the National Honor Society (Ellen Bevins Chapter) and the National Junior Honor Society (Margaret Mullen Chapter). Membership in the National Honor Society is based on scholarship, leadership, character and service.

Scholastic criteria for membership in the National Honor Society is:  
88% average for sophomores (after 3 semesters); juniors  
(after 5 semesters) and seniors (after 7 semesters).

Students who are scholastically eligible for membership are invited to apply for membership. The faculty assesses each candidate's leadership, character and service. These assessments of each scholastically eligible student are reviewed by the Faculty Council, composed of five voting

members, the building principal, and the National Honor Society advisor. Faculty assessments are based on the candidate's character, leadership, and service traits. Additionally, each candidate completes a "Student Activity Form" which is also reviewed.

Responsibilities and privileges of membership are on file in the principal's office and may be reviewed upon request.

Scholastic criteria for membership in the National Junior Honor Society is:  
90% average for eighth graders at the end of the 1st marking period (which includes four quarters of 7th grade).

90% average for ninth graders at the end of the 1st marking period (which includes four quarters of 7th grade and four quarters of 8th grade).

Scholastically eligible students are assessed by the faculty on the basis of leadership, service, character, and citizenship. A Faculty Council reviews these assessments as well as each candidate's Student Activity Information Form.

All procedures, standards and regulations for both the National Honor Society and the National Junior Honor Society are in accordance with regulations of the National Council of the National Honor Society, which is a function of the National Association of Secondary School Principals.

## **4750 PROMOTION AND RETENTION OF STUDENTS**

It is essential that each child experience both challenge and success from school activities. Grade placement should enhance this possibility. The concept of grade placement is based on the premise that each teacher will provide appropriate experiences for children at particular stages of physical, emotional and academic growth.

District curriculum guides indicate goals for achievement by the "average" student at each grade level. However, academic growth, like physical growth, does not take place at the same pace or time for all individuals. Certain students may achieve mastery in a shorter period, while others need additional time. Promotion and retention are methods of meeting the needs of such children.

Promotion or retention of a student will be considered according to the following criteria:

### **Grades 7 and 8**

In grades 7 and 8, a student must pass 3 out of 4 core subjects, Math, Science, English Language Arts, and Social Studies, in order to be promoted to the next grade. Promotion is based on an average of 65% in each seventh and eighth grade subject area.

## **Grades 9-12**

In grades 9 through 12, promotions will depend on the number of units of credit the student earns. To be a ninth grade student, a student must have successfully completed 8<sup>th</sup> grade and been promoted to the 9<sup>th</sup> grade. To be a tenth grader a student shall have earned 5 credits. To be an eleventh grader, a student shall have earned 10 credits. To be considered a twelfth grader, a student shall have earned 15 credits and be able to schedule all remaining courses necessary to graduate. Students in twelfth grade who have not earned 15 credits will remain at junior status, even if they later become eligible for graduation.

Promotion in all instances will be determined by the Principal with the advice of the guidance department.

## **4760 MAKE-UP OPPORTUNITIES**

For grades 7 through 12, it is the student's responsibility to request all make up assignments due to Excused Absences from subject teacher within 5 days of the student's return to class, to be completed and returned to the teacher no later than 14 days from the request. Students are ineligible for make up work due to Unexcused Absences.

Students whose misconduct is directly related to the student's academic performance (e.g. plagiarism or cheating) shall be denied the opportunity to make up work.

In grades 9, 10 and 11, if a student fails a required course and does not successfully complete that course during duly authorized summer school, the student must retake the same course the following academic year before taking the next level of that course.

## **4770 GRADUATION REQUIREMENTS**

Two kinds of high school diplomas are offered at Watervliet High School. The first, the State Regents Diploma, is a school diploma endorsed by the New York Stated Board of Regents, Receipt of a State Regents diploma indicates that a student has not only satisfied the graduation requirements set by Watervliet High School but has also passed Regents examinations in his/her required courses. Students attempting to earn a Regents Diploma can also achieve a Regents Diploma with Advanced Designation by meeting additional requirements. The second, a school diploma, is issued by a Watervliet High School and indicates that a student has satisfied all the necessary requirements determined by the Watervliet Board of Education.

**Grade Requirements for students entering 9<sup>th</sup> grade:**

<b>Course</b>	<b><u>Local</u></b>	<b><u>Regents</u></b>
English	4	4
Social Studies	4	4
Mathematics	2	2
Science	2	2
Health	.5	.5
Art or Music	1	1
Sequence & Electives	5	2
Physical Education	2	2
Languages Other than English	-	3
Required Minimum Units	20.5	20.5

**Regents Examinations:**

<b><u>Local</u></b>	<b><u>Regents</u></b>
English 11	English 11
Math	(2) Math
Global History - Grade 10	Global History - Grade 10
US History - Grade 11	US History - Grade 11
1 - in any Science Class	(2) Sciences - 1 Life Science/1 Physical Science Language Regents

**Graduation requirements for all students entering Grade 9 in/after September 2001:**

**REGENTS DIPLOMA**

<b>Course</b>	<b>Units</b>	<b>Regents Exams</b>
English	4	
Social Studies	4	ELA-Grade 11
Mathematics	3	Global History-Grade 10
Science	3	US History- Grade 11
Health	1	Math A- Grade 10
Art or Music	1	Science- any one exam (1200 minutes in lab required)
Language (Other than English)	1	
Sequence & Electives	3	
Physical Education (1/2 unit per 4 years)	2	

Required Minimum Units: 22

Total Exams: 5

**Regents Diploma with Honors-** all of the above requirements plus 90% in the required Regents exams (not rounded up)

**REGENTS DIPLOMA WITH ADVANCED DESIGNATION**

<b>Course</b>	<b>Units</b>	<b>Regents Exams</b>
English	4	
Social Studies	4	ELA-Grade 11
Mathematics	3	Global History-Grade 10
Science	3	US History- Grade 11
Health	1	Math A- Grade 10 / Math B- Grade 11
Art or Music	1	Science- (1 life and 1 physical science exam) (1200 minutes in labs required in each class)
**Language	3	Language Regents- Grade 11
(Other than English)		
Sequence & Electives	1	
Physical Education (1/2 unit per 4 years)	2	

Required Minimum Units: 22

Total Exams: 8

\*\* 5 Units in Technology, Business, Home & Career, Art, Music or VO-TEC may be substituted for the Language other than English (LOTE) requirement. However, all students must receive 1 credit in Language other than English to graduate.

