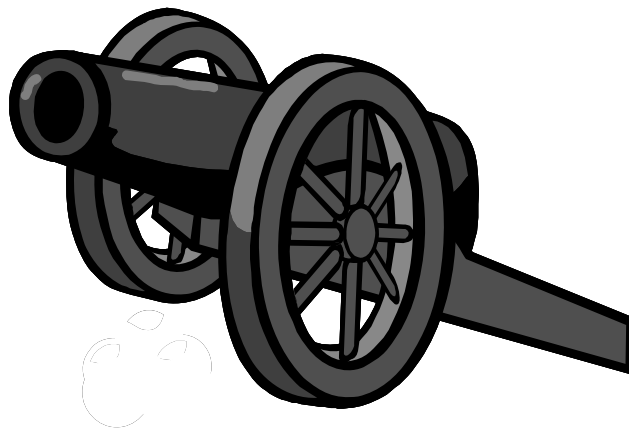


Watervliet Jr. Sr. High School

Student/Parent Handbook



2011-2012

**Bell Schedule
2011-2012**

	<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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2011-2012

BOARD OF EDUCATION

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Mrs Chris Chartrand, Vice President
Mr. Frank McGrouty
Mrs. Jennifer Donovan
Mr. Jeffrey Clermont

Superintendent, Dr. Paul Padalino
Business Manager, Mrs. Diane Malecki

WATERVLIET JUNIOR SENIOR HIGH SCHOOL ADMINISTRATION

Principal.....Dr. Lori Caplan
Assistant Principal.....Mr. David Wareing
Athletic Director/Assistant Principal.....Mr. Richard Cowles
Secretaries.....Mrs. Rebecca Smith
.....Mrs. Alice Bulmer
.....Mrs. Erin Manning

PUPIL PERSONNEL SERVICES

Director of Curriculum and InstructionMs. Kirsten DeMento
Secretary to the Director of Curriculum.....Ms. Danielle Cooper
Director of Programs and Pupil ServicesMrs. Janelle Yanni
Secretaries for Program and Pupil Services.....Mrs. Elizabeth Slate
.....Mrs. Barbara DiPofi
Central Registrar.....Mrs. Kristin Fera
Guidance Counselor (Grades 7 & 8).....Mrs. Kelly Creaser
Guidance Counselor (A-K).....Mr. David Olszewski
Guidance Counselor (L-Z).....Ms. Katelyn McKenna
Guidance Secretary.....Ms. Michelle Gorman
.....Mrs. Kim Munhall
Attendance Officer.....Ms. Janeen Schoonmaker
.....Mrs. Eileen Reinfurt
School Physician.....Dr. John O'Bryan
School Nurse.....Mrs. Pam Weber
Nurse's Assistant.....Mrs. Mary Griffin
School Psychologist.....Mrs. Veronica Bedard
Speech Therapist.....Ms. Kathy Munro
Speech Therapist.....Ms. Christina Ortloff
Student Assistant Counselor.....Mrs. Tymesia Nabors
School Social Workers.....Ms. Aimee O'Keefe
.....Ms. Alison Pendergass

Teaching Staff 2011-2012

Art

Ms. Lavick
Mrs. Spence

Business & Computers

Mr. Lindemann – Chairperson – Computer Coord.
Mr. Gaddy
Ms. Thouin

English/Reading

Mr. Snyder - Chairperson
Ms. Cahill
Ms. DeGraw
Mr. Dievendorf
Mr. Foust
Mrs. Harris
Mrs. Karbowski
Mrs. Meehan

ELL

TBA

Foreign Language

Ms. Morrissey-Chairperson
Ms. DiSalvo
Ms. Sylvester

Health

Mr. Robinson

Home and Careers

Mr. Gallagher

Mathematics

Ms. Sofrone - Chairperson
Mrs. Aubrey
Mr. Berin
Ms. Degnan
Ms. Dragon
Mr. Pedone
Mr. Santiago
Mr. Yatrakis

Media Specialist

Mrs. Novatarski

Music

Mr. Bonville - Chairperson
Mrs. Bradway

Physical Education

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

Science

Mr. Parisi - Chairperson
Mr. Bowden
Mr. Cea
Mrs. Coffey
Mr. Caniff
Mrs. Eddy-Helenek
Mrs. Randall
Ms. Rozell

SHED

Mrs. Mills

Social Studies

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

Special Education

Mrs. Bisceglia – Chairperson
Mr. Birmingham
Mrs. Buchanan
Mr. Carotenuto III
Mr. Curtis
Mrs. Kussler
Ms. Lebro
Mrs. McCarthy
Mr. Mueller
Ms. Stagno

Technology

Mr. Facin
Mr. Saucier

Teacher Aides/Assistants/Monitors

Ms. Campbell
Mr. Capitula
Mrs. Fruscio
Mrs. Hoffman
Mrs. Hosier
Ms. Kalteux
Mrs. Keyes-Parker
Mr. Kowalewski
Mr. Larkin
Ms. Legenbauer
Ms. Nazarian
Mrs. O'Connell
Mr. O'Reilly
Mrs. Schlosser
Ms. Schoonmaker
Mrs. Spiak
Mrs. Vincent
Ms. Webber

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 sign in, leave a form of collateral and be issued a visitor's permit. The permit must be displayed at all times during the visit and returned upon conclusion of the visit. In addition, all visitors must be accompanied by a district employee to and from their destination. 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, expect 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, Schenectady 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 Central Registrar 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 Central Registrar as soon as possible.

EARLY DISMISSAL

Students who are granted early dismissal are required to leave the school grounds immediately after they are dismissed. Early dismissal is a privilege that may be revoked by school administration at any time.

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 Board of Education recognizes that the classroom teacher has the primary responsibility to evaluate students and determine student grades. Grading is considered a positive tool to indicate achievement and development in each class or subject area in which a student is enrolled.

