



## **STUDENT HANDBOOK 2024-2025**



### **Maple Hill Jr./Sr. High School**

**Physical Address: 1216 Maple Hill Road  
Castleton, New York 12033**

**Mailing Address: 1477 South Schodack Road  
Castleton, New York 12033**

**PHONE: (518) 732-7701**

**Fax: (518) 732-0494**

This planner belongs to:

Name \_\_\_\_\_

—

Address \_\_\_\_\_

—

City/Town \_\_\_\_\_ Zip

Code \_\_\_\_\_

Phone \_\_\_\_\_

—

Student

No. \_\_\_\_\_

## **GRADE CLASSIFICATION**

Students are assigned to Grades 10 through 12 according to the number of units they have earned. Units prerequisite to grade classification and enrollment are as follows:

Sophomore (Grade 10) 5 1/2 credits

Junior (Grade 11) 11 credits

Senior (Grade 12) 16 credits

Note: A student must pass either English or Social Studies to be advanced to the next grade.

In order for a student to receive credit for a course, he/she must complete the final exam or final project required as part of that course.

## **ACADEMIC RECOGNITION**

**Honor Roll** recognition is given to those students who achieve a minimum of an 85 average for a marking period and receive no failing grades

**High Honor Roll** recognition is given to those students who achieve a minimum of a 90 for a marking period and receive no failing grades. **Principal's List** recognition is given to those students who achieve a minimum of a 95 average for a marking period and receive no failing grades.

All courses and Physical Education (except music lessons) are included in determining average for Honor Roll, High Honor Roll or Principal's List. An incomplete grade makes a student ineligible for Academic Recognition.

## **STUDENT OF THE QUARTER**

Each quarter one student from each grade level 7-12 will be selected as Student of the Quarter. A committee collects nominations and makes decisions about awarding students based on a variety of criteria. Students may be considered due to: achievement, excellence, improvement, effort, or other exemplary qualities shown in school.

## **ATTENDANCE POLICY SUMMARY**

### Purpose/Statement of Objectives

Good attendance is a central component of the educational process. The educational program offered by the Schodack Central School District is predicated upon student presence and requires continuity of instruction and classroom participation. This Board of Education attendance policy has been developed and implemented to ensure the maintenance of an adequate record verifying the attendance of all children at instruction in accordance with Education Law 3205 and 3210 and establishes a mechanism by which the patterns of pupil absence can be examined to develop effective intervention strategies to improve school attendance.

### Excused and Unexcused Absences

Appropriate Grounds for Excused Absences or tardiness. The student and his/her parent or person in parental relation are responsible for providing written notification of the reason for such absences upon the student's return to school. Whenever possible, parents or persons in parental relation are encouraged to contact the school in writing or by telephone prior to the absence. The following list represents legal and appropriate bases for being absent from school or tardy.

1. Personal illness
2. Sickness or death in family
3. Medical appointments
4. Court appearances
5. Religious observance
6. Quarantine
7. Supervised education project
8. Approved cooperative work program
9. Military obligation
10. Pre-approved college visits for H.S. juniors and seniors
11. Any other absence excused in the discretion of the Superintendent

### Grounds for Unexcused Absences or Tardiness

Absence for any reason not included in the list set forth in this section is an unexcused absence. Absences for reasons set forth in this section for which a student does not have pre-approval from the District or for which the student does not provide an appropriate note or documentation within **three (3) school days** of his/her return to school will also be recorded as an unexcused absence.

Parental requests excusing their child from school for reasons not included above (i.e., to take a driver's test, to get a haircut, to go shopping, to go on a family trip, or not stating a specific reason) are unexcused absences under state law. Excuses that a student "overslept" or had "car trouble" are also unacceptable and will constitute an unexcused absence or tardy.

### **Contacting Parents**

In the event that a student is absent from school without a previous notification to the teacher or building principal, the school will call the student's home to confirm the student's absence. If no parent or person in parental relation is home, the District will contact a parent or person in parental relationship at their place of employment or number listed on the student's emergency contact form. In both situations, if contact is not made with a parent or person in parental relation, a message will be left for the parent or person in parental relation to call the school.

Early Dismissal - Permission will be granted to students only in special cases requested by parents. Students may not request early dismissal due to having a study hall. **Such requests should be presented in writing to the Main Office before school begins in the morning.**

Excuses for Absence - **If a student is absent from school because of personal illness, he or she may not participate in or attend any athletic or extracurricular activity or event that day.**

Tardiness - A student who is late for school should report to the Main Office when he/she arrives. Student should also have an excuse from one of his/her parents indicating the reason for his tardiness. Unless the student has a legal excuse for being late to school (same reasons as legal absence) the student will be assigned after school detention the same day he or she is late to school. **If a student is late to school more than 30 minutes, he/she may not attend or participate in any athletic or extracurricular activity or event scheduled that day unless approved by the principal.**

Illness in School - A student who is ill or injured during school

hours should ask to be excused from class and report promptly to the school nurse. Students who are ill or injured should not leave the building without the knowledge of the school nurse. If a student is excused from school due to illness, he/she may not return to school that day to attend or participate in any athletic or extracurricular activity or event.

Physical Education Excuse - If a student is to be excused from gym class, he/she must have a written excuse. If it is necessary for a student to be excused for more than two consecutive days of PE, he/she must have a note from his doctor stating the reason and the length of time that the student is to be excused. In order to receive credit for physical education, the student must meet with his or her physical education teacher to either design a special program based upon the information provided by the doctor or to arrange to make up classes once the student is able to resume attending his or her regular physical education classes.

**Student's Attendance Requirements for Rewards,  
Discipline, and Receipt of Course Credit**

Chronic absences and tardiness, whether **excused or unexcused**, are disruptive to the educational process.

Makeup work will be assigned for excused and unexcused absences. Any student who is considered chronically absent during a semester will be reviewed by the building's Student Support Team to determine whether or not intervention is necessary. Intervention strategies may include, but not be limited to, a home visit, a letter to parents, a parent conference or filing a Court Diversion or PINS petition.

The District retains discretion whether or not to file a PINS petition. PINS petitions may be filed earlier than these guidelines if the situation warrants such action.

**A. Course Credit.** Attendance will not be the sole criteria for denial of course credit or a promotion determination. Attendance will be factored into the class participation component of the grading system.

**B. Unexcused tardiness and absences will also subject a student to the range of penalties specified in the District's Code of Conduct.**

A copy of the complete attendance policy shall be made available to any member of the community upon request.

## **WORKING PAPERS**

All students between the ages of 14 and 17 inclusive must have working papers in order to be employed at any time during the calendar year. Newspaper carrier boys and girls between the ages of 12 and 17 years inclusive must have farm work permits. To apply for working papers, the student should visit the Guidance Office.

The laws governing the employment of minors requires that students 16 or 17 years old who wish to work past 10:00 p.m. on any day preceding a school day must obtain a Certificate of Satisfactory Academic Standing from their school. Students who are placed on the Academic Ineligibility list at Maple Hill will not be considered in satisfactory academic standing and will not be issued this certificate unless a remedial plan is accepted by the student. The law also requires that a new Certificate of Satisfactory Academic Standing be issued at the end of each report period, either Pupil Progress Reports or Interim Reports. Certificates will be issued at the request of the student or the employer.

## **PUPIL PERSONNEL SERVICES**

Because the process of growing is a complicated one, parents and students often need advice. The schools maintain a staff of professional personnel for this purpose, each of whom may be contacted through the school principals or the guidance office.