**Regents Diploma With Advanced Designation with Honors-** all of the above requirements plus 90% in the required Regents exams (not rounded up)

**5020 HARASSMENT**

The Board of Education is committed to safeguarding the right of all students to learn in an environment that is free from all forms of harassment, including sexual harassment and any harassment or discrimination against a student based upon race, color, or national origin.

Students who believe that they have been harassed are to report the incident to the District's Compliance Officer who is located in the Pupil Services office. The officer will notify the Principal and the Superintendent of the complaint. The student may pursue his/her complaint informally or file a formal complaint. Appropriate action will be taken according to District Policies 5020.1 and 5020.2.

**5100 STUDENT ATTENDANCE**  
**5160 STUDENT ABSENCES AND EXCUSES**  
**5161 STUDENT TRUANCY AND TARDINESS**  
**ATTENDANCE AND COURSE CREDIT**

Every student has the right to educational opportunities that will enable the student to develop to the student's full potential. Regular school attendance maximizes the student's interaction with teachers and peers and is a major component of academic success.

The Attendance Policy shall apply to regular sessions and summer sessions of all academic instruction.

Policy objectives:

- A. To identify student attendance problems and root causes for poor attendance;
- B. To promote collaboration among all members of the Educational Community to improve student attendance;
- C. To maximize the achievement of academic standards and to increase school completion;
- D. To determine eligibility for course credit; and
- E. To know the whereabouts of every student for safety and other reasons.

All students are to report to their assigned homeroom by 7:55 a.m. Any student arriving after 8:00 a.m. is considered to be late and may be assigned a disciplinary consequence. Students arriving after 8:00 a.m. must report immediately to the attendance office to be admitted by the attendance officer or aide. Failure to sign in to school will result in a disciplinary consequence.

**For complete details regarding the Watervliet City Schools Attendance Policy, please see appendix B.**

**5200 EXTRACURRICULAR PROGRAMS**

All students are encouraged to become active members of a least one organization. Extracurricular educational programs offer students many opportunities to participate in beneficial activities. No student is to remain after school unless participating in an activity supervised by an advisor, teacher or authorized staff member. Reasonable behavior, cooperation and school citizenship are expected of all students.

## **CONDUCT AT SCHOOL EVENTS**

The Board of Education recognizes and respects the rights of all individuals. It also recognizes its responsibility to provide appropriate and reasonable guidelines for the conduct of students. With this in mind, the Board of Education reiterates its position that students may not use tobacco or alcoholic beverages or other controlled substances on school property or any school-sponsored event.

## **DANCES**

District dances are intended for the entertainment of our students. Only registered students in good standing are permitted to attend dances held on school property. One guest will be permitted to accompany each student for dances held at third-party facilities at the discretion of the administrator.

1. Appropriate dress and behavior are requested for all people attending any dance.
2. No admittance is permitted after 8:00 p.m.
3. Anyone who leaves the building will not be allowed to re-enter.
4. Students must be in attendance at school to attend an evening dance.
5. High school dances will be held for students in grades 9-12. Junior high school dances will be held for students in grades 7-8.

## **FIELD TRIPS**

Each student must obtain written permission from the student's parent/guardian before participation in a field trip. Telephone calls will not be sufficient.

Due to attendance and/or behavioral and/or academic concerns, students may become ineligible for participation on field trips. The sponsoring adult will inform effected students.

Field trip money is non-refundable regardless of reason, including but not limited to academic and disciplinary reasons.

## **5210 STUDENT ORGANIZATIONS**

Athletics	
Art Club	National Honor Society
Character Education Committee	Newspaper
Chess Club	Photography Club
Drama Club	Russian Club
Environmental Club	S.A.D.D.
FHA	Science Club
French Club	Ski Club
Forum Club	Spanish Club
Jazz Ensemble	Spectator (Year Book)
Junior High Student Council	Sr. High Student Council
Junior National Honor Society	Student Health Organization of Watervliet
Marching Band	Varsity Club
Masterminds	Yorker Club
Mock Trial	

## **5270/5280 INTRAMURAL AND INTERSCHOLASTIC ATHLETICS**

A. Interscholastic competition in the following areas is open to WHS students:

Baseball	Football	Track
Basketball	Soccer	Volleyball
Bowling	Softball	Wrestling
Cheerleading	Tennis	

Eligibility requirements for interscholastic sports include all requirements set by the State Public High School Athletic Association which are:

1. Student must be less than 19 years old by September 1.
2. Student must be examined by a school physician.
3. Student must have adequate accident insurance under a family or school policy.
4. Student must take four subjects including physical education.
5. Student must be in regular attendance 80% of the school term.
6. Student must be in attendance for the full school day on the same day of a game or practice in order to participate unless permission is given otherwise by the principal or his designee.
7. Student must have written parent/guardian consent.
8. Student must be in compliance with established rules and various leagues and State Education Department regulations.

## **B. Transfer Rule**

1. A student who transfers, with a corresponding change in residence of his/her parents (or other persons with whom the student has resided for at least six months) shall become eligible two weeks (14 calendar days) after starting regular attendance in the second school.
2. A student who transfers without a corresponding change in residence of his/her parents (or other persons with whom the student has resided for at least six months) is ineligible to participate in any interscholastic athletic contest in a particular sport for a period of one (1) year if the student participated in that sport during the one (1) year period immediately preceding his/her transfer.

### Exemptions 10 (2)

- a. The student reaches the age of majority and establishes residency in a district.
  - b. If a private or parochial school ceases to operate a student may transfer to another private or parochial school of his/her choice. Otherwise, a student must enroll in the public school district of his/her parents' residency.
  - c. A student who is a ward of the court or state and is placed in a district by court order. Guardianship does not fulfill this requirement.
  - d. A student from divorced or separated parents who move into a new school district with one of the aforementioned parents. Such a transfer is allowed once every six months. NOTE: It is provided, however, that each student shall have the opportunity to petition the section involved to transfer without penalty based on an undue hardship for the student.
3. Transfer students trying out for sports before school opens in the fall shall register and be accepted by the principal of that school before the medical examination and the first practice. This shall constitute the start of regular attendance for fall sports. NOTE: After approval by the school medical officer a student may practice immediately and must satisfy the specific Sports Standard according to the number of practice sessions required.

4. Practices at the previous school district may be counted toward the minimum number of practices required provided the Principal or Athletic Director of the previous school submits, in writing, the number and dates of such practices to the principal or athletic director of the new school.
5. A student who transfers from an out-of-state school to a New York State school for other than residential reasons, and is ineligible to compete in inter-school athletic games in the out-of-state school is ineligible to represent a New York State school in inter-school athletics.