It is to be recognized that a student is an individual with his/her own abilities and capabilities. It is also recognized that an individual is part of a society which is achievement-oriented and competitive in nature. Hence, when a student's achievement is evaluated, attention should be given to his/her unique characteristics and to accepted standards of performance in the educational setting.

All students are expected to complete the assigned class work and homework as directed. Students are also expected to participate meaningfully in class discussions and activities in order to receive course credit. If work is missed due to an excused absence, the student is expected to make up the work (see 4760, Makeup Opportunities).

The professional judgment of the teacher should be respected. Once a grade is assigned to a student by a teacher, the grade may only be changed by a building-level principal or the Superintendent after notification to the teacher of the reason for such change.

REPORT CARDS (Grades 7-12):

The district will utilize a uniform grading system. Classroom teachers evaluate students and assign grades according to the established system.

1. **Quarterly mark** encompasses general effort, participation/attendance in class (at least 20% of quarterly grade), assignments, tests, quizzes, and projects.
2. Computing course grades:
Full year course grade computation: quarterly marks equal 20% of final average. Midterm exam equals 5% of final average. Final exam equals 15% of final average. Minimum mark for quarterly grade is 50% for first quarter. Actual grade is assigned for remaining three quarters. Midterm exams are required at the end of the second quarter and shall be based on the first 20 weeks of school. Final exam marks are to be the exact mark received. There is no minimum mark. Students with an overall course average of 95% or better will have the option to be exempt from the final exam. Students cannot be exempt from a Regents exam; however, they will have the option to exempt out of a final exam in a Regents level course.

$$20\% \text{ (1st qtr)} + 20\% \text{ (2nd qtr)} + 5\% \text{ (MT)} + 20\% \text{ (3rd qtr)} + 20\% \text{ (4th qtr)} + 15\% \text{ (Final)} = 100\% \text{ Final course mark}$$

Semester course grade computation:

Each quarter will be counted as 40% of the grade. The final exam will count as 20%. Final exam marks are to be the exact mark received. There is no minimum mark. Students with an overall course average of 95% or better will have an option to be exempt from the final exam.

$$40\% \text{ (qtr)} + 40\% \text{ (qtr)} + 20\% \text{ (Final)} = 100\% \text{ Semester course grade}$$

3. **Passing grade** is 65% in grades 7-12.
4. **Course Withdrawal** - Students wishing to drop a course after the first three full weeks of the beginning of the course may do so only following a student/parent/counselor/teacher/administrator conference. If a student still wishes to drop, parent permission, as well as teacher recommendation and a meeting with guidance and administration must take place. In such a case, the dropped course remains on his/her record, followed by a grade of WF (withdrew-failure). The administrator will make the final decision in situations with extenuating circumstances.
5. **Promotion** - In grades 7 and 8, if a student receives a final failing grade in any 3 of the following: English, Social Studies, Science or Mathematics, he/she may not be promoted to the next grade. Promotion is based on an average of 65% in each 7th and 8th grade subject area.

Promotion in all instances will be determined by the Principal with the advice of the guidance department. If a parent and/or guardian feel that the Principal's decision was arbitrary or unreasonable, an appeal may be made, in writing and within 10 business days, to the Superintendent.

Promotion in grades 9 through 12 will depend on the number of units of credit the student earns. A 9th grade student is determined by the preceding formula. A 10th grade student shall have earned 5 Units of credit. An 11th grade student shall have earned 10 Units of credit. A 12th grade student shall have earned 15 Units of credit and be able to be scheduled for completion of the requirement for graduation.

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

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.

MARKING PERIOD END DATES:

Quarters-

1st Quarter – November 10, 2011
2nd Quarter - January 27, 2012
3rd Quarter - April 5, 2012
4th Quarter - June 21, 2012

Interim Reports-

October 7, 2011
December 16, 2011
March 2, 2012
May 11, 2012

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. Honor roll – quarterly average 85-89. High honor roll- quarterly average 90 or higher. Students who receive no failing marks (including DA's), incompletes, or U's (unsatisfactory) 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 are:
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 National Honor Society Council assesses each candidate's leadership, character and service. These assessments of each scholastically eligible student are reviewed by the National Honor Society Council, composed of five voting members 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 National Honor Society advisor's possession and may be reviewed upon request.

Scholastic criteria for membership in the National Junior Honor Society are:
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 National Honor Society 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.

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 REQUIRMENTS

In order to participate in the graduation ceremony, the Building Principal must certify that the student has met one of the following requirements:

1. The student has completed the requirements for a **Regents Diploma**, including 22 units of school credit and the passing of specified Regents examinations. The units of credit must include the following:
 - 4 units of English
 - 4 units of social studies (Global Studies 9 & 10, US History, Government/Economics)
 - 3 units of science (1 must be Living Environment with a minimum of 1200 lab minutes & must also complete an additional lab science with a minimum of 1200 lab minutes)
 - 3 units of mathematics
 - 1 unit of studio art or music
 - 1 unit of health education
 - 1 unit of foreign language
 - 2 units of physical education
 - 3 units of electives

Regents Diploma with Honors

All of the above requirements plus 90% average in the required Regents exams (not rounded up).

2. The student has completed the requirements for a **Regents Diploma with Advanced Designation**, including 22 units of school credit and the passing of specified Regents Examinations. The units of credit must include the following:
 - 4 units of English
 - 4 units of social studies (Global Studies 9 & 10, US History, Government/Economics)
 - 3 units of science (1 must be Living Environment with a minimum of 1200 lab minutes & also complete 1 lab science with a minimum of 1200 lab minutes)
 - 3 units of mathematics

- 1 unit of studio art or music
- 1 unit of health education
- 3 units of foreign language**
- 2 units of physical education
- 1 unit of electives

**Five units in Technology, Business, Home & Careers, Art, Music, or VOTEC may be substituted for the Foreign Language requirement; however, all students must receive one unit in Foreign Language to graduate.