Pupil personnel services are available for all students in the school district. Services are provided to students individually by specialists such as counselors, nurses, and social workers, as well as by way of a team approach which utilizes the entire pupil personnel staff. Requests for psychological services or services for speech, hearing, or language should be made through the school principal or guidance counselor.

## **COMMITTEE ON SPECIAL EDUCATION**

The school district operates and has access to special education programs designed to assist students with special needs. The Committee on Special Education (CSE), meeting on behalf of these students, is responsible for designing an individual

educational program for meeting the needs of these students swiftly and appropriately.

For information on programs, or if you have a concern regarding your child, contact the CSE office at 732-2523.

## **EMERGENCY SCHOOL CLOSINGS**

If the district needs to close school because of an emergency or inclement weather, an announcement will be made on the district website, Facebook page, Twitter account, eNews, text alerts and local television and radio stations. If the district needs to close school early, an automated phone call will be made to all designated student emergency contacts.

## **STUDENT ACCIDENT INSURANCE**

The school district currently maintains student accident insurance coverage through Pupil Benefits Plan, Inc. When an injury occurs to a student during any school-sponsored event, the child should immediately report it to the teacher. The teacher will direct the pupil to the school health office. The school nurse will fill out an accident report and contact the parent if medical attention appears to be needed.

Parents must inform the school district within 30 days if medical attention relating to such an injury becomes necessary. All medical bills should be submitted to the parents' own health insurance carrier before any claim is filed with the district for coverage of excess costs. A claim form may be obtained from the district office to assist the parent in reporting excess costs to the Pupil Benefits Plan. Pupil Benefits Plan will analyze such claims and pay up to set limits. All such claims must be filed within one year of the date of the accident. Call the business office (732-2124) for additional information.

## **ACCIDENTS**

Every accident in the school building, on the school grounds, on a school bus, at a practice session or at any other school sponsored activity should be reported immediately to the person in charge, to the main office and to the health office.

## **LATE BUS**

Students are permitted to stay after school only if they have to

see a teacher for extra help, if they are assigned detention or if they are attending an activity meeting. A late bus runs on Tuesdays, Wednesdays, and Thursdays. Only students who are staying with a teacher, serving detention, or attending an extracurricular club will be permitted to stay after school.

### **LIBRARY**

If a student is scheduled for a study hall, the student must first report to his or her study hall teacher before going to the library. Books circulate for a period of two weeks, except when they are reserved for special assignments. A reserved book may go out for one block at a time or at 2:00 p.m. overnight. It must be returned before the first block of the following day. The library is open to students most days after school.

Students who are placed on the ineligibility list will not be permitted to leave the cafeteria and/or their studyhall to report to the library until they are no longer on the ineligibility list

### **STUDY HALL RULES AND PROCEDURES**

1. Be on time, it is a scheduled class like any other class
2. Bring needed materials with you to study hall
3. Students requesting to see a teacher, visit the library, art room, or gymnasium should present a pass (paper or email) indicating permission for them to go to that location during study hall time.
4. Students should abide by general classroom rules and procedures during study hall
5. Students will sign in and sign out indicating accurate times and location/destination
6. Students who are failing any subject, as is indicated on their report card or on their interim report, will not be allowed to leave study hall without a pre-signed pass from their teacher. These students will only be allowed to remain in that specific location if they are actively working on their assignment. These students are not permitted to go to the library unless it is requested by one of their teachers.

### **STUDENT ACTIVITIES**

A wide range of student activities is available to students at



Maple Hill High School. It is hoped that all students will avail themselves of the activities which are not only educational but also enjoyable.

The times and days when these activities meet will vary from year to year, so students are encouraged to listen to the morning announcements and to watch the bulletin boards for notices of meetings.

A variety of established clubs provides a host of activities during the year which serves as money-making projects and enjoyable social activities. Other clubs and activities may develop during the year to serve the talents or special interests of groups of students.

### **PASSES**

When asked, students should utilize passes when traveling throughout the school. Faculty and staff may ask students to see a pass or use a pass for safety and supervisory reasons.

### **TEXTBOOKS/DIGITAL RESOURCES**

1. Every student must be responsible for their own materials including textbooks and digital resources. An accurate record of the books issued will be kept by the teacher of each subject. All books must be returned at the end of the school year.
2. Damage to school-issued materials beyond reasonable wear and all losses of school-issued materials should be reported to the classroom teacher and should be paid for by the student

### **VISITORS**

All visitors to the high school are requested to report immediately to the High School Office to obtain permission for their visit. If a student expects to have a relative or friend visit his home from out of town and would like that relative or friend to attend school for a day with him, he must obtain permission from the principal before the visit of the relative or friend. Parents are always welcome to visit the school, but should call first if they wish to meet with a specific teacher, the guidance counselor or the principal.

### **PARKING**

**Driving to school is a student privilege.** All students who drive to school, whether every day or occasionally, must register their car each year. A copy of the insurance card, driver's license and registration will be kept on file. Students who register will receive

a parking permit which must be displayed when parked on school property. Students are expected to drive carefully when entering and exiting and within the school parking lot. Students are expected to park in their assigned student lot.

**Student driving privileges may be suspended or revoked** for a number of reasons including (but not limited to): speeding, reckless driving, arriving late, failure to follow school rules related to driving, etc...

A student whose driving has been suspended must forfeit their driving permit and return it to the main office for the duration of the suspension.

### **CTE Personal Vehicle & Driving Privileges**

The following expectations are set forth for all Maple Hill students who choose to drive their own vehicles to and from the CTE (VOTEC) campus

- Abide by all local and state laws regarding passenger vehicles
- Under no circumstances are you allowed to drive other students to and from the CTE campus
- Morning CTE: Arrive on-time to Maple Hill (7:25am) prior to departure to the CTE campus, and return to Maple Hill on-time (11:30am)
  - Students must report to Maple Hill prior to attending classes at the CTE campus
- Afternoon CTE: departure time 11:30am to the CTE campus.

**\*\*\*Failure to comply with these expectations will result in a review of your eligibility to drive to and from the CTE campus and may result in the full suspension of this opportunity.\*\*\***

### **STUDENT DRESS CODE**

Schodack Central School District expects all students to dress in a way that is appropriate for the school day or for any school-sponsored event. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s).

1. Basic Principle: Certain body parts must be covered for all students at all times.

- Clothes must be worn in such a way such as that genitals, buttocks,

breasts, and nipples are fully covered with opaque fabric.

- All items must meet this basic principle

2. Students Must Wear (while following the basic principle of Section 1 above):

- A shirt (with fabric in the front, back, and on the sides under the arms) **AND**
- Pants or the equivalent (ex. skirt, sweatpants, leggings, shorts, a dress) **AND**
- Shoes

3. Students Cannot Wear:

- Violent language or images
- Images or language depicting drugs, alcohol, paraphernalia, or illegal items/activity
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized group
- Clothing which is designed to create a disruption, actually disrupts, or foreseeably disrupts or interferes with the operation of school or educational process
- Any clothing that reveals visible undergarments (waistbands and visible straps are moderately allowed)
- Accessories that could be considered dangerous or could be used as a weapon
- Items which obscure the face (except as a religious observance) for identification purposes.

4. Appropriate attire is expected for student participating in physical education

- Students are expected to bring a change of clothes as well as sneakers so as to limit the risk of student's being injured in class

## **SCHOOL PICTURES**

Each fall school pictures of all students are taken at the high school. The pictures taken, whether purchased or not, will be the basis for the pictures to be used in the yearbook as well as the student's ID.