### **C. Sportsmanship**

In order to promote the fundamentals of good sportsmanship, the member schools of Section II of the New York State Public High School Athletic Association have adopted the following policy:

- a. Each school shall educate its athletes, coaches, parents, and student body as to the accepted standards of good sportsmanship as defined herein.
- b. Each school shall prominently display the Code of Behavior for Spectators.
- c. Each school shall send a designated chaperone with teams playing at neutral or away site for sectional, regional, or state competition, in the sports of football, boys and girls basketball, and boys and girls soccer. This person, who shall be responsible for crowd control, shall report to the site chairperson upon arrival.

In other sports, the coach and staff must assume some of the responsibility for control of his or her spectators.

- d. Each school shall provide adequate chaperon coverage at home contests.
- e. For boys and girls soccer it is mandated that the players benches be placed on the opposite side of the field as the spectators, if site conditions permit. (Exception --stadium with fixed bleachers and a protective barrier.)
- f. Players and coaches who are disqualified from a contest for unsportsman like behavior are prohibited from playing or coaching in the next regularly scheduled contest.
- g. Players or coaches who strike or otherwise physically assault an official will be subject to suspension for a greater period of time.
- h. Officials' organizations shall be made aware of this policy and their assistance solicited in its enforcement.

## **5311 STUDENT DISCIPLINARY CODE (PLEASE SEE APPENDIX A)**

### **DISCIPLINE**

Since an orderly atmosphere is essential if learning is to take place, the following procedures will be in effect. (See Appendix A) These procedures will assist in advancing the purposes of education and are in compliance with the policies of the Board of Education, Commissioner's Regulations and State law.

### **ANTI-HAZING**

The Board of Education of the Watervliet City School District believes hazing, and initiation activities that involve hazing, are abusive and illegal behaviors that harm victims, and negatively impact the school environment by creating an atmosphere of fear, distrust, and mean-spiritedness. Hazing is especially troubling at the middle and high school levels because of issues of adolescence, in which many students are more vulnerable to peer pressure due to the tremendous need to belong, make friends and find approval from one's peer group.

The purpose of this policy is to provide a safe learning environment for students and staff that is free from hazing, and that promotes respect, civility, and dignity. Hazing activities of any type are inconsistent with the educational goals of the district, and are prohibited at all times. Moreover, it is the policy of the district that no student or adult will participate in, or be members of, any secret fraternity, sorority, athletic team, club or organization that is to any degree related to the school or to a school district activity, which engages in any form of hazing. For more information regarding definitions, reporting, disciplinary action or policy dissemination, please refer to the Watervliet School District Policy Manual.

#### *General Policy Statements*

- A. No student, teacher, coach, administrator, volunteer, contractor or other employee of the district shall permit, condone or tolerate hazing.
- B. No student, teacher, coach, administrator, volunteer, contractor or other employee of the district shall plan, direct, encourage, aid or engage in hazing.
- C. The district strictly prohibits students from engaging individually or collectively in any form of hazing or related initiation activity on school property, in connection with any school activity or involving any person associated with the school, regardless of where it occurs.
- D. Consistent with the district's Code of Conduct, any student who participates in hazing or related initiation activity will face immediate disciplinary action, up to and including suspension, expulsion, exclusion, and loss of the privilege of participation in extracurricular activities.
- E. Students who participate in hazing may also be referred to appropriate law enforcement authorities, and may face subsequent prosecution.
- F. Consent is no defense to a charge of hazing. Apparent permission or consent by a person being hazed does not lessen the prohibitions or penalties contained herein.
- G. This policy applies to behavior that occurs on or off school property, as well as during, before and after school hours.

### **5311.3 STUDENT COMPLAINTS/STUDENT DEMONSTRATIONS**

Students participating in a disruptive demonstration on school property will be subject to suspension from school. Students who wish to express their ideas concerning the operation of the school are welcome to present those ideas to the principal and/or the student council.

### **LOITERING/TRESPASSING**

Loitering in the school building or on school property is strictly forbidden. Violators will be disciplined and/or prosecuted. Students having completed classes and/or activities must leave the building and school grounds immediately. No student is allowed to remain in the building without Adult supervision.

### **5312.1 STUDENT SMOKING, DRUG, ALCOHOL USE**

Smoking in the school building or on school grounds is strictly forbidden. Use or possession of alcohol, narcotics, and unprescribed drugs on or around school property is also prohibited. This policy applies to all school-sponsored activities as well as the normal school day. Violators will be subject to suspension or expulsion from school, and/or penalties under the law.

### **5312.1 DANGEROUS WEAPONS IN SCHOOL**

No student shall have in his or her possession, upon school premises, any rifle, shotgun, pistol, revolver, other firearm, knives, razor blades, box cutters, chains, dangerous chemicals, explosives, or any object which is not necessary for school activities, and which could be used as a weapon. This includes hand fashioned items, which could be used as a weapon.

Firearms should be defined as any weapon, including a starter gun, which will or is designed to, or may readily be converted to, expel a projectile by the action of an explosive; the frame or receiver such weapon, any firearm, muffler or silencer of any destructive device.

Any student having a firearm as defined above shall be suspended from school following a hearing pursuant to Education Law Section 3214, for a period of not less than one year. The superintendent of schools may modify such suspension requirement on a case by case basis. The board shall provide the suspended student with appropriate alternate instruction during the period of his/her suspension.

### **5312.3 SMOKING ON SCHOOL PREMISES**

In accordance with State Law, there is no smoking or use of tobacco or tobacco products anywhere in the school building, on any school bus, school grounds, or within the area surrounding school grounds. Students wishing help in stopping a habit of smoking are urged to get information about smoking cessation programs from their counselor or the school nurse. Therefore, it is positively forbidden for students to display, smoke or use smokeless tobacco in the school building, on any school bus, school grounds, or within the area surrounding school grounds, or during any school activity taking place off school premises.

### **5312.4 USE OF RADIOS, BEEPERS, CELLULAR PHONES**

Radios, music boxes, "walkman-type" radios, pagers, beepers and cellular phones are not allowed in or around the school building. These items will be held in the office for parent or guardian to pick up should a member of the staff remove them from a student's possession. The District is not responsible for these items should they be lost or stolen. Parents may always reach a student in case of an emergency by calling the school office.

### **5312.10 LEAVING SCHOOL GROUNDS WITHOUT PERMISSION**

Students may not leave the building or premises without the permission of the principal, assistant principal or a member of the staff. Any student who does not follow this rule will be issued an in school suspension.