Regents Diploma with Advanced Designation with Honors

All of the above requirements plus 90% average in the required Regents exams (not rounded up).

Note: The student who has completed the requirements for a **Regents Diploma/Advanced Regents and completed requirements (classes/assessments) for CTE, will receive a CTE endorsement on their diploma.**

3. Special education or 504 students who enter 9th grade prior to 2010 may have the option of completing the requirements of a **local diploma**. This includes 22 units of school credit (as listed in No. 1) and the successful completion of all competency requirements. Students must take all required regents exams and pass with a minimum score of 55. Special education students who do not pass the regents exams must take and pass all the required RCT's to graduate.
4. Students who have been designated as having a disability must have met or exceeded goals listed in the Individualized Education Program (IEP) and approved by the Committee on Special Education (CSE) in order to earn an **IEP Diploma**. In addition, students must have attended school for at least 12 years starting in the first grade.
5. Under certain prescribed conditions, students may earn a maximum of six and one-half units of credit for either a Regents or local diploma without completing the above units of study for such units of credit. Principals may grant this credit. This is not an "ad hoc" decision. It must be properly planned for and documented prior to the credit being approved.

An official school diploma will only be issued based upon the completion of the Regents, Advanced Regents or local diploma requirements.

A high school diploma will represent termination of the district's responsibility to provide additional educational training opportunities as part of the regular day program. Any student earning an IEP diploma will be informed in writing of his or her right to attend the public schools of the district until one of the following occurs:

1. The student earns a high school diploma.
2. The student attains the age of 21 prior to July first of the school year.

DIPLOMA REQUIREMENTS FOR STUDENTS ENTERING GRADE 9 IN:

	SEPTEMBER 2002-04	SEPTEMBER 2005	SEPTEMBER 2006	SEPTEMBER 2007	SEPTEMBER 2008	SEPTEMBER 2009-10
UNITS OF CREDIT:						
English Language Arts	4	4	4	4	4	4
Social Studies	4(a)	4(a)	4(a)	4(a)	4(a)	4(a)
Mathematics	3(b)	3(b)	3(b)	3(b)	3(b)	3(b)
Science	3(b)	3(b)	3(b)	3(b)	3(b)	3(b)
Health	0.5	0.5	0.5	0.5	0.5	0.5
The Arts (c)	1	1	1	1	1	1
Languages Other Than English	1(d)	1(e)	1(e)	1(e)	1(e)	1(f)
Physical Education	2	2	2	2	2	2
Sequence Courses, Electives	3.5	3.5(f)	3.5	3.5(f)	3.5	3.5(f)
TOTAL REQUIRED	22	22	22	22	22	22
EXAMINATIONS:						
REGENTS DIPLOMA						
Comprehensive English	1	1	1	1	1	1
Global History & Geography	1	1	1	1	1	1
US History & Government	1	1	1	1	1	1
Mathematics	2(g)	2(g)	2(g)	2 or 3(h)	3 or 2(h)	3(i)
Science	2(j)	2(j)	2(j)	2(j)	2(j)	2(j)
Languages Other Than English	1(i)	1(i)	1(i)	1(i)	1(i)	1(i)
TOTAL REQUIRED	5	7 or 8	5	7, 8 or 9	5	8 or 9
LOCAL DIPLOMA (m)						
Regents Examination score of 65+ & Regents Examination score of 55-64:	0	2	3	4	NA	NA
OR	1-5	3	2	1	NA	NA
For students with disabilities:						
Regents Examination score of 55-64 (n):	1-5	1-5	1-5	1-5	1-5	1-5
Regents Competency Tests (o):	1-6	1-6	1-6	1-6	1-6	1-6

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 1st period class by 8:00 a.m. Any student arriving after 8:00 a.m. is considered 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 and arrive promptly to 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

Purpose.

The Board of Education recognizes the value of field trips to the educational system. Field trips should take into consideration the following:

1. Relationship of the field trip to the curriculum;
2. Distance of the field trip from the district;
3. Availability of transportation;
4. Costs involved; and
5. Weather conditions.

Guidelines.

All requests must be made to the building principal at least 4 weeks in advance. The building principal must respond within 1 week. Thereafter, the teacher must provide the list of students attending the field trip to all teachers within the building at least 1 week before the field trip.

Overnight field trips must be approved by the Board of Education at least 4 weeks in advance.

There must be at least 1 adult supervisor for every 10 students participating in a day field trip and 1 adult supervisor for every 5 students participating in an overnight field trip.

Each student must obtain permission from the student's parent/guardian before participation in the field trip.

Student should not be denied the opportunity to participate solely based on financial need.

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

Ineligible Students.

The Board of Education recognizes that a teacher may identify a student's academic or behavioral issues that render the student ineligible to participate in a field trip. When a teacher determines that a student is not eligible to attend a field trip:

1. The teacher must mail a letter to the student's parent/guardian at the address of record containing at least the following:
 - a. A statement that the student is not eligible to attend the field trip;
 - b. The reason(s) that the student is not eligible;
 - c. An explanation of the alternative educational plan for the student on the day(s) of the field trip; and
 - d. Directions to the parent/guardian to contact the building principal with any disagreement.
2. If the parent/guardian disagrees, he or she may request a meeting with the building principal.
3. The determination of the building principal is final.

5210 STUDENT ORGANIZATIONS

Athletics
Art Club
Buddy Program
Character Education Club
Chess Club
Delta Force Singing Group
Drama Club
Environmental Club
FHA
Jazz Ensemble
Junior High Student Council
Marching Band
Masterminds

National Honor Society
National Junior Honor Society
Newspaper
Odyssey of the Mind
Photography Club
Reality Check
S.H.O.W./S.A.D.D.
Ski Club
Spanish Club
Sr. High Student Council
Varsity Club
Year Book

5270/5280 INTRAMURAL AND INTERSCHOLASTIC ATHLETICS

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

Baseball	Football	Tennis
Basketball	Indoor Track	Volleyball
Bowling	Outdoor Track	Wrestling
Cheerleading	Soccer	
Cross Country	Softball	

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 unsportsmanlike 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 AND CELLULAR PHONES

Radios, Ipods/mp3 players, handheld video games, cellular phones, netbooks, notebooks and/or laptop computers 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.