## **FIRE AND SAFETY DRILLS**

New York State Education Law requires the practice of fire and safety drills during the school year. At these times students are asked to follow the directions of the teachers and to refrain from talking.

## **LOCKERS AND LOCKER PROCEDURES**

Students may go to their lockers upon arrival at school and between classes, as well as at the end of the day. However, they are expected to be on time for their classes after going to the lockers.

#### *Lockers*

Each student is assigned a locker. The student is responsible for the contents of that locker and should not share the locker with other students. All students are encouraged to use their locker and may only use a school issued lock. Only locks provided by the school may be used on lockers because they are keyed locks for access by school officials. The school is not responsible for items missing from lockers.

#### *Damage to Lockers*

Students are not to draw, write, place stickers or in any way damage the inside or outside of their locker. Students who damage lockers or create a need for excessive cleanup of their lockers will be appropriately billed to repair or clean the locker.

#### *Protecting Valuables*

The school is not responsible for valuables which are lost or stolen while a student is attending school. Students wishing to have valuables protected while they are in school should deposit them at the High School Office at the beginning of school and collect them at the end of the day. During the day, such valuables which are entrusted to the keeping of the school will be locked in the safe. Students who bring money, Airpods or other valuable items to school and leave it in lockers run the risk of having it stolen. Such items are nearly impossible to recover in many situations.

#### *Lost & Found*

Students who find property belonging to others should give it to the secretary in the Main Office. Lost property may often be recovered by asking in the Main Office. Students are to report lost articles and thefts to the Main Office.

## **HEALTH SERVICES**

Vision and hearing examinations are given to students in grade 10 on a yearly basis or as requested with parent notification of any problems found and counseling and follow-up work where it is necessary. Physical examinations are mandated for all students participating in interscholastic sports, students in grades K, 2, 4, 7 and 10 and all newly entering students. Scoliosis screenings are administered to all students grades 5-9. It is recommended that

your child's private physician perform these examinations. We do offer school physicals when a family has a need for this service. Physical examinations shall be valid for qualifying a student's participation in an extracurricular sport for a period of 12 months.

### **STUDENT MEDICATION**

All medication (including over the counter products) must be locked in the health office. A doctor's instruction and parent permission for dispensing must be included with the medication.

All medications and completed paperwork must be delivered to the school nurse by a parent or guardian.

### **CAFETERIA RULES**

1. Students should get to the cafeteria on time for breakfast (before school and during advisory) and lunch.
2. Students will be respectful and courteous while waiting in the lunch line
3. Students should deposit all waste and recyclables appropriately.
4. Students should keep the table and floor around their eating area clean.
5. Students are not allowed to leave the cafeteria during lunch without permission.
6. Students in grades 7-8 will not be permitted to eat lunch outside of the cafeteria unless given special permission.
7. Students who are on the ineligibility list will not be allowed to leave the cafeteria to eat in the library. Additionally, seniors will not be allowed to access the senior lunch lounge.

### **SCHOOL BREAKFAST AND LUNCH PROGRAM**

The Schodack Central Schools serve nutritionally complete meals and ala carte items every school day. Milk is available to supplement a lunch brought from home. Students should use their issued number for purchasing school lunches. Applications for free and reduced price lunches are available upon request at any time during the school year. The lunch program is currently operated by Whitsons.

## **CELL PHONES AND PERSONAL ELECTRONIC DEVICES (PED) (Continued in Appendix A)**

As a privilege students may bring their cell phones and personal electronic devices [PED] to schools. These devices include, but are not limited to:

- Cell phones
- iPods, MP3 players, iPads, tablets, and other eReaders
- Cameras or other photographic equipment, and personal scanning device,
- Wearable devices/smart wearables, including smartwatches and health wearables with a display
- Headphones, headsets, or in-ear headphones such as earbuds
- Any other device capable of recording audio, photographic or video content, or capable of viewing or playing back such content, or sending/receiving text, audio, or video messages

### **Use of such devices will be in accordance with the following:**

1. The use of such devices is determined by the building administration.
2. Use of these devices to record [cell phones as cameras or video recorders, cameras, sound recorders, video recorders, etc.] is strictly prohibited without prior permission of a school official.
3. Cell phones and PEDs are not to be used in any fashion during academic times, without the permission of the faculty member in attendance. Use of such phones or devices in violation of this policy will render a student subject to discipline, and the PED/ cell phone may, at the discretion of the administration, become subject to confiscation. If a student has a phone or PED removed from their possession, it will be placed in the Main Office where the student or parent, depending on who is authorized to receive it, may pick it up at the end of the school day.
4. Students in grades 7-12 may use cell phones and PEDs in an appropriate and responsible manner during non-academic times during the school day.

What is “appropriate and responsible” under the circumstances is subject to the sole discretion of the administration, but would normally include non-disruptive texting, use during lunch, the passing of classes, and accessing sites of the internet not otherwise in violation of school usage policies.

5. Should the use of a cell phone or PED be alleged to constitute a violation of the law, the school will cooperate with law enforcement officials as appropriate.

6. Students are expected to use their school provided chromebook while in school and during school hours. Use of personal chromebooks, computers, or other computing devices is prohibited.

## **DANCE REGULATIONS**

Admission to school dances is limited to Maple Hill students. If a student in grades 9-12 desires to bring one guest with him or her to the dance, he/she may do so by securing a guest pass from the Main Office. Grade 9-12 students are not allowed to attend Jr. HS Dances. Grade 7-8 students are not allowed to bring guests and are not allowed to attend Sr. HS Dances. Once at the dance, no student may leave the building unless he/she is going home and will not return to the dance. Drinking, smoking, or using drugs is absolutely prohibited. **Students who were absent from school or who are more than 30 minutes late to school without a legal excuse on the day of the dance may not attend the dance without administrative permission.**

**Administration reserves the right to revoke, or rescind, a student’s eligibility to participate in these sorts of events. Academic/attendance based ineligibility and/or disciplinary infractions could result in the revocation of a student’s eligibility for participation in any event similar to school dances.**

## **POLICY ON ACADEMIC INTEGRITY**

Honesty is assumed and expected in all academic endeavors, be it homework assignments, routine essay assignments, quizzes, tests or major research projects. Any form of cheating, be it as simple as offering or accepting homework assignments or as serious as intentional plagiarism (the use of the words or ideas of another person without adequate acknowledgement), will Not be

tolerated. It is our intention to be sure our students understand the seriousness of Academic Honesty prior to leaving high school and the negative impacts it will have on them.

Direct evidence of academic dishonesty (**for receiving or providing assistance**) will be addressed in the following ways:

**Homework assignments:**

- Single episode
  - Will result in failure on the assignment in question
- Continued practice:
  - conference with principal and parent
  - further consequences outlined, including failure of marking quarter or of the entire course in question;
  - may result in failure of course - at discretion and agreement of both the teacher and the principal

**Quizzes, essay assignments, tests:**

- Single episode
  - Will result in failure on the assignment in question
- Parental conference at discretion of the teacher
- A second or continued practice
  - Conference with principal and parent
  - Automatic failures in the assignments in question
  - May automatically fail the grading quarter
  - May result in failure of course-at discretion and agreement of both the teacher and the principal

**Research papers (term papers, term projects), Final Exams and Mid-Semester Exams:**

- Due to the seriousness of cheating in either of these situations, the principal may decide that a student will fail the entire course to the point of a mid-semester examination or the entire course in which cheating occurs on the final examination.