### **5313 DETENTION - Extension of the school day for disciplinary reasons**

Teacher detention will be held by classroom teachers for students who are not properly prepared for class, late to class, and who violate the teacher's classroom rules/expectations.

Office detention will be assigned by a building administrator for students who are consistently tardy to school, truant, or who violate school policies. Office detentions will take place 7:00 a.m.-7:45 a.m., 2:20-3:00p.m. and (a late detention)2:20 p.m. to 3:45 p.m. on Mondays through Fridays.

### **5314 CORPORAL PUNISHMENT**

In conformity with New York State Education Law, the Board of Education does not permit corporal punishment to be used as a means of discipline. This does not prevent an individual from protecting themselves, a student, a teacher or other person from injury, preventing destruction of school or any other property; or restricting or removing a pupil whose behavior interferes with orderly school functions.

## **5320 STUDENT CONDUCT ON SCHOOL BUSES**

The school provides transportation for students to and from school if you live in the designated bus zone. This is a privilege and not a right! Safety is the primary concern in transporting students to and from school. All guidelines that are established are to ensure that safety and control by the driver are maintained throughout the trip. Students are to conduct themselves in a manner so that all bus rides will be a positive experience for everyone. When it is misused, parents will have to provide other means for their student(s) to get to and from school.

Misbehavior on the school bus (whether a regular bus run, an athletic event or a field trip) should be reported to the driver. Students should not attempt to settle matters by themselves.

Misconduct reports will be filed by the bus driver, given to the Director of Transportation, Principal and a copy will be sent home. In addition to the above, all rules, regulations and disciplinary measures apply to students riding the daily bus to and from any B.O.C.E.S. building. When the bus arrives, students should:

- a) Stand still until bus stops.
- b) Move onto bus in an orderly fashion. Where there are large groups form a line and wait until younger children get on first.
- c) Obey the driver as he/she is now in charge; sit where he/she tells you. Seats are built for three students each.
- d) Keep your hands and feet to yourself: do not put arms or head out of open bus window and do not fight with others.
- e) Keep voices at normal level and use no profanity or vulgar language.
- f) Not litter nor throw anything (inside or outside).
- g) Not bring dangerous articles on the bus.
- h) Not light matches, nor use tobacco or tobacco products on the bus.
- i) Not bring drugs and/or alcoholic beverages on the bus.
- j) Not destroy school property or property of others.
- k) Not run in the aisle or leave their seat while bus is moving.

Disciplinary action will take place if students receive a bus referral. In cases of extreme misconduct, suspension of bus privileges will take place immediately.

## **BUS CARDS**

CDTA swipe cards are distributed on a monthly basis during lunch periods in the cafeteria. Only Junior and Senior High School students who live south of the Watervliet Arsenal are eligible for swipe cards.

## **5330 STUDENT DISCIPLINARY CODE: SEARCHES**

The District is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official may question a student about an alleged violation of law or the district code of conduct. Students are not entitled to any sort of “Miranda”-type warning before being questioned by school officials, nor are

school officials required to contact a student's parent before questioning the student. However, school officials will tell all students why they are being questioned.

School lockers, desks, and other such equipment are not the private property of students but the property of the school district, and as such may be opened and subject to inspection from time to time by school officials. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means that student lockers, desks and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

Under special circumstances, school officials may search students, particularly if there is reasonable suspicion that a student possesses illegal matter, for example, a dangerous weapon or illegal drugs. Students must be aware that such items are forbidden both on school property and at school-related activities.

### **LOCKERS**

Students have lockers in the hall for books and clothing. Each locker is furnished with a lock, the combination of which the students should memorize. All lockers must remain locked. Students are reminded not to give combinations to other individuals. This also includes PE lockers. The school is not responsible for any property lost or stolen. The locker is the property of the Watervliet School District and may be accessed by a building administrator at any time.

Students who lose a lock issued to them will be assessed a fee to replace it. ONLY School locks are to be used at school.

### **5420 STUDENT HEALTH SERVICES**

#### **MEDICATIONS**

School personnel (Nurse, Principal or Asst. Principal) may administer medicine to schoolchildren when provided with the following:

1. The written request from the physician in which he indicates diagnosis, name of medication, the frequency and dosage of the prescribed medication.
2. The written request from the parent to administer the medication as specified by the doctor.
3. The medication should be delivered to the nurse by the parent or guardian. Under no circumstances should the student deliver the medication.
4. The family must provide the medication in a pharmacy container that clearly indicates the date, name and address of the student, name of physician, dosage and frequency.

## **ACCIDENTS**

Accidents that occur during school hours or school-sponsored activities must be reported immediately to the teacher, school nurse, moderator or coach in charge.

### **A. School Insurance**

The Watervliet School District is a member of the Pupils Benefit Plan Incorporate. Details are as follows:

1. Pupils are covered for benefits once they get on the school bus on the way to school until they depart the bus on the way home. Pupils who walk to school, drive cars or ride bicycles are NOT covered until they enter the school building. In addition, teacher supervised school sponsored activities are covered.
  2. Benefits are available only after all other insurance has been used. This is excess coverage only. It is the parents' responsibility to file their claim with their own company prior to submitting any balance to the school.
  3. Injuries which require medical treatment must be filed with Pupil Benefits Plan Inc. within 30 days. Non-athletic injuries will be filed with the School Nurse; athletic injuries will be filed with the Athletic Director.
3. All claims should be submitted as promptly as possible. There is a one year deadline for all claims (from the date of injury).

## **5454 STUDENT AUTOMOBILE USE**

Under no circumstances should students plan on driving to school. Parking is extremely limited. Students may park on Hillside Avenue, facing east, along the field. Under no circumstances may students park in faculty/staff spaces. Any violators will be ticketed and towed at the owner's expense.

## **5640 EMPLOYMENT OF STUDENTS**

### **WORKING PAPERS**

Students who are between the ages of 14 and 17 must obtain working papers before starting a job. Applications for working papers are available from the guidance office before and after school. After the application is completed and returned for verification, working papers will be issued. A student needs his/her parent's signature, a birth certificate and proof of a physical within the past year. Working papers may be revoked if a student has poor school attendance.

## **6250 STUDENT FEES, FINES AND CHARGES**

Students who are caught vandalizing, destroying or defacing school property will be charged restitution for the damage.

## **TEXTBOOKS**

Textbooks for pupils who are residents of the Watervliet City School District are supplied on a loan basis for each course in which the pupil is registered. Such books may be borrowed from the Board of Education upon completion and presentation of the certified course registration form. Lost or damaged books are charged to the borrower, Students are to cover ALL textbooks by the 2nd week in each semester.