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, electronic devices 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 or share lockers with other individuals. Sharing of lockers is strictly prohibited.** 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. All malfunctions with lockers should be reported to a school administrator.

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.
4. 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. 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 all students will be directed to return to the rooms from which they came.

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 6, 10, 13, WVLT and on the school website at: <http://vliet.neric.org>.

8520 FREE AND REDUCED PRICE FOOD SERVICES/CAFETERIA

The cafeteria provides hot and cold breakfasts and lunches on a daily basis. The price is \$1.50 for breakfast and \$2.00 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 nurse's 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 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.

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 July 2008
BOE Re-approved 2008

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 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. Parents/guardians 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 attend the Watervliet SHED program, in order to receive attendance credit as well as receive all school work they may have missed. The SHED program is housed in the Watervliet Civic Center, which is located at the intersection of 1st Avenue and 14th Street in Watervliet. The hours are from 9:30-11:30am for 7th and 8th grade students and from 12:30-2:30pm for 9-12 grade students.

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 lose 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). Attendance to the SHED program will equate to a full day of attendance in regular classes.

Students may be placed at the SHED for discipline reasons or waiting change of educational placement. 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.

Behavior

Possession of a Weapon(s) [as defined in the Gun Free School Act, “possession” means having a weapon (gun, knife, chains, box cutter or other object which may be used ordinarily to inflict harm) in school, on school grounds, on a school bus, on a field trip, at an athletic event or at any school function.]

(Ref. BOE 5312.2)

◇Sale or distribution of Alcoholic and/ or drugs

◇Possession, use or under the influence of drugs/alcohol

[in school, on school grounds, on a school bus, on a field trip, at an athletic event or at any school function.]

(Ref. BOE 5312.1)

Possession of drug paraphernalia (Roach clips, bong, rolling papers/wraps, pipes, hypodermic needles, etc.)

Consequences

Each offense:

- Confiscation of item
- Police notified, as warranted
- Contact parent/guardian
- 1 to 5 day(s) Out of School Suspension
- Superintendent’s hearing, as warranted
- Possible one-year suspension from school, as mandated by federal law
- Referral to school counselor
- Placed on the Restricted Activity List for up to 12 months
- Possible PINS petition filed if age appropriate

Each offense:

- Confiscation & disposal of item
- Contact parent/guardian
- 3 sessions with student assistance counselor
- 1-5 day(s) In or Out of school suspension
- Police notified, as warranted
- Principal’s hearing, as warranted
- Superintendent’s hearing, as warranted
- Placed on the Restricted Activity List for up to 12 months

Each offense:

- Confiscation & disposal of item
- Contact parent/guardian
- 1-5 day(s) In or Out of School Suspension
- Principal’s hearing, as warranted
- Superintendent’s hearing, as warranted
- Police notified, as warranted
- 3 sessions with the student assistance counselor
- Placed on the Restricted Activity List for up to 12 months

Behavior	Consequences
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Violent behavior (harassment, intimidation, threats of harm, threatening language, assault, fighting, instigation, bullying, etc.)

- Each offense:
- Contact parent/guardian
 - Mediation, as warranted
 - Detention through 1-5 day(s) In or Out of School Suspension, Superintendent's hearing, as warranted
 - Police notified, as warranted
 - Referral to meet with school counselor
 - Placed on the Restricted Activity List for up to 12 months

Pulling of fire alarm, making a bomb threat, false alarms to 911

- Each offense:
- Contact parent/guardian
 - 1-5 day(s) Out of School Suspension
 - Superintendent's hearing, as warranted
 - Possible one year suspension from school as mandated by federal law
 - Police notified
 - Referral to meet with school counselor
 - Possibly placed on the Restricted Activity List for up to 12 months
 - Reimbursement for any expenses associated with responding emergency personnel

Possession and/or use of inappropriate objects (matches, lighters, water guns, fireworks, laser lights, etc.)

- Contact parent/guardian
- Warning
- 1-5 day(s) Detention through 1-5 day(s) In or Out of School Suspension

Behavior

◇Use or distribution of tobacco products on school grounds (smoking, chewing, etc.)
◇Possession of cigarettes or tobacco products

Consequences

- Confiscation & disposal of item
- Contact parent/guardian
- Referral to student assistance counselor
- One day In School Suspension
- 1-5 day(s) Detention through 1-5 day(s) In or Out of School Suspension
- Placed on the Restricted Activity List for up to 12 months

Use of explosives/ Arson

Each offense:

- Contact parent/guardian
- Five days Out of School Suspension
- Superintendent's hearing, as warranted
- Police notified
- Refer to school counselor

Trespassing on School Property

Each offense:

- Police contacted, as warranted
- 1-5 days out of school suspension, as warranted

Behavior	Consequences
<p>Parking on school grounds without a parking permit, reckless driving or ignoring parking regulations/signs</p>	<p>Each offense:</p> <ul style="list-style-type: none">➤ Contact parent/guardian➤ Police notified, as warranted➤ 1-5 day(s) Detention through 1-5 day(s) In or Out of School Suspension
<p>◇Use or possession of cell phones, beepers or other items that disrupt the educational process in school</p> <p>◇Use of Walkman/Discman or other electronic devices during school hours (Electronic devices must be stored in student lockers in the off position until 2:16pm.)</p>	<p>Each offense:</p> <ul style="list-style-type: none">➤ Confiscate item, parent/ guardian must pick up item within 30 days or item will be disposed (Item brought to office by staff.)➤ 1-5 day(s) Detention through In School Suspension➤ Refusal to turn over item will be treated as insubordination and up to out of school suspension will be imposed
<p>Use of skateboards, roller blades or scooters on school property or in school</p>	<p>First offense:</p> <ul style="list-style-type: none">➤ Student will be asked to put away item➤ Warning <p>Second offense and thereafter:</p> <ul style="list-style-type: none">➤ Confiscate item, parent/ guardian must pick up item within 30 days or item will be disposed