**Plagiarism:**

A teacher suspecting intentional plagiarism may follow either or both of the following procedures:

1. request cited source material from the student
2. independently research cited source material for comparative purposes
  - a. Students must present the source materials which they use in preparing essays, reports, research papers, etc. Failure to present source materials will be taken as an admission of



plagiarism.

### **Consequences**

- Due to the seriousness of intentional plagiarism, academic and personal penalties will be severe. In any incident of intentional plagiarism beyond a singular event occurring on an assignment of relatively minor concern where an automatic failing grade will result, the teacher, principal and student will meet to discuss the incident and the intent. At his discretion the principal may pursue a number of options including:
  - issuing a "50" for the grading period
  - issuing a "50" for the course
  - student suspension - consequent disciplinary hearing

\*\*\* It is to be understood that **“receiving or providing assistance”** is to be defined as any instance of a student submitting work that is not of their own independent thought. Students are expected to follow this expectation at all times as this rule is always in effect.

**Schodack Central School District  
Code of Conduct**

**GENERAL DISCIPLINARY GUIDELINES (5300  
Appendix A)**

**CATEGORY I**

Category I prohibited behavior is behavior on the part of the student, which impedes orderly classroom procedures or interferes with the orderly operation of the school and shall include but not be limited to the following:

- Disruptive behavior which interferes with the educational program and normal operation of the school community.
- Inappropriate language, gestures or symbols (obscene, profane, vulgar, abusive).
- Tardiness to class.
- Leaving class without permission.
- Out of class without a pass.
- Excessive or offensive public displays of affection.
- Inappropriate or unauthorized use of electronic devices.

The range of possible school responses includes but are not limited to:

- A warning.
- Detention.
- In-School Suspension.
- Teacher will discuss behavior with the student.
- Behavior agreement.
- Parent / guardian contact.
- Referral to principal, guidance or social worker.
- Verbal reprimand.
- Reduction in classroom privileges.

**CATEGORY II**

Prohibited behavior, overt or otherwise, whose frequency or seriousness tends to disrupt the learning climate of the school shall include but not be limited to:

- Repeated incidents of Category I prohibited behavior.
- Leaving school without permission.
- Use or possession of obscene or offensive materials.
- Unauthorized driving or riding to or from school premises, facilities or property.
- Violation of dress code.
- Tardiness to school.
- Inappropriate use of the school computer network.
- Insubordination or disrespect, including the failure to follow the reasonable and lawful directions of school personnel.

The range of possible school responses includes but are not limited to:

- Behavior agreement.
- Parent conference.
- Referral to guidance and or social worker or psychologist.
- Reduction of school privileges (e.g. driving).
- Reduction of classroom privileges.
- Referral to administration.
- Detention
- Home school contact.
- In school suspension.
- Out of school suspension.
- A teacher may remove a “disruptive student” from the classroom.

### **CATEGORY III**

Category III prohibits certain serious or threatening behaviors and situations where a student persists in exhibiting certain Category I and II behaviors. This includes students who are “repeatedly, substantially disruptive of the educational process,” those who “substantially interfere with a teachers' authority over the classroom” or those who have committed acts of violence. Students engaging in Category III behaviors are immediately referred to building administrators who will confer with parents / guardians, teachers and the student and implement an appropriate Category III school response.

Category III prohibited behavior is demonstrated when a student shows no sign of modifying prohibited behavior after having been requested to do so by school personnel. Such behavior also

includes that which constitutes academic dishonesty and misconduct or poses a direct threat to the emotional and physical wellbeing of others, or is in violation of the law. Category III includes students who are “repeatedly substantially disruptive of the educational process,” those who “substantially interfere with a teachers authority over a classroom” or those who have committed acts of violence. Category III prohibited behavior includes but is not limited to:

- Chronic incidents of Category I behavior and repeated or chronic incidents of Category II behavior.
- Exposure of the private parts of the human body.
- Illegal gambling in or on school premises or property.
- Selling, using or possessing obscene materials.
- Making false or misleading statements about another individual or group of individuals.
- Discrimination or harassment based upon race, sex, religion, national origin, disability, sexual orientation or physical condition.
- Intimidation, fighting, or bullying in any form.
- Hazing, including intentional or reckless acts directed against another for the purpose of obtaining or maintaining membership on a team or in a club, activity or organization sponsored by the District.
- Lying to school personnel.
- Forgery.
- Academic dishonesty and misconduct, including plagiarism, cheating and alteration of academic records.
- Use or attempted use of physical force on another, including a teacher, administrator or student.
- Stealing, larceny or petty theft.
- Trespassing (entering or remaining on school property without authorization, license or invitation).
- Possession and or transfer of firearms or deadly weapons in or on school premises, facilities, vehicles or property.
- Possession of what appears to be a weapon.
- Speeding or reckless driving on school premises or property.
- Vandalism or destruction of private or public property.
- Use, possession, sale or attending school under the influence of: illegal drugs, alcohol or other unauthorized controlled substances.
- Assault or battery.

- Violent behavior of any kind or the threat of such behavior.
- Harassment, intimidation, threats or threatening language or any intentional and unauthorized contact with another in person or electronically.
- Endangering the health, safety or welfare of another.
- Abusive or hateful language, gestures or symbols involving the use of slurs regarding ethnicity, disability, religion, race, sexual orientation or physical condition of another.
- Any form of sexual harassment.
- Excessive absences.
- Smoking on school property including all school grounds, facilities, vehicles, or property or at any school sponsored activity.

Unless otherwise provided by law, the range of possible school responses includes but are not limited to:

- In-school suspension.
- Out of school suspension.
- Conference with home school principal.
- Mediation.
- Restitution.
- Loss of privileges.
- Conference with teacher.
- Superintendent's hearing.
- Parent Conference
- Detention
- Criminal charges.
- Referral to Student Services.
- Confiscation of contraband.
- Recommend Persons in Need of Supervision (PINS) petition.
- A teacher may remove a "disruptive student" from the classroom.
- Expulsion
- Police Notification
- Detention

**Schodack Central School District  
Code of Conduct**

**PROHIBITED STUDENT CONDUCT (5300.30)**

Students may be subject to disciplinary action, up to and including suspension from school, when they:

**A. Engage in conduct that is disorderly. Examples of disorderly conduct include, but are not limited to:**

1. Running or other disruptive behavior in hallways.
2. Making unreasonable noise.
3. Using language or gestures that are profane, lewd, vulgar or abusive.
4. Obstructing vehicular or pedestrian traffic.
5. Engaging in any willful act which disrupts the normal operation of the school community.
6. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
7. Computer/electronic communications misuse, including any unauthorized use of personal electronic devices, computers, software, or internet/intranet account; accessing inappropriate websites; use of VPN; or any other violation of the district's acceptable use policy.

**B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include, but are not limited to:**

1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
2. Lateness for, missing or leaving school without permission.
3. Skipping detention or other scheduled consequences.

**C. Engage in conduct that is disruptive. Examples of disruptive conduct include, but are not limited to:**

1. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.
2. Inappropriate public physical contact, including sexual contact.
3. Inappropriate or unauthorized use of personal electronic devices.

**D. Engage in conduct that is violent. Examples of violent conduct include, but are not limited to:**

1. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator or other school employee or attempting to do so.
2. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person lawfully on school property or attempting to do so.
3. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
4. Displaying what appears to be a weapon.
5. Threatening to use any weapon.
6. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
7. Intentionally damaging or destroying school district property.