## **8132 FIRE DRILLS**

Fire drills are held at intervals during the school year. All students are to move quickly, orderly, and quietly to the exit designated for the room they are in at that time when the fire alarm rings. Upon leaving the building, groups will remain together and proceed a safe distance away from the building. At that time teachers will call roll to ensure that everyone has left the building. At the close of the drill, a bell signal will be rung and all students will return to the rooms from which they came.

Civil defense instructions are given in homerooms at various times during the year.

Any student who pulls a false alarm shall be suspended out of school and be referred to the Watervliet Police Department where charges will be filed.

## **8134 EMERGENCY CLOSINGS**

When school is closed because of weather or emergencies, it will be announced on local radio and television stations designated by the Superintendent of Schools. These include Channels 10, 13 and 6.

## **8520 FREE AND REDUCED PRICE FOOD SERVICES/CAFETERIA**

The cafeteria provides hot and cold breakfasts and lunches on a daily basis. The price is \$.75 for breakfast and \$1.25 for lunch. If you believe that you may qualify for free or reduced pricing, you must fill out an application form each year. These are available in the main office. Reduced prices are \$.25 for breakfast and lunch.

## **CAFETERIA**

All students will eat lunch in the school cafeteria.

### **Cafeteria Rules**

1. Each student is responsible for cleaning his/her place at the table and to deposit paper bags, milk cartons, etc. in the refuse containers.

2. During lunch period all students are to remain in the cafeteria.
3. Food or beverages are not to be eaten in the classrooms or corridors--only in the cafeteria.
4. Restrooms are available next to the cafeteria; students are not to use the boys' rooms and girls' rooms on other floors.
5. All students are reminded that courteous behavior and general rules of good manners are expected.
6. Students eligible for free or reduced lunch are reminded that applications can be picked up in the Nurse's Office.
7. Glass containers are not to be brought to school.
8. Any student violating cafeteria rules may have their lunch privileges suspended.

### **PASSES**

Teachers will grant student passes only when it is absolutely necessary during class time. If a student wishes to consult with a teacher, guidance counselor, or other members of the staff, the receiving staff member must issue the pass. Students who have to use restrooms, lockers, water fountains, etc. are requested to do so between classes. Passes will not be issued for students unless it is an emergency. Any student found in the hallway without a pass may be subject to disciplinary action including an after school detention.

Students wishing to obtain a hall pass from their teachers must have their agenda books present. Teachers will grant permission by signing the agenda book and noting the time and destination. In addition to the agenda books pre-signed passes will be accepted. Students will receive their monthly pass cards in homeroom and are responsible for keeping their card with them for the month. The cards are not replaceable if lost or stolen.

### **AGENDA BOOKS**

Students are provided with an agenda book for the purpose of staying current with homework assignments, as well as a means of communication between parents and teachers. Hallway passes are included in the agenda book. If the agenda book is lost or stolen, a student must replace the book at their own cost (\$3.00). Agenda books may be purchased in the main office.

**This handbook serves as a guideline for students at Watervliet Junior-Senior High School and does not supersede the Policy Manual set forth by the Board of Education of the Watervliet City School District. For further interpretation of this handbook, please contact the Principal and/or Superintendent of Schools.**

## APPENDIX A

# **Watervliet Jr/Sr High School Discipline Code**

Revised June 2006  
BOE Re-approved 2006

An orderly atmosphere is essential if learning is to take place. The following procedures will be in effect to help ensure order and learning in the building. These procedures are in compliance with the policies of the Board of Education, Commissioner's Regulations and State Education Law.

Expectations for Behavior – 7-12 grade students:

1. Be respectful to fellow students, school employees and school property.
2. Be in school unless legally excused.
3. Be in homeroom and classes on time.
4. Attend all classes as scheduled.
5. Leave the building only with prior approval.
6. Have a signed pass when in the halls while classes are in session.
7. Be in authorized areas only.
8. Be familiar with all district and building rules pertaining to student conduct.
9. Represent Watervliet when participating or attending school sponsored events with the highest standards of conduct, demeanor and sportsmanship.
10. Refrain from using language or gestures that are profane, lewd, vulgar or abusive.
11. Refrain from any loud talk or disruptive behavior.
12. Refrain from public display of affection.
13. Dress appropriately for school and school functions.

### **Procedures and consequences:**

For students, high school is not only a time of academic challenge, but also a time of balancing the need for increased independence and choices with a continued need for structure and support. The Watervliet Jr./Sr. High School gives our students the opportunity to learn and grow in a structured environment, while holding the student responsible for their actions. Students need to work cooperatively with all adults in the building and actively contribute to promoting mutual respect between all members of the high school community.

The administration reserves the right and authority to determine additional consequences for any offense not listed and/or if deemed necessary in order to ensure the health and safety of students, staff, faculty and community members.

### **Possible types of discipline include but are not limited to:**

Teacher Detention: This consequence will be held by classroom teachers for students who are not properly prepared for class, late to class and/or who violate the teacher's classroom rules/expectations.

Office detention: This consequence will be assigned by an administrator for students who break certain school rules. This consequence is used mainly for minor discipline issues such as not showing for a teacher detention, first level insubordination and class cuts.

Teacher Disciplinary Removal of Disruptive Student: See page 20 in the Watervliet City School District's Code of Conduct for more details.

Supervised Discipline (In School Suspension): This is an alternate means of discipline to be utilized for offenses such as chronic truancy and other violations of school rules and regulations. During In School Suspension (ISS) a certified teacher will instruct students. All work will be provided from their regularly assigned classroom teachers. Students in ISS will have lunch in an area designated by the principal. Students must work cooperatively as well as follow all ISS rules. On any day a student is placed in ISS, they will not be able to participate in any school activities (i.e. Academic, Athletic or Extracurricular). Any violation of ISS rules while students are assigned there may result in additional consequences including added days of ISS or suspension from school.

Suspension Out of School: Suspension out of school is used for students who violate certain school rules and regulations that are more severe in nature. School authorities will determine length of suspension. If suspended, parents or guardians will be notified in writing. They will have complete custody and jurisdiction over the student during the suspension period. A suspended student may not loiter or appear on school property at anytime nor may he/she appear or participate in school-sponsored activities including athletics. Students who are suspended out of school should to attend the Watervliet SHED program. In order to receive attendance credit as well as receive all school work they may have missed.