Behavior	Consequences
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Leaving school building/grounds without permission

First offense:

- Contact parent/guardian
- Contact police, as warranted
- One day In School Suspension

Second offense:

- Contact parent/guardian
- Contact police, as warranted
- 2 days In School Suspension

Third offense and thereafter:

- Contact parent/guardian
- Contact police, as warranted
- Minimum of 3 days In School Suspension
- Superintendent's hearing, as warranted
- Placed on the Restricted Activity List for up to 12 months

Loitering (student may not remain on school grounds or in the building after school unless participating in a supervised activity)

Each Offense:

- Warning/Ask student to leave
- Refusal may result in Police contact and/or further disciplinary action

Behavior	Consequences
Cheating (plagiarism, copying another's work, etc)	All offenses: <ul style="list-style-type: none">➤ Teacher/student meeting➤ Contact parent/guardian (by teacher)➤ Academic consequences to be determined by the teacher (Grade of zero assigned)➤ FYI referral written to administrator for student file
Forgery (writing fake tardy/absentee notes, fake hall passes etc.)/impersonating a parent or faculty member	Each offense: <ul style="list-style-type: none">➤ Contact parent/guardian➤ 4 pm Detention
Acts of vandalism, theft and/or destruction of property, graffiti, etc.	Each offense: <ul style="list-style-type: none">➤ Contact parent/guardian➤ 1-5 day(s) In or Out of School Suspension or Saturday Detention➤ Restitution➤ Superintendent's hearing, as warranted➤ Police notified, as warranted➤ Placed on the Restricted Activity List for up to 12 months

Behavior

Use of slurs relating to ethnicity, disability, race, sexual orientation, or physical condition and any form of sexual or verbal harassment

◇Inappropriate language *(obscene, profane, vulgar, abusive, etc.)

◇Disruptive behavior

◇Unreasonable noise

Consequences

Each offense:

- Contact parent/guardian (Faculty/staff)
- Referral to meet with school counselor, as warranted
- Possible written report and/or apology
- Detentions to 1-5 day(s) In or Out of School Suspension
- Superintendent's hearing, as warranted
- Placed on the Restricted Activity List for up to 12 months

First offense:

- Warning from teacher

Second Offense:

- Contact parent/guardian (faculty/staff)
- Teacher detention
- FYI referral to administration

Third offense and thereafter:

- Contact parent/guardian (faculty/staff)
- Depending on severity, penalty from detention to 1-5 day(s) In or Out of School Suspension or Saturday Detention
- Placed on the Restricted Activity List for up to 12 months

* Note: If directed at a staff member, penalty will be at least one day Out of School Suspension (OSS)

Behavior

Inappropriate clothing (that which is offensive, inappropriate school attire, or interferes with the learning process of other students)

The Watervliet School Board bans all inappropriate attire includes clothing or accessories which disrupt the educational process. This includes but is not limited to, attire bearing any expression or insignia which can be considered obscene, intimidating, malicious, promoting violent behavior, promoting tobacco, alcohol or other drug use, promoting illegal activity or be offensive or prejudicial in its message to anyone on any basis, including racism, violence, gender, ethnicity, sexual orientation, disability or political affiliation.

Also prohibited:

- Wearing of hats, bandanas (on any body part), sweatbands, visors and other head gear, as well as wristbands
- Spike/slave collars, bracelets and wallet chains
- Revealing attire (i.e. showing underwear, midriff, buttocks, or cleavage), undergarments worn as outer clothing, tube tops, net tops, halter tops, spaghetti straps, plunging necklines and sheer/see-through garments.
- No tank tops
- Shorts and Skirts must fall below finger tips (while arms are extended down the side of leg)
- Coats (as defined as outerwear other than sweaters, sweatshirts or hooded sweatshirts with or without zippers, fleece, suit jacket or blazer)
- Gang paraphernalia
- Sunglasses

Note: Any adult in the building can make this call. Appeals should be brought to the administration.

Consequences

- Student asked to substitute the article of clothing for a suitable one
- Contact parent/guardian, if necessary.
- Refusal to substitute clothing will be considered an act of insubordination and subject to discipline up to out of school suspension.

Behavior	Consequences
<ul style="list-style-type: none">◇Littering◇Food and beverage out of the cafeteria, this includes coffee, juice, soda, water bottles, etc.◇Food or beverages ordered from outside vendors◇Glass bottles in school (i.e. soda, juice, perfume, etc.)	<ul style="list-style-type: none">➤ Verbal reprimand➤ Confiscation and disposal of food/beverages➤ Detention through In School Suspension, as warranted for repeat offenses.
<p>Failure to attend school detention</p>	<p>First offense:</p> <ul style="list-style-type: none">➤ 3pm detention will turn into a 4pm detention/ a 4pm detention will turn into a day of ISS and/or an additional detention.➤ May result in placement on the Restricted Activity List
<p>Failure to attend teacher detention</p>	<p>Each offense:</p> <ul style="list-style-type: none">➤ Contact parent/guardian (faculty/staff)➤ School detention assigned

Behavior	Consequences
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Insubordinate/disobedient behavior (refusing to follow a request made by an administrator/faculty/staff member)

Note: If severity warrants, as determined by an administrator, behavior could result in an immediate OSS.