**E. Engage in any conduct that endangers the safety, physical or mental health or welfare of others. Examples of such conduct include, but are not limited to:**

1. Subjecting other students, school personnel or any other person lawfully on school property or attending a school function to danger by recklessly engaging in conduct which creates a substantial risk of physical injury.
2. Stealing or attempting to steal the property of other students, school personnel or any other person lawfully on school property or attending a school function.
3. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
4. Discrimination, which includes using race, color, creed, national origin, ethnic group, religion, religious practice, sex, gender (identity and expression), sexual orientation, weight or disability to deny rights, equitable treatment or access to facilities available to others.
5. Harassment (or Bullying), is the creation of a hostile environment by conduct or threats, intimidation or abuse. (See policy, 0115, Student Harassment and Bullying Prevention and Intervention for a more complete definition.)
6. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.

7. Hazing, which includes an induction, initiation or membership process involving harassment (see policy 0115 for a more complete definition).
8. Selling, using, distributing or possessing obscene material.
9. Using vulgar or abusive language, cursing or swearing.
10. Smoking a cigarette, cigar, pipe, electronic cigarette, or using chewing or smokeless tobacco.
11. Possessing, consuming, selling, offering, manufacturing, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any synthetic version thereof, whether specifically illegal or not, commonly referred to as "designer drugs" which are substances designed and synthesized to mimic the intended effects and usages of, which are chemically substantially similar to, illegal drugs, which may or may not be labeled for human consumption.
12. Inappropriately using or sharing prescription and over-the-counter drugs.
13. Gambling.
14. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner either in person or electronically.
15. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.

**F. Engage in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on district buses, to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated.**

**G. Engage in any form of academic misconduct. Examples of academic misconduct include, but are not limited to:**

1. Plagiarism.
2. Cheating.
3. Copying.
4. Altering records.
5. Assisting another student in any of the above actions.



**H. Engage in off-campus misconduct that interferes with, or can reasonably be expected to substantially disrupt the educational process in the school or a school function. Such misconduct includes, but isn't limited to, threatening or harassing students or school personnel through any means off-campus, including cyberbullying (for a complete definition of harassment, bullying and cyberbullying refer to policy 0115, Student Harassment and Bullying Prevention and Intervention).**

**\*\*\*\* The Schodack Central School District's Code of Conduct & Harassment Policies (0000 & 5000 series) can be found in their entirety on our district website. \*\*\*\***

- <https://www.schodack.k12.ny.us/board-of-education/>
- Access "District Policies"

**THE CODES OF CONDUCT FOR THE  
SCHODACK CENTRAL SCHOOL DISTRICT  
ARE AVAILABLE ON THE DISTRICT WEBSITE  
(Under Board Policies 5300)  
AND  
ARE DISTRIBUTED TO EACH STUDENT  
AT THE START OF THE SCHOOL YEAR  
(Appendix B)**

**Reporting Violations**

PLEASE NOTE: All members of the school community have a duty to report activity that threatens safety. Anyone observing or hearing of a person possessing a weapon, alcohol, or illegal substance shall report this information to a teacher or administrator immediately without exception. All other violations should be reported to a teacher or administrator as soon as possible.

**Searches**

School property may be searched at any time and for any reason by school officials. Students have no expectation of privacy in school owned or controlled spaces. Students and their property may be searched upon reasonable suspicion that contraband or a weapon or other evidence of a violation of the code of conduct is present.

**Code of Conduct for All Individuals on School Property**

All of those who use or occupy school property or premises under the control of the school are expected to model safe, lawful, respectful and civil behavior. This includes parents, staff, members of the board of education and all visitors to school. Those in violation of the following code of conduct will be asked to leave school premises or may be subject to action by law enforcement agencies. Employees of the school district may be subject to applicable employee disciplinary proceedings.

## **The Following Conduct is Prohibited on School Property**

The following conduct is prohibited on school property: physical injury to another person or the threat of such injury; verbal, physical or other forms of harassment or coercion of another; willful damage to, or destruction of property; disruption of the educational process or of any school program or activity; unauthorized entry on school property; interference with the lawful and authorized activities of others; possession, sale or use of alcoholic beverages or tobacco products or illegal drugs; and the possession or use of a weapon of any kind or any other object that reasonably can be considered a weapon.

## **Crimes on School Property**

If there is reason to believe that a crime has been committed on school property or at a school sponsored function, law enforcement officials will be notified immediately.

## **Public Participation**

Members of the school community are invited to participate in the annual review and adoption of the school codes of conduct. Requests for copies or comments and questions may be directed to:

Jason Chevrier, Superintendent  
Schodack Central School  
1477 South Schodack Rd  
Castleton-on-Hudson, NY 12033  
518-732-2297

**DIGNITY FOR ALL STUDENTS ACT  
(DIGNITY ACT) Amendment to 100.2 (I) Code  
of Conduct (Appendix C)**

The Board of Education recognizes that discrimination and harassment against any student by employees or students on school property or at a school function, that creates a hostile environment by conduct, with or without physical contact and/or by verbal threats, intimidation or abuse, of such a severe nature that: (1) has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional and/or physical well-being; or (2) reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety is abusive and illegal behavior that harms victims and negatively impacts the school culture by creating an environment of fear, distrust, intimidation, and intolerance. The Board further recognizes that preventing and eliminating discrimination and other unlawful harassment in schools is essential to ensure a healthy, non-discriminatory environment in which students can learn and employees can work productively.

The Board is committed to providing an educational and working environment that promotes respect, dignity, and equality and that is free from all forms of discrimination and other unlawful harassment. To this end, the Board condemns and strictly prohibits all forms of discrimination and other unlawful harassment on school grounds, school buses, and at all school-sponsored activities, programs, and events, including those that take place at locations outside the District.

Such conduct shall include, but is not limited to, threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender, or sex.

As discussed above, the Dignity Act prohibits discrimination and harassment of students on school property, including at school functions, by any student and/or employee. However, harassment may include, among other things, the use, both on and off school property, of information technology, including, but not limited to, e-mail, instant messaging, blogs, chat rooms, pagers, cell phones, gaming systems and social media websites, to deliberately harass or threaten others. This type of harassment is generally referred to as cyber bullying.

### **Definition**

•School Property means in or within any building, structure, athletic playing field, playground, parking lot, or land contained within the real property boundary line of a public elementary or secondary school; or in or on a school bus (Education Law §11[1] and Vehicle and Traffic Law §142).

•School Bus means every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities, or, privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities (Education Law §11[1] and Vehicle and Traffic Law §142).

•School Function means a school-sponsored extracurricular event or activity (Education §11[2]).

•Disability means (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques or (b) a record of such an impairment or (c) a condition regarded by others as such an impairment, provided, however, that in all provisions of this article dealing with employment, the term must be limited to disabilities which, upon the provision of reasonable accommodations, do not prevent the complainant from performing in a reasonable manner the activities involved in the job or occupation sought or held (Education Law §11[4] and Executive Law §292[21]).

•Employee means any person receiving compensation from a school district or employee of a contracted service provider or worker placed within the school under a public assistance employment program, pursuant to title nine-B of article five of the Social Services Law, and consistent with the provisions of such title for the provision of services to such district, its students or employees, directly or through contract, whereby such services performed by such person involve direct student contact (Education Law §§11[4] and 1125[3]).

- Sexual Orientation means actual or perceived heterosexuality, homosexuality, or bisexuality (Education Law §11[5]).

- Gender means actual or perceived sex and includes a person's gender identity or expression (Education Law §11[6]).