Restricted Activity List: Students with repeat and/or severe behavior issues may be placed on a "Restricted Activity" list for a period of time. This will be determined by an administrator. Being placed on the "Restricted Activity List" means that a student will loose certain privileges including: not being allowed to have passes out of class or study hall (students may be escorted by the office to a specific destination in an emergency only), not allowed to attend after school events/activities (i.e. spectator of sports, dances, plays, special events etc.), and not allowed on school fieldtrips or to attend special assemblies/ programs.

SHED Program: This is a school sponsored educational program at an alternative site. Students who are placed in the SHED program will receive two hours of education a day from a certified teacher. The students who are assigned to the SHED program are required to bring their textbooks and supplies with them. Their work will be collected by the guidance office and delivered to the SHED teacher. The SHED teacher will present the information to the student as well as collect all assigned work. The SHED teacher will deliver the work back to their assigned teachers' mailboxes.

Students who are assigned to the SHED program and fail to attend are still responsible for all work missed and may not receive additional time to complete work (i.e. incompletes). Failure to attend the SHED program will count against a student for attendance purposes.

Students may be placed at the SHED for a variety of reasons including discipline reasons, waiting change of educational placement, or medical concerns. Those students who are placed in the program for Out of School Suspension (OSS) are not allowed to participate in school activities or be on school grounds while attending this program.

The SHED program is housed in the Daniel P. Quinn Apartments. The program is located in the Quinn Community Room on Whitehall Street. The hours are from 9:30-11:30am for 7<sup>th</sup> and 8<sup>th</sup> grade students and from 12:30-2:30pm for 9-12 grade students.

### **ALMA MATER**

Where Phil Schuyler and Van Vliet  
Laid in paths which now are streets,  
Where the grim, fine arsenal  
Dares our enemies, makes them quail,  
Where our heritage is grand,  
There we love to take our stand  
Proud to feel at home our feet--  
On soil (on soil) of Watervliet.

Now we realized "Knowledge Power"  
Sisters always, make them ours--  
Now we strive, our footstep turns  
To the Source where wisdom burns,  
On that altar we will try  
To honor Watervliet High  
With fellowship, goodwill and worth  
To prove (to prove) our regal birth.

### **SCHOOL COLOR**

**Garnet and Gray**

### **NICKNAME**

**"Cannoneer"**

## Appendix B

### Attendance Policy

#### 1. LOCAL OBJECTIVES.

A. **Educational Opportunities.** Every student has the right to educational opportunities that will enable the student to develop to the student's full potential. Regular school attendance maximizes the student's interaction with teachers and peers and is a major component of academic success.

B. **Application of Policy.** This Policy shall apply to regular sessions and summer sessions of all academic instruction. For purposes of calculating the applicable dates required for course credit of a summer school course, such dates shall be pro rata to that of the regular session.

C. **Objectives.** This Policy addresses the following objectives:

To identify student attendance problems and root causes for poor attendance;

To promote collaboration among all members of the Educational Community to improve student attendance;

To maximize the achievement of academic standards and increase school completion;

To determine eligibility for course credit; and

To know the whereabouts of every student for safety and other reasons.

D. **Definitions.** For purposes of this Policy:

The term "Classroom Participation" shall mean that the student is in class, prepared with materials and completed assignments, ready and willing to work, and actively engaged in the activities directed by the teacher.

In grades 7 through 12, arrival to class late without a pass shall constitute a Tardy.

Five Tardies for a course shall constitute one Unexcused Absence

for the course.

Arrival to class 20 minutes late without a pass shall constitute one Unexcused Absence for the course.

The term “Educational Community” shall mean the District’s students, each student’s parent or person in parental relation, teachers, coaches and other advisors, administrators and support staff.

The term “Register of Attendance” shall mean any District written or electronic record maintained for the purpose of recording each student’s attendance, absence, tardiness or early departure from school.

The term “Attendance” shall mean a student’s attendance in school or at school-sponsored events where instruction is substantially equivalent to the instruction that was missed. Examples include, but are not limited to, District-approved field trips, instrumental music lessons, District-provided related or remedial services, District-provided homebound instruction due to illness or extended discipline, and District-sponsored extracurricular activities including sporting competitions. For purposes of this Policy, all absences, whether an Excused Absence or an Unexcused Absence, shall be countable in determining eligibility for course credit.

The term “Excused Absence” shall mean any absence, tardiness and early departure for which the student has provided the appropriate written documentation to the attendance office within 3 school days of the absence for the following reasons:

- Personal illness;
- Death in the family;
- Religious observance;
- Quarantine;
- Required court appearances;
- Medical or dental appointments;
- College visits pre-approved by the applicable administrator;
- Road test appointment;
- Approved cooperative work programs;
- Military obligations;
- Suspension; provided that the student attends all tutoring;
- School sponsored or school authorized activities; or
- Other reasons as may be approved by the Commissioner of Education.

The term “Unexcused Absence” shall mean any absence, tardiness and early departure other than such an absence, tardiness or early departure that is not an Excused Absence (as previously defined), including but not

limited to:

The lack of a written excuse, within 3 school days of the absence, for instances that would otherwise be defined as an Excused Absence;  
Visiting;  
Impassable roads or weather;  
Away/Vacation;  
Overslept;  
Helping at home;  
Missed the bus;  
Truant;  
Need to retrieve a personal item from another location;  
Suspension; provided that the student does not attend all tutoring;  
Babysitting;  
Hair or nail appointments; or  
Any reason that is not approved as an Excused Absence by the Commissioner of Education.

## 2. REPORTING SYSTEM.

A. **Register of Attendance.** Each student's Register of Attendance shall include:

Name;  
Date of birth;  
Full name(s) of parent(s) or person(s) in parental relation;  
Address where the student resides;  
Phone number(s) to contact the parent(s) or person(s) in parental relation;  
Date of student's enrollment;  
Record of student's attendance on each day of scheduled instruction, including period by period data, where applicable;  
Date the student withdraws or is dropped from enrollment, where applicable.

B. **Recording Attendance Data.** For purposes of recording each student's attendance on such student's Register of Attendance:

- i. For students enrolled in kindergarten through grade 6, the teacher shall send the attendance card of any absent or tardy student to the attendance clerk by the teacher at least once per day. The presence or absence of each student shall be recorded by the attendance clerk.
- ii. For students enrolled in grades 7 through 12, the presence or absence of each student in each period shall be recorded by the teacher after the taking of attendance in each period of scheduled instruction.
- iii. Any absence for the school day or portion thereof shall be recorded in the student's

Register of Attendance as an Excused Absence or Unexcused Absence in accordance with this Policy. If a student arrives late for, or departs early from, scheduled instruction, such tardiness or early departure shall also be recorded in the student's Register of Attendance as an Excused Tardy or Unexcused Tardy or Excused Early Departure or Unexcused Early Departure.