First offense:

- Contact parent/guardian (by faculty/staff)
- Teacher assigned detention through 1-5 days of In or Out of school suspension.
- Referral to the school counselor
- Superintendent's hearing, as warranted
- Placed on the Restricted Activity List for up to 12 months

Public display of affection

- Contact parent/guardian (by faculty/staff), as warranted
- Verbal reprimand
- Referral to office (FYI Referral)
- Teacher detention

Behavior	Consequences
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Truancy (skipping school)

- Contact parent/guardian
- One through 5 days In School Suspension
- Referral to meet with the school counselor
- Placed on the Restricted Activity List for up to 12 months
- PINS Petition filed, as warranted

Tardy to school
(Arriving after 8:00am)

After first offense per quarter:

- Students are not eligible to participate in any extracurricular activity for the day/night when they are tardy to school unless there is written verification to the attendance office for a medical, dental, funeral or legal date. The medical, dental or legal professional that saw the student must provide this verification.

Fourth offense and thereafter:

- Parents/guardians notified
- Student assigned a before/after school detention
- Continued patterns of tardy to school will result in additional consequences including but not limited to:
parent/principal conference, ISS or OSS.
- PINS petition filed, as warranted

Behavior	Consequences
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Late to class

Each offense:

- Five tardies to class will equal one class absence as per the District's Attendance Policy
- Additional consequences, such as a teacher detention, are at the discretion of the teacher
- Contact parent/guardian (By faculty/staff)

Illegal class absence(s)/Cuts
(Each class cut/absence counts as one offense)

First offense:

- Contact parent/guardian
- 3pm detention through In School Suspension
- Restricted Activity list for one month

Failure to report to attendance office upon a late arrival

Each offense:

Students will be considered tardy to school (Please see Tardy to School, page 52).

Behavior	Consequences
Theft	Each offense: <ul style="list-style-type: none"> ➤ Restitution ➤ Contact parent/guardian ➤ Referred to counselor, as warranted ➤ Superintendent’s hearing, as warranted ➤ Police contacted, as necessary ➤ Detention through out of school suspension ➤ Placed on the Restricted Activity List for up to 12 months
Selling otherwise legal items in school	First offense: <ul style="list-style-type: none"> ➤ Warning ➤ Items confiscated until the end of the day ➤ Contact parent/guardian
Gambling (i.e. dice, cards, gambling sheets, etc.)	Each offense: <ul style="list-style-type: none"> ➤ Contact parent/guardian ➤ Warning through out of school suspension ➤ Police contacted, as necessary ➤ Superintendent’s hearing, as warranted ➤ Placed on the Restricted Activity List for up to 12 months
Bus misconduct	Each offense: <ul style="list-style-type: none"> ➤ Contact parent/guardian ➤ Warning through suspension from school or bus, as warranted
Book care	Each offense: <ul style="list-style-type: none"> ➤ Parent/guardian notified ➤ Restitution, as necessary

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 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:

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**
When determining a student's eligibility for course credit in grades 7 through 12 the following shall apply:

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. If the student is identified at Stage III and was not restricted by the previous district's policy or the previous district has no equivalent policy then the student will be treated as if he or she has completed a Stage III Activities Form Project.

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

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 55 for 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

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 IV, 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.

Strategies to Improve Attendance.

To meet the District’s objectives, 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 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

A. Extracurricular Activity Eligibility Policy and Standards

Introduction:

The Board of Education recognizes the educational values inherent in student participation in Extracurricular Activities for such purposes as participating in athletics, building social relationships, developing interests in an academic area, and gaining an understanding of the responsibilities of good citizenship. The Board believes it is important for students to have support and intervention from parents, teachers and administration when it becomes apparent that academic achievement or behavioral standards cannot be maintained. This cooperative effort is designed to encourage and motivate students to continue to perform at their potential academically, athletically and in all areas of interest and endeavor.

In order to promote the highest standards of scholarship, achievement and integrity, the Board advocates that every student who wishes to participate in Extracurricular Activities uphold a satisfactory level of academic and behavioral achievement. Attendance in school is an important part of participation in Extracurricular Activities. The Board recommends that all appointments be made after the school day or during school vacations (i.e. doctor or dentist appointment, driving test, etc.).

The **Principal or his/her designee** shall generate and distribute the Academic Probation List to all faculty, coaches and advisors within 5 days of each 5-week marking period. **The Principal or his/her designee** shall also send a letter to each student's parent or guardian indicating that the student is on the Academic Probation List stating that any parent or guardian wishing to have a parent/student/teacher meeting should call the **Principal or his/her designee** to schedule an appointment.

The Eligibility Policy and Standards apply to all students in grades 7 through 12.

Eligibility Standards:

1. **Attendance.** A student must be in attendance for the entire school day in order to participate in any Extracurricular Activity.
 - a. Any student arriving late or leaving early due to a medical, dental, funeral or court date must provide written verification to the attendance office upon arrival to school in order to participate in an Extracurricular Activity for that day.
 - b. Any student leaving early due to illness or injury is not eligible to participate in an Extracurricular Activity that day.
 - c. The advisors/coaches of Extracurricular Activities must check the daily attendance sheet to determine eligibility.
 - d. Each student shall be permitted one unexcused tardy per quarter with respect to this Policy.

2. **Academics.** To participate in extracurricular activities, a student must have a minimum 65 average and no more than one failing grade.*
 - a. Report card and interim report grades determine eligibility.
Note: The first time a student fails to meet the 65 average and/or is failing more than one subject, they are eligible to use a one-time two-week “improvement period.” The “improvement period” will allow students to contact teachers and work towards making significant academic improvement during that time period. At the end of the two-week period, each student must take an “Academic Achievement Report” (AAR) to all teachers for their comments, grades and signature. Sheets will be turned in to the Principal or his/her designee. If the AAR sheet indicates that the student is improving, they are eligible to continue to participate until the next marking period. The Principal or his/her designee will make the final determination.
 - b. Eligibility for fall extracurricular activities is based on 4th quarter grades from the previous year. If a student raises his or her grades to passing by attending summer school and has no more than one 4th quarter or year failure remaining, the student will not be placed on the Academic Ineligible List.