- Harassment means the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; such conduct, verbal threats, intimidation or abuse includes but is not limited to conduct, verbal threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex (Education Law §11[7]).

### **Essential Partners**

The Dignity Act emphasizes the importance of tolerance and respect for others by students and staff alike, all members of the school community, including essential partners such as superintendents, school board members, parents, students, teachers, guidance counselors, principals/administrators, support staff, and other school personnel have particularly important roles to play in its implementation.

Within the Schodack CSD, the roles of each type of essential partner involved in creating a climate of mutual respect for all students is reviewed and expectations outlined, highlighting the specific provisions of the Dignity Act at the start of each school year. The Superintendent will describe the district employees' role as including the following responsibilities:

1. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex, which will strengthen students' confidence and promote learning.

2. Confront issues of discrimination and harassment or any situation that threatens the emotional or physical health or safety of any student, school employee or any person who is lawfully on school property or at a school function.
3. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.
4. Report incidents of discrimination and harassment that are witnessed or otherwise brought to a teacher's attention in a timely manner.

### **Reporting Complaints**

In order for the Board to effectively enforce this policy and to take prompt corrective measures, it is essential that all victims of discrimination or other unlawful harassment and persons with knowledge of such discrimination or harassment report the behavior immediately pursuant to the attached discrimination and other unlawful harassment complaint procedure. The District will promptly investigate all complaints of discrimination or other unlawful harassment. To the extent possible, all complaints will be treated in a confidential manner. Limited disclosure may be necessary to complete a thorough investigation. Each school building will be assigned a Dignity Act Coordinator (DAC). The DAC will be thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, and sex (Education Law §13[3]).

This staff member should be referred to as the Dignity Act Coordinator (DAC).

Building administration and DAC will work collaboratively to ensure that all students and adults are aware of consequences and emphasize the creation and maintenance of a positive learning environment for all students. In addition, the Dignity Act requires the development of measured, balanced and age-appropriate responses to the discrimination and harassment of students by students and/or employees on school property, including school functions, with remedies and procedures focusing on intervention, education, and counseling. Such remedial responses will be included in the Code of Conduct and place the focus of discipline on discerning and correcting the reasons why discrimination and harassment occurred. The remedial responses should also be designed to correct the problem behavior, prevent another occurrence of the behavior, and protect the target of the act or acts.

### **Investigation/Resolution**

If after appropriate investigation the District finds that a student, an employee, or a third party has violated this policy, prompt corrective action will be taken in accordance with applicable collective bargaining agreements, District policies, and state and federal law.

All complainants and any person who participates in the investigation of a complaint of discrimination or other unlawful harassment shall have the right to be free from retaliation of any kind.

The Superintendent of Schools is required to develop and implement regulations for reporting, investigating, and remedying allegations of discrimination or other unlawful harassment. These regulations are to be attached to this policy.\*

This policy shall be posted in a prominent place in each District facility and shall also be published in student, parent, and employee handbooks, and other appropriate school publications.



SCHODACK CENTRAL SCHOOL DISTRICT BOARD  
POLICY NO. 55B[1]  
(Appendix D)

**RACIAL AND OTHER UNLAWFUL HARASSMENT**  
**POLICY**

The Board of Education recognizes that racial and other unlawful harassment of students and staff is abusive and illegal behavior that harms victims and negatively impacts the school culture by creating an environment of fear, distrust, intimidation, and intolerance. The Board further recognizes that preventing and eliminating racial and other unlawful harassment in schools is essential to ensure a healthy, non discriminatory environment in which students can learn and employees can work productively.

The Board is committed to providing an educational and working environment that promotes respect, dignity, and equality and that is free from all forms of racial and other unlawful harassment and unlawful discrimination. To this end, the Board condemns and strictly prohibits all forms of racial and other unlawful harassment on schools grounds, school buses, and at all school-sponsored activities, programs, and events, including those that take place at locations outside the District.

**Definition**

Racial or other unlawful harassment includes harassment on the basis of race or color, national origin, sexual orientation, religion or disability. Racial or other unlawful harassment occurs when the work or education environment becomes intimidating, hostile or offensive as a result of conduct or communications which have the purpose or effect of substantially or unreasonably interfering with an employee's work performance or a student's academic performance or participation in school-sponsored activities.

It is a violation of this policy for any student, employee, or third party (school visitor, vendor, etc.) to racially or otherwise unlawfully harass any student or employee.

**Reporting Complaints**

In order for the Board to effectively enforce this policy and to take prompt corrective measures, it is essential that all victims of racial or other unlawful harassment and persons with knowledge of such harassment report the harassment immediately pursuant to the

attached sexual and other unlawful harassment complaint procedure. The District will promptly investigate all complaints of racial or other unlawful harassment. To the extent possible, all complaints will be treated in a confidential manner. Limited disclosure may be necessary to complete a thorough investigation.

### **Investigation/Resolution**

If after appropriate investigation the District finds that a student, an employee, or a third party has violated this policy, prompt corrective action will be taken in accordance with applicable collective bargaining agreements, District policies, and state and federal law.

All complainants and any person who participates in the investigation of a complaint of racial or other unlawful harassment shall have the right to be free from retaliation of any kind.

The Superintendent of Schools is required to develop and implement regulations for reporting, investigating, and remedying allegations of racial or other unlawful harassment. These regulations are to be attached to this policy.\*

This policy shall be posted in a prominent place in each District facility and shall also be published in student, parent, and employee handbooks, and other appropriate school publications.

**Approved: 5/13/03**

(3<sup>rd</sup> 5/13/03; 2<sup>nd</sup> 4/17/03; 1<sup>st</sup> 3/20/03)

## SCHODACK CENTRAL SCHOOL DISTRICT BOARD POLICY

### NO. 55B (Appendix E)

#### **SEXUAL HARASSMENT POLICY**

The Board of Education recognizes that sexual harassment of students and staff is abusive and illegal behavior that harms victims and negatively impacts the school culture by creating an environment of fear, distrust, intimidation, and intolerance. The Board further recognizes that preventing and eliminating sexual harassment in schools is essential to ensure a healthy, non-discriminatory environment in which students can learn and employees can work productively.

The Board is committed to providing an educational and working environment that promotes respect, dignity, and equality and that is free from all forms of sexual harassment and other discrimination on the basis of sex. To this end, the Board condemns and strictly prohibits all forms of sexual harassment on schools grounds, school buses, and at all school-sponsored activities, programs, and events, including those that take place at locations outside the District.

#### **Definition**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of an employee's employment or a student's education or participation in school-sponsored activities; or
- submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting an employee's employment or a student's education or participation in school-sponsored activities; or
- the conduct or communication has the purpose or effect of substantially or unreasonably interfering with an employee's work performance or a student's academic performance or participation in school-sponsored activities, or creating an intimidating, hostile or offensive working or educational environment.

Because sexual harassment can occur employee to student, employee to employee, student to student, male to female, female to male, male to male, or female to female, it is a violation of this policy for any student, employee, or third party (school visitor, vendor, etc.) to sexually harass any student or employee.

### **Reporting Complaints**

In order for the Board to effectively enforce this policy and to take prompt corrective measures, it is essential that all victims of sexual harassment and persons with knowledge of sexual harassment report the harassment immediately pursuant to the attached sexual and other unlawful harassment complaint procedure. The District will promptly investigate all complaints of sexual harassment. To the extent possible, all complaints will be treated in a confidential manner. Limited disclosure may be necessary to complete a thorough investigation.