- iv. All entries in the Register of Attendance must be made by a teacher or an employee designated by the Board and must be verified by oath or affirmation.
- v. The District must also maintain a record of each scheduled day of instruction during which the school is closed for all or part of the day due to adverse weather conditions, impairment of heating facilities, insufficiency of water supply, shortage of fuel, destruction of or damage to school building, or such other cause approved by the Commissioner of Education.
- vi. If a student will be absent from school, the student's parent or person in parental relation is requested to telephone the attendance office before 9:00 A.M. on that day and provide the reason for the absence.
- vii. Upon returning to school, the student must present to the attendance office a note from the student's parent or person in parental relation explaining the student's absence. If this written excuse is not provided within 3 school days of the student's absence, then the absence will be deemed unexcused.

### 3. ATTENDANCE AND COURSE CREDIT

A. **Classroom Participation.** Studies have shown the importance of the relationship between attendance at school and achievement. Daily attendance creates an environment fostering subject competency, continuity of learning and responsibility, all of which are integral to the educational process. The District believes that Classroom Participation is related to and affects a student's performance and grasp of subject matter and, as such, must be properly reflected in a student's grade. For these reasons, this Policy takes into consideration Classroom Participation as a component of the student's grade in kindergarten through grade 6 and in all courses for grades 7 through 12. It is the philosophy of the District that active Classroom Participation is an integral part of every course offered. Classroom Participation shall be evaluated according to each teacher's guidelines, which will be clearly stated to students and parents by such teacher at the beginning of each course or academic year.

B. **Calculation of Students' Grades.** When calculating students' grades, teachers shall take Classroom Participation into account, as follows:

**2005 - 2006 Academic Year:** For all grades and courses, Classroom Participation shall constitute at least 10% of the student's grade for such grade or course.

**2006 – 2007 Academic Year:** For all grades and courses, Classroom Participation shall constitute at least 15% of the student's grade for such grade or course.

**2007-2008 and Forward:** For all grades and courses, Classroom

Participation shall constitute at least 20% of the student's grade for such grade or course.

C. **Classroom Participation Requirements for Course Credit in Academic Year 2006-2007.** When determining a student's eligibility for promotion in kindergarten through grade 6 or a student's eligibility for course credit in grades 7 through 12 in academic year 2006-2007 and beyond, the following shall apply:

**Grades K-6:** Any student absent more than 15% of the time for any reason, including Excused Absences and Unexcused Absences, shall not be promoted.

**Grades 7-8:** Any student absent more than 15% of the time in any unit for any reason, including Excused Absences and Unexcused Absences, shall not receive credit for the unit.

**Grades 9-12:** Any student absent more than 15% of the time in any course for any reason, including Excused Absences and Unexcused Absences, shall not receive credit for the course.

D. **Students Terminating Enrollment.** A student who terminates enrollment in the District and thereafter re-enrolls within the same academic year shall be subject to this Policy and such student's attendance shall be based upon the total academic dates of enrollment for the entire academic year and not merely the number of dates in such separate period of enrollment.

E. **Transfer Students.**

If a student transfers into this District, the number of days present and absent from the previous district shall be included for purposes of calculating the student's attendance and course credit while enrolled in this District. The number of days absent for the student will be compared to the tables in Section H and the appropriate Stage notifications made.

This District shall honor the previous district's attendance and discipline policies. For example, if the other district's policy does not permit a student who has been absent more than 40 days to attend summer school and the student arrives with 41 absences, the student will not be permitted to attend summer school in this District.

F. **Notification of Absenteeism for Academic Year.** To ensure that each student's Attendance is accurately reflected in the Student's Register of Attendance and student's academic grade in each grade or course, the personnel, as designated by the building principal, must monitor attendance on a weekly basis and complete the following notifications in a timely manner, as follows:

**Stage I:** When a student is identified according to the following table, personnel, as shall be designated by the building administrator, will complete a Stage I letter on the appropriate form. A copy will be sent to the student’s parent or person in parental relation, school counselor and attendance officer. The school counselor with the attendance officer will determine the need to meet with the student to review reasons for the absences and to determine with which students to initiate strategies to improve class attendance. Strategies may include, but are not limited to, individual counseling sessions, group counseling, psychological referral and the PINS diversion program.

**Stage I for 2006 – 2007 Academic Year & Beyond**

Course Type	Number of Absences
Full Year	8
Semester	4
Quarter	2
Science Class w/Lab	12

**Stage II:** When a student is identified according to the following table, personnel as shall be designated by the building administrator will complete a Stage II letter. A copy will be sent to the student’s parent or person in parental relation, school counselor and attendance officer. The school counselor and attendance officer will determine the need to meet with the student to review reasons for the absences and to determine with which students to initiate strategies to improve class attendance. Strategies may include, but are not limited to, individual counseling sessions, group counseling, psychological referral, the PINS diversion program and parent meeting.

**Stage II**

Course Type	Number of Absences
Full Year	16
Semester	8
Quarter	4
Science Class w/Lab	24

**Stage III:** When a student is identified according to the following table,

personnel as shall be designated by the building administrator will complete a Stage III letter on the appropriate form. A copy will be sent to the student's parent or person in parental relation, school counselor and attendance officer. The school counselor and attendance officer will determine the need to meet with the student to review reasons for the absences and to determine with which students to initiate strategies to improve class attendance. Strategies may include, but are not limited to, individual counseling sessions, group counseling, psychological referral, the PINS diversion program and parent meeting. This Stage III letter is the notification that the student is in danger of failing to meet the requirements of a particular course.

**Stage III**

Course Type	Number of Absences
Full Year	24
Semester	12
Quarter	6
Science Class w/ Lab	36

**Stage IV:** When a student is identified according to the following table, personnel, as shall be designated by the building administrator, will complete a Stage IV letter. A copy will be sent to the student's parent or person in parental relation, school counselor and attendance officer. The school counselor and attendance officer will determine the need to meet with the student to review reasons for the absences and to determine with which students to initiate strategies to improve class attendance. Strategies may include, but are not limited to, individual counseling sessions, group counseling, psychological referral, the PINS diversion program and parent meeting. **This Stage IV letter is a notification that the student is not eligible for promotion, unit credit or course credit.**

(1) If the student wishes to be eligible to retake the course in summer school, the student must remain in that course and satisfactorily participate for the duration of time during the school year when that class is scheduled to meet. During this time, the teacher will no longer grade student work, but will continue to monitor class work. A grade of Drop Due to Attendance (DA) will appear on the student's report card for the quarter that the (DA) occurs as well as any subsequent quarters. It will be calculated into the quarterly average at the rate of 15% points below failing. (i.e. 50 for HS and MS) A DA will also appear for the final class average. It will carry the weight of a grade equal to 15 percentage

points below failing.