Examples:

- a. Student, Suzy Q., has greater than a 65 average; she can play or participate in all activities.
- b. Student, Suzy Q., is failing one class, but has a 65+ average; she can play or participate in all activities.
- c. Student, Suzy Q.’s, interim report shows two failures; she cannot play or participate in any activities until the next report period.
- d. Student, Suzy Q., has a greater than a 65 average and more than one incomplete; she cannot play or participate in any activities until the next report period.

Appeal:

A student who believes an error has occurred in awarding a grade may appeal to the school principal.

Definitions:

1. The “Academic Ineligible List” means a list of all students failing more than one course or failing one course and with less than a 65 overall average as of the 5 week interim progress report or quarterly report card.
2. The term “Extracurricular Activities” means any school function not grade

dependent, e.g., athletics, intramurals and all club/group meetings, activities, dances, tryouts and performances held before or after school, including practices, contests or games, as a participant or spectator.

3. Classes means all enrolled classes including CORE Classes, Specials (PE, Art, Music, Home and Careers, Business, AIS, Reading, Curriculum Support, etc.), BOCES, etc.

*The new policy will take effect 2nd Quarter which begins November 16, 2009.

BOE Approved: July 20, 2004 and July 17, 2006

Revised: January 14, 2008

BOE Approved: March 18, 2008

Revised: September 11, 2008

BOE Approved: October 21, 2008, effective November 17, 2008

Revised: August 24, 2009

BOE Approved:

School Volunteers

The Board recognizes the valuable contributions that school volunteers can make to the learning process and educational goals of the school district. Instructional programs are enhanced through the participation of community members, local business and industry, and parents of the students. These volunteers contribute time, resources, and expertise and provide needed support to help ensure educational success for all children.

The Board encourages schools to develop and implement plans for the use of school volunteers. The Superintendent and his or her designees will be responsible for the implementation and supervision of school volunteer programs. The school volunteer programs must provide the following:

- Adequate screening of volunteers based upon the amount of contact they will have with students;
- Direct supervision of volunteers by school personnel, in particular volunteers who are in contact with students; and
- Adequate training of volunteers, including familiarizing volunteers with applicable laws, board policies, administrative procedures and school rules.

All school volunteers will be expected to be professional and dependable in their volunteer activities.

ACCESS TO STUDENTS BY MILITARY RECRUITERS, PROSPECTIVE EMPLOYERS AND POST-SECONDARY INSTITUTIONS

Military recruiters, representatives of prospective employers and representatives of postsecondary institutions are permitted to meet with secondary students in a group setting such as a “job fair”, “college fair” or “recruitment day” to discuss the programs and/or employment opportunities which they offer. Such opportunities shall be limited to once per month. In accordance with federal law, the District shall provide to military recruiters the same access to secondary school students as is provided generally to post-secondary educational institutions or to prospective employers.

The Superintendent shall prepare appropriate regulations to implement this policy.

Adoption date: May 19, 2009

ELECTRONIC SURVEILLANCE POLICY

The Board agrees to allow the use of Electronic Surveillance to promote the safety and security of students and staff, the protection of District Property, deterrence and the prevention of criminal activities and the enforcement of the District rules and policies.

A. DEFINITIONS:

1. “Electronic Surveillance” means video--digital components of multi-media surveillance system, including cameras, recording units, tapes, CDs, etc. All Electronic Surveillance shall be limited to videotaping without recording sound so as to prevent the violation of New York State Penal Law by the District.
2. “District Property” is any property owned or operated by the District including inside any District building, on District grounds and District vehicles.
3. “Common Areas” means any area within the District that is not being used for instructional study or where there is no reasonable expectation of privacy, including but not limited to, hallways, cafeteria, library, gymnasium, entrances, parking lots, etc.

B. GUIDELINES TO ELECTRONIC SURVEILLANCE MONITORING ON SCHOOL PROPERTY

I.

1. Camera Location, Operation and Control.

- A. Electronic Surveillance may be placed in Common Areas. Electronic Surveillance shall be limited to Common Areas where there is no reasonable expectation of privacy and shall not include Common Areas such as locker rooms.
- B. The building principal shall be responsible for the management, audit and use of Electronic Surveillance.

2. Notification.

- A. Signs will be posted at entrances to District Property and District buildings notifying individuals of the use of Electronic Surveillance.
- B. The building principal shall inform students, staff and parents at the beginning of each school year that the District will be monitored by Electronic Surveillance.

3. Use of Surveillance Recordings.

- A. A recording made by Electronic Surveillance of any student or any person not employed by the District may be reviewed or audited for the purpose of determining adherence to the District policies and rules.
- B. A recording made by Electronic Surveillance of any action by a student, District employee or other individual may be used by the District or District Attorney’s Office as evidence in any criminal proceeding brought against such person arising out of such person’s conduct in or about District property. Disclosure to the District Attorney’s Office shall be made only in accordance with a valid subpoena

under Section 99.31(a)(9) of the Regulations of the Family Policy Compliance Office of the United States Department of Education.

- C. The District may use Electronic Surveillance to detect or deter criminal offenses that occur in view of the camera.
- D. Electronic Surveillance recordings may be released to applicants in accordance with state and federal law.
- E. The District or its administrators may use electronic surveillance and the resulting recordings for inquiries and proceedings related to law enforcement, deterrence, and student discipline.
- F. The District shall not use electronic surveillance monitoring for other purposes unless expressly authorized by or under an Act or enactment.