### **Investigation/Resolution**

If after appropriate investigation the District finds that a student, an employee, or a third party has violated this policy, prompt corrective action will be taken in accordance with applicable collective bargaining agreements, District policies, and state and federal law.

All complainants and any person who participates in the investigation of a complaint of sexual harassment shall have the right to be free from retaliation of any kind.

The Superintendent of Schools is required to develop and implement regulations for reporting, investigating, and remedying allegations of sexual harassment. These regulations are to be attached to this policy.

Training programs shall be presented to students and employees to raise awareness of the issues surrounding sexual harassment and to implement preventive measures to help reduce incidents of sexual harassment. This policy shall be posted in a prominent place in each District facility and shall also be published in student, parent, and employee handbooks, and other appropriate school publications.

## **ACCEPTABLE USE AND INTERNET SAFETY POLICY (Appendix F)**

The Schodack Central School District (the “District”) is pleased to provide access to computerized information resources through the District’s Computer Network (DCN), consisting of software, hardware, computer networks and electronic communication systems. All use of the DCN shall be subject to this Policy.

In order for the District to be able to continue to make its DCN and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student’s misuse of the network and Internet access may jeopardize the ability of all students to have access. While the District’s teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Upon reviewing this Policy and signing and returning your agreement to abide by this Policy, each student will be granted access to the DCN and the Internet. If a student is under 18 years of age, he or she must have his or her parents or guardians read the Policy and sign the attached agreement. The District will not provide access to any student who, if 18 or older, fails to sign and submit the use agreement to the District as directed or, if under 18, does not return the use agreement as directed with the signatures of the student and his/her parents or guardians.

Listed below are the provisions of your agreement regarding DCN and Internet use. If you have any questions about these provisions, you should contact the Network Manager. If any user violates this Policy, the student’s DCN access may be withdrawn and he or she may be subject to additional disciplinary action as outlined in the code of conduct.

### **I. PERSONAL RESPONSIBILITY**

By signing this Policy, you are agreeing not only to follow the rules in this Policy, but are agreeing to report any misuse of the DCN to a computer specialist, lab monitor, teacher assistant or other staff member. Misuse means any violation of this Policy.

### **II. TERM OF THE PERMITTED USE**

A student who submits a properly signed use agreement and follows this Policy will be granted DCN and Internet access. Each student and his or her parent/guardian (if the student is under 18)

will be asked to sign a use agreement upon the student's enrollment in the District and when the student enters 4<sup>th</sup>, 7<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade.

### **III. ACCEPTABLE USES OF DCN**

**A. Educational Purposes Only.** The District is providing access to its DCN and the Internet for educational purposes only. If you have any doubt about whether a contemplated activity is educational, you may consult with a faculty or staff member to help you decide if a use is appropriate. Students may not use games, chat rooms, instant messenger and e-mail unless authorized by a faculty or staff member.

**B. Personal Property** – With the building Principals prior permission, students will be allowed to connect personal electronic equipment either directly or wirelessly to the DCN for educational purposes if they agree to the following:

1. The property (laptop, iPod, PDA, etc.) will be checked by the IT Department to verify all appropriate OS updates and patches are installed, proper antivirus software is current and working, and that no inappropriate file sharing, e-mail programs, or other questionable programs are running. When relevant, the student must provide a username and password with "administrator" or "root" privileges for the equipment to be checked properly.
2. The district reserves the right to confiscate personal property that was/is connected to the DCN when inappropriate use is suspected. They will retain the property until an investigation can be performed.
3. No technical support can be given for the personal property.
4. All other rules will apply while using personal property.

### **IV. Unacceptable Uses of DCN**

**A. Uses that violate the law or encourage others to violate the law.** Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the District's Code of Conduct, other policies and/or applicable law; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; or download or transmit confidential trade secret information, or copyrighted materials. Even if materials are not marked with the copyright symbol, you should assume that all materials are protected unless explicit permission is given to use them.

B. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet. Don't upload a worm, virus, "Trojan horse," "time bomb" or other harmful form of programming or vandalism, participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.

C. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user.

D. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.

E. Uses that may damage the DCN. For example, students may not use or install unauthorized software on the DCN or change, copy, rename, delete or otherwise access files not created by the student without the express permission from the owner/creator of the file.

**V. Etiquette.** All users must abide by the rules of network etiquette, which include the following:

A. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.

B. Avoid language and uses which may be offensive to other users. For example, don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

C. Forwarding and Redistributing Messages. Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.

D. Sending Attachments. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a

format which the recipient can open.

E. Cyberbullying. “Cyberbullying” is when a student or employee is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted using the Internet, interactive and digital technologies or mobile phones. Schodack Central Schools reserve the right to discipline a student for electronic communications which occur off campus and without use of the DCN, when the communications reach school property or it is reasonably foreseeable that they will do so, and do or will cause disruption or adversely affect the safety and well-being of student while in school.

## **VI. INTERNET SAFETY**

A. **General Warning; Individual Responsibility of parents and Users.** All users and their parents/guardians are advised that access to an electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the DCN and Internet and stay away from these sites. Parents should discuss and set standards with their children for appropriate and acceptable use of any electronic media or communications. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to a teacher or other staff member.

B. **Personal Safety.** Be safe. In using the DCN and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you “meet” on the computer network or Internet without your parent’s permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

C. **“Hacking” and Other Illegal Activities.** It is a violation of this Policy to use the DCN or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

D. **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a



parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers.

**E. Active Restriction Measures.** The District will utilize filtering software or other technologies in an effort to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The District will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students.

F. Any attempts by a student to bypass the Internet firewall, filter, or any other network policy will be considered a violation and the student's access will be immediately suspended.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator as necessary, for purposes of bona fide research or other educational projects being conducted by students.

## **VII. PRIVACY**

The DCN and Internet access is provided as a tool for student's education. The District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the DCN and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the District and no user shall have any expectation of privacy regarding such materials.

## **VIII. FAILURE TO FOLLOW POLICY**

The use of the DCN and Internet is a privilege, not a right. A user who violates this Policy, may at a minimum, have his or her access to the computer network and Internet withdrawn. A user violates this Policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy if he or she permits another to use his or her account or password to access the DCN and Internet,

including any user whose access has been denied or terminated. The District may also take other disciplinary action in such circumstances and reserves the right to pursue legal action against a student who willfully, maliciously or unlawfully damages or destroys property of the District.

**The Computer Use form can be found on the District**

#### **Website. IX. WARRANTIES/INDEMNIFICATION**

The District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of the DCN and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the use of the DCN or the Internet under this

Policy. By signing this Policy, users who are 18 or older and, in the case of a user under 18, the parent(s) or guardian(s), are agreeing to indemnify and hold the District and its administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to the DCN and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s), agree to cooperate with the District in the event the District initiates an investigation of a user's use of his or her access to the DCN and the Internet.

## **Schodack Central School District Student Safety Contract (Appendix G)**

### **Purpose To all Students**

The following rules and regulations are extremely important to your safety in many areas of the school environment. Your instructor will explain the rules as they apply to each classroom **or** program. Please learn them as they will help you be successful here at Maple Hill.