(2) For purposes of determining whether the student is eligible for summer school in grades 7 through 12, the student must remain in attendance for the remaining academic year and have less than the following number of absences for the academic year:

**Stage IV**

Course Type	Number of Absences
Full Year	27
Semester	14
Quarter	7
Science Class w/Lab	41

**Stage V: For purposes of determining whether the student is eligible for summer school in grades 7 through 12, the student must remain in attendance for the remaining academic year and may not exceed the following number of absences for the academic year:**

Course Type	Number of Absences
Full Year	48
Semester	24
Quarter	12
Science Class w/Lab	72

- v. If a student goes over the number of days allowed in Stage V, a loss of summer school notice will be mailed by the personnel designated by the building administrator to the student’s parent or person in paternal relation.

4. STRATEGIES.

A. **Strategies to Improve Attendance.** To meet the District’s objectives as identified in Section 1.C above, the following strategies shall be implemented:

Attendance data will be analyzed daily by the attendance officer and/or his or her designee. Where applicable, the attendance officer will conduct a parent/student conference to discuss attendance issues.

Attendance data will be analyzed periodically by the District’s attendance committee to identify patterns or trends in attendance.

Upon registration, the Guidance Office will inform the attendance office of any student who has a poor attendance record.

Teachers will use the STAGE letters to identify chronic absentees and

communicate the issue to parents.

The District will provide counseling, including but not limited to, guidance counseling, student assistance counseling or nurse's counseling, as appropriate to improve student attendance.

The expectations that are defined within this Policy will be clearly articulated to the educational community.

Where consistent with other District practices, teachers and staff shall detain students in the hallways who are absent from a class period without excuse and direct that student back to class.

Periodic "hall sweeps" will be conducted by hall monitors, administrators, teachers and staff to identify students who are cutting class or constantly in the hallways.

Faculty and staff will be present at classroom doorways between classes.

B. **Attendance Incentives.** The District will design and offer incentives to acknowledge a student's efforts to maintain or improve school attendance, including but not limited to the following:

**At Watervliet Elementary School, awards will be presented quarterly to those who have maintained perfect attendance.**

**At Watervliet Jr./Sr. High School, incentives shall include an annual perfect attendance award; quarterly incentive for prizes; and recognition receptions/assemblies.**

C. **Incremental Interventions and Sanctions.** Disciplinary sanctions for unexcused student absences, tardies, truancies, class cuts and early departures may include, but are not limited to parent conference, before, during or after school detention, in school suspension, out of school suspension, Saturday detention, restricted activities list, PINS (Persons In Need of Supervision) petitions and possible revocation of working papers. Actions taken after specific numbers of class cuts, unexcused absences, tardies, truancies or early departures are described in the Watervliet Jr/Sr High School Discipline Code.

D. **Notification to the Educational Community.** Effective implementation of any attendance policy requires that the educational community be informed and fully understand its purpose, procedures, and the consequences of non-compliance. To ensure that students, parents, teachers and administrators are notified of and understand this policy, the following procedures shall be implemented. The District shall:

Provide each student with a copy of the Attendance Policy and hold an orientation session at the beginning of each academic year;

Provide each faculty and staff member with a copy of the Attendance Policy at the beginning of the school year;

Provide a plain language summary of the Attendance Policy to parents or persons in parental relation to students at the beginning of each academic

year;

Provide copies of the Attendance Policy to any other member of the community upon request; and

Include periodic reminders of the components of the Attendance Policy in the school newsletter, Happenings, the school calendar and other District publications.

**E. Review of Attendance Records.**

The building principal shall review the students' Register of Attendance to identify problems and trends in Unexcused Absences, tardiness and early departures.

Principals, administrators and other persons designated by the Board of Education will then be required to take corrective action consistent with this Attendance Policy.

The Board of Education will review annually building and district level student attendance records. The Board, in cooperation with the Superintendent, Building Principals and administrators, will make revisions to the comprehensive student attendance policy and plan deemed necessary to improve student attendance.





WATERVLIET CITY SCHOOL DISTRICT

Watervliet, New York 12189  
518-629-3200

**STAGE III LETTER OF NOTIFICATION**

**Date:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Student's Full Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Dear** \_\_\_\_\_ **:**

The purpose of this letter is to inform you that your student has accumulated  
\_\_\_\_\_ absences in \_\_\_\_\_ as of \_\_\_\_\_, and  
# Subject Date  
**has therefore reached Stage III of our Attendance Procedure. Your student has not been  
satisfying the participation requirements of this course and is now in danger of losing  
credit.**

If you have any questions or concerns, please call me at 629-3200.  
*Sincerely,*

\_\_\_\_\_  
Authorized Signature

**Copies: Main Office, School Counselor, Teacher  
Admin. Meeting Date:** \_\_\_\_\_

WATERVLIET CITY SCHOOL DISTRICT

Watervliet, New York 12189  
518-629-3200

**STAGE IV LETTER: LOSS OF CREDIT NOTIFICATION**

**Date:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Student's Full Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Subject:** \_\_\_\_\_

**Dear** \_\_\_\_\_ **:**

The purpose of this letter is to inform you that (as per Board Policy) credit has been lost for this course.

In order to remain eligible for summer school, your student must continue in the course and have satisfactory behavior and attendance.

If you need any further assistance, please call your child's counselor.

**SINCERELY,**

\_\_\_\_\_  
Authorized Signature

**Copies: Attendance Officer, School Counselor, Teacher**

**WATERVLIET CITY SCHOOL DISTRICT**

Watervliet, NY 12189  
518-629-3200

# Notice: Loss of eligibility for Summer School

Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, and Zip: \_\_\_\_\_

Student's Full Name: \_\_\_\_\_ Grade: \_\_\_\_

Subject: \_\_\_\_\_

Dear \_\_\_\_\_:

The purpose of this letter is to inform you that your child has not satisfactorily participated in the class and/or has now reached absences that are in excess to what is acceptable for allowing participation in summer school. Please refer to the District's Attendance policy for further details.

You may contact your child's guidance counselor if you have any questions or to discuss options for repeating this course next year.

Sincerely,

\_\_\_\_\_  
Authorized Signature

Copies: Attendance Officer, School Counselor, Teacher