4. **Protection of Information and Disclosure/Security and Retention of Recordings.**

- A. Any recording made by Electronic Surveillance not in use shall be securely stored in a locked receptacle.
 - B. Any recording made by Electronic Surveillance that has been used for the purpose of this Policy shall be numbered, dated and retained.
 - C. The building principal must authorize access to all Electronic Surveillance records.
 - D. A log shall be maintained of all episodes of access to, or use of recorded materials.
 - E. All Electronic Surveillance records shall be retained for a minimum of 31 days, unless otherwise deemed necessary for retention by the Superintendent, building principal or their designee.
 - F. Requests for viewing a video recording must be made in writing to the Superintendent or his/her designee and, if the request is granted, such viewing must occur in the presence of the District's designated custodian of the recording. Under no circumstances will the District's video recording be duplicated and/or removed from District premises unless in accordance with a court order and/or subpoena.
5. **Disposal or Destruction of Recordings.** All recordings shall be disposed of in a secure manner.

6. **Video Monitors and Viewing**

- A. Only the principal or individuals authorized by the principal shall have access to surveillance monitors while they are in operation.
- B. Surveillance monitors should be in controlled access areas wherever possible.
- C. Surveillance records should be viewed on a need to know basis only, in such a manner as to avoid public viewing.

7. **Disclosure.** Recordings shall not be disclosed except in accordance with this policy and in accordance with state and federal law. Disclosure of surveillance records shall be on a need to know basis, in order to comply with the District's policy objectives, including the promotion of the safety and security of students and staff, the protection of District property, deterrence, and the prevention of

criminal activities and the enforcement of school rules and policy.

8. **Access to Personal Information.** An individual who is the subject of video monitoring has the right to request access to the recording in accordance with the provisions contained in this policy and in accordance with state and federal law. Access in full or part may be refused on one of the grounds set out within the legislation.

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USE OF SOCIAL MEDIA

The Board of Education of the Watervliet City School District recognizes the importance of district employees, students and parents engaging, collaborating, learning, and sharing in digital environments. To this aim, the Watervliet City School District has developed the following policy to provide direction for district employees, students and parents when participating in online social media activities.

The Watervliet City School District "Use of Social Media" policy encourages employees and students to participate in social computing and strives to create an atmosphere of trust and individual accountability, keeping in mind that information produced by the Watervliet City School District teachers and students is a reflection on the entire district and is subject to the district's Acceptable Use Policy. By accessing, creating or contributing to any blogs, wikis, podcasts, sites using digital or video imaging or other social media for classroom or district use, all employees and students are required to abide by these guidelines. Free speech protects educators and students who want to participate in social media, but courts have ruled that schools can discipline teachers and students if their speech, including online postings, disrupts school operations.

Therefore, the Board of Education directs the Superintendent of Schools to establish appropriate guidelines that will be used as a model for all employees and students, parents and community members in using the social media sites that may affect our students and the school district. This policy will be revisited every year in approving the Code of Conduct (5300) in order to ensure the compliance of this policy or changes that may be necessitated by advancements in digital media.

Cross References:	4526	Computer Network for Education
	4526.1	Internet Safety Policy

5220	Student Publications
5500	Confidentiality of Educational Records
5810	Cyber bullying and Cyberthreats
5300	Code of Conduct

References: *Morse v. Frederick*, 127 S.Ct. 2618 (2007)

Bethel Sch. Dist. V. Fraser, 478 U.S. 675 (1986)

Peck v. Baldwinville, 426 F.3d 617 (2d Cir. 2005)*Matter of Brenner*, 28 Educ. Dept Rep. 402 (1989)

Adoption Date:

USE OF SOCIAL MEDIA GUIDELINES

Definitions

"Social media" from this point forward refers to Internet-based media that includes, but is not limited to blogs, wikis, podcasts, sites using digital images and video. It refers to a wide variety of Internet-based sites that include, but is not limited, to Facebook, Twitter, Google shared apps, You Tube, and other media that involves in the interaction and sharing of social information and employee/student work.

Personal Responsibility

1. Watervliet City School District employees and students are legally and personally responsible for the content they publish online.
2. Online behavior should reflect standards of honesty, respect, and consideration.
3. When posting to a blog relating to the district or education, it is to be stated at the beginning of the posting that the information is representative of the author's views and opinions and not necessarily the views and opinions of the Watervliet City School District.
4. Social media, when used in a constructive manner can be an extension of the classroom. What is inappropriate in a classroom should be deemed inappropriate online.
5. Employees should ensure that content associated with them is consistent or goals of the Watervliet City School District
6. Confidential student and employee information may not be posted online on any social media tool.

Copyright and Fair Use for Employees and Students

1. Respect copyright and fair use guidelines.
2. Hyper linking to outside sources is recommended. When hyper linking be sure that the content is appropriate.
3. Be sure not to plagiarize and give credit where it is due.

Profiles and Identity

1. Be cautious on how you set up a profile, bio, avatar, etc. No last names, school names, addresses or phone numbers of students, employees, parents or community members should appear on blogs or wikis.
2. In accordance with the districts opt out of (*list*) policy- Check with the principals for the list of parents who have chosen to have their child opt out. No pictures, videos, audio or digital reproductions of students, employees, parents or community members are to be displayed on any wikis, podcasts, blogs, or other social media spaces without the consent of the individual, parents or guardians of students.

Instant Messaging

1. Watervliet City School District employees and students are required to get written authorization to have instant messaging programs downloaded on their school computers. Only educationally based requests will be approved.
2. Watervliet City School District employees and students also recognize this same authorization is required for access to instant messaging programs that are available through web interface with no download.

Requests for Social Media Sites

The Watervliet City School District understands that technology is constantly changing and that many sites have pedagogical significance for teacher and student use.

1. If you would like to request that another online site be accessible to use for teaching and learning, please fill out the Social Media Request Form and submit-it-to District Director of Technology and Information Systems the for review.
2. Requests will be reviewed and the district social media guidelines will be updated periodically throughout the school year.
3. A description should be provided of the intended use of the site and what tools on the site match your needed criteria.
4. A link to the sites privacy policy should be included if possible.

Model Notification of Rights under FERPA
for Elementary and Secondary Schools

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

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

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

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

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

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

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

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

[Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

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

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

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"