### **General School Safety Rules**

1. Listen to all instructions given by your instructor and follow them carefully.
2. Proper behavior and attitude is imperative, both your safety and the safety of others depends on it. There should not be any loud talking or horseplay in areas where machinery or chemicals are being stored or used.
3. You must wear safety goggles when:
  - a. Working with chemicals
  - b. Working with heat
  - c. Working with any type of grinding, cutting, soldering, etc.
  - d. Instructed to do so by **your** teacher (e.g. dissection).
4. Always use mitts or heat protective gloves when handling hot items
5. If you are in doubt about any procedure, ask your instructor.
6. Make sure hands are washed after each project/experiment where chemicals are handled.
7. Be very careful when operating electrical equipment:
  - a. Working surfaces, equipment and your hands should not be wet
  - b. Check all cords and plugs to be sure they are in good condition
  - c. Look for exposed or broken wire and insulation that may be in poor condition
  - d. If any equipment is not working properly, report it to the instructor
8. Know the location and use of all safety equipment (goggles, aprons, eyewash, fire blanket, fire extinguishers, lab shower, safety charts, etc.)
9. Report all accidents (even minor ones) or unsafe equipment/situations to the instructor immediately

10. **If a chemical gets into the eye, immediately flush the eye with a gentle stream of water from the eyewash. Do this for 15 minutes.**

### **Science Specific**

1. Read your laboratory assignments before coming to class.
2. Perform only those experiments on which you have been instructed
3. It is your responsibility to take care of the lab equipment, use it only as instructed and report any damages to the teacher.
4. Tie back long hair to prevent injury
5. Clean and dry your lab work area at the close of the lab period
  - a. Return all equipment and materials to the proper place
6. When you are working with an open flame or heating materials **never leave them unattended**
7. Eating and drinking are prohibited in the laboratory. Chemicals might contaminate your food and cause sickness.
8. Wear your lab apron and/or proper footwear when instructed to do so.
9. Set up the apparatus as far back on the lab table as conveniently possible so it will not tip onto the floor
10. Apparatus that can roll, such as thermometers, etc. should be placed on the table at right angles to the edge of the table to keep them from rolling onto the floor
11. Chipped or broken glassware should be disposed of in the proper place
12. After each experiment, clean your area as instructed
13. **Check with your instructor before disposing of chemical waste**
14. **Chemical spills:** If a chemical gets on you or your clothing, **flush with lots of water.**
  - a. Use the safety shower for extensive spills
15. Lubricate glass tubing or thermometers with glycerin **or** water before inserting them into rubber stoppers.
  - a. Use a cloth towel and grasp the tubing close to the stopper
16. **Never reach across a flame**
17. When heating any material in a test tube, keep the tube in constant motion and **DO NOT** point the mouth of the tube at any one.
18. Never taste or touch any chemical unless instructed to do so
  - a. Whenever you are asked to note the odor of a chemical, carefully waft the fumes towards your nose. **NEVER** inhale the fumes directly from the container.

19. Carefully read the label twice on any bottle prior to using it
  - a. Many formulas and chemical names look very much alike; therefore confusing them could be dangerous
20. When diluting acids, **always pour the acid slowly into the water** and stir continuously. Because acids are denser than water and because so much heat is released during mixing, the above procedures allow the heat to be spread throughout the entire solution instead of just at the interface between water and acid.
21. Students are never permitted in the science storage rooms or preparation areas unless given specific permission by their instructor
22. Know what to do if there is a fire drill during a laboratory period; containers must be closed, gas valves turned off, fume hoods turned off, and any electrical equipment turned off.
23. Handle all living organisms used in a laboratory activity in a humane manner
  - a. Preserved biological materials are to be treated with respect and disposed of properly
24. When using knives and other sharp instruments, always carry with tips and points pointing down and away
  - a. Always cut away from your body.
  - b. Never try to catch falling sharp instruments
  - c. Grasp sharp instruments only by the handles.

### **Physical Education and Sports Participation**

1. Students should wear clothing that is appropriate for the activity.
2. Clothing should allow freedom of movement - shorts, T-shirt, athletic pants or sweats. (It is also advisable that clothing be cleaned regularly.)
3. Metal chains and loops on clothing are prohibited
4. Pants must fit comfortably at the waist
5. Athletic shoes and cleats must be worn for certain surfaces
6. No cleats are allowed on inside surface areas.
7. Jewelry should be removed and secured in the student's locked locker
8. There is no use of an area or equipment unless there is supervision by an authorized adult
9. Equipment must be used as per the instructor's directions
10. Equipment must be put away when the activity is concluded and the area **will** be secured
11. No equipment should be removed from storage areas **or**

- offices without direct permission from an authorized adult
12. Students **will** demonstrate responsible personal and social behaviors while engaged in equipment use as well as in all physical activity
  13. Students are required to utilize spotters while working in the weight room
  14. Proper behaviors are expected while using locker rooms
  15. There will be no running or climbing in the locker room.
  16. Turn off water in showers after use
  17. Report any spills that require clean-up to **your** teacher or coach
  18. All valuable possessions should be secured in the student's locked locker
  19. No photographic devices are allowed in the locker rooms.
  20. Immediately report injuries and body fluid spills to the adult in charge
  21. Only food or beverages associated with the activity will be allowed in the gymnasium.

### **Technology Class**

1. Students are not permitted to use machines until they have received instruction on their safe operation
2. Rings, wrist watches, etc. must be removed before operating machinery
3. Do not take your eyes off your work or allow others to crowd around you and watch you at the machine.
4. Avoid talking to anyone who is operating a machine
5. The floor around machines must be kept clean of scrap
6. Machines may not be used for trivial operations, especially on small pieces
7. Do not force stock or material into a machine faster than it **will** cut
8. The power must be shut off after a machine has been used
9. Never wear gloves, ties when operating machines, tuck in shirttails, and roll up sleeves before performing machine operations
10. Neither operators nor observers may stand in a machine's rotational path
11. All safety guards must be kept in their proper position while machines are operated
12. Care should be taken that all material is free of nails, paint,

or loose knots prior to being machined

13. Allow machines to come to a complete stop before making any measurements, adjustments or leaving the machine
14. Disconnect the electrical plug from the wall receptacle before making repairs, changing blades, cutters, and knives, lubricating the machine or sharpening the knives on any power equipment
15. All tools such as wrenches and screwdrivers must be removed from a machine before the power is turned on.
16. Materials should be fed into machines only after the motor has reached its maximum speed
17. Select the machine that is appropriate to the operation you are performing
18. Do not carry tools in your pocket
19. Carry cutting tools sharp edge down
20. Never use files with loose or missing handles
21. Always keep vises closed when not in use and vise handles in the vertical position
22. Keep flammable objects such as oily or paint soaked rags in closed metal cans.

## Schodack Central School District Student Safety Contract

### Agreement

I, \_\_\_\_\_ (student's name) have read and agree to follow all of the safety rules set forth in this contract. I realize that I must obey these rules to insure my own safety, and that of my fellow students and instructors. I will cooperate to the fullest extent with my instructor and fellow students to maintain a safe environment. I will also closely follow the oral and written instructions provided by the instructor. I am aware that any violation of this safety contract that results in unsafe conduct in the laboratory, classroom or sports/physical education programming, or misbehavior on my part, may result in being removed from the program, detention, receiving a failing grade, and/or dismissal from the course.

Student Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

You should be aware of the safety instructions your son/daughter will receive before engaging in any work or activity. Please read the list of safety rules above. No student will be permitted to perform activities unless this contract is signed by both the student and parent/guardian and is on file with the teacher.

Your signature on this contract indicates that you have read this Student Safety Contract, are aware of the measures taken to insure the safety of your son/daughter in the school setting, and **will** instruct your son/daughter to uphold his/her agreement to follow these rules and procedures in the school setting.

Parent/Guardian Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

Chemical Hygiene Plan  
Effective: December 2003  
Revision: July 2020