

SCOTIA-GLENVILLE CENTRAL SCHOOLS

SCOTIA-GLENVILLE  
MIDDLE SCHOOL



**Handbook**

**Administration**

**Shari Keller**  
Principal

**Craig T. Shull**  
Assistant Principal

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## **Mission**

The Scotia-Glenville Central School District is committed to providing an environment which allows students to realize their full potential and thus prepares them for life in an ever-changing world. In the tradition of excellence the, Board of Education, administration, staff, parents/guardians, business and community members will continue to ensure that our educational system fulfills the needs of our students.

## **Purpose**

These rules and guidelines are designed to promote good behavior and a positive learning environment. Teachers and all other staff are here to assist students in this endeavor as they strive to achieve their full potential.

It would be impossible to create a handbook or district code of conduct that could identify every possible adverse situation that could be encountered during the school day. Any and all behaviors that have not been included should not be thought of as a deliberate omission. The basic foundation of the Scotia-Glenville Middle School policy is that the rights, feelings, and property of others must be treated with respect at all times.

Neither this handbook nor the district code of conduct to which it refers (available via the district website) have been created to inhibit student freedom or to stifle student responsibility--particularly at a time when every student wants to become more responsible and more independent. Instead, it should be recognized that both have been created with the belief that each student, faculty/staff member, administrator, and parent or guardian will join together and lend their support so that every student may achieve his or her educational goals in the safest and most efficient manner possible.

## **Non-Discrimination Policy**

The Scotia-Glenville Central School District hereby advises students, parents, guardians, employees and the general public that it offers employment and educational opportunities, including vocational education opportunities, without regard to sex, age, race, color, national origin, disability, or religious beliefs. Inquires regarding this nondiscrimination policy may be directed to:

**Title IX Coordinator:**

Director of Curriculum & Instruction  
Scotia-Glenville Central Schools  
900 Preddice Parkway  
Scotia, New York 12302  
Telephone (518) 382-1218

**504 Coordinator**

Director of Pupil Personnel Services  
Scotia-Glenville Central Schools  
900 Preddice Parkway  
Scotia, New York 12302  
Telephone (518) 386-4341

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## BELL SCHEDULE

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	Regular Schedule	1 hour Delay	2 hour delay
<b>Homeroom</b>	7:45-7:53	8:45-8:53	9:45-9:53
<b>Period 1</b>	7:56-8:36	8:56-9:30	9:56-10:23
<b>Period 2</b>	8:39-9:19	9:33-10:07	10:26-10:52
<b>Period 3</b>	9:22-10:02	10:10-10:44	10:55-11:22
<b>Period 4</b>	10:05-10:45	10:47-11:20	11:25-11:51
<b>Period 5</b>	10:48-11:28	11:23-11:56	11:54-12:21
<b>Period 6</b>	11:31-12:11	11:59-12:32	12:24-12:50
<b>Period 7</b>	12:14-12:54	12:35-1:08	12:53-1:20
<b>Period 8</b>	12:57-1:37	1:11-1:44	1:24-1:50
<b>Period 9</b>	1:40-2:20	1:47-2:20	1:53-2:20
<b>Dismissal</b>			
<b>Bus Departure</b>			
<b>Late Bus Warning</b>			
<b>Late Bus Departure</b>			

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## VISITORS TO OUR SCHOOLS

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The building principal or his or her designee is responsible for all persons in the building and on the grounds. Since schools are a place of work and learning, certain limits must be set for these visits. For these reasons, the following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors to the school must report to the office of the principal upon arrival at the school. There they will be required to sign the visitor's register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the principal's office before leaving the building.
3. Visitors attending school functions that are open to the public, such as home-school organization meetings or public gatherings are not required to register.
4. Teachers are expected not to take class time to discuss individual matters with visitors.
5. Any unauthorized person on school property will be reported to the principal or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
6. All visitors are expected to abide by the rules for public conduct on school property as posted on all school grounds and disseminated in the district code of conduct on an annual basis.

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## ACADEMICS & STUDENT LIFE

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### Attendance

All children in New York State between the ages of 6 and 16 years shall receive full-time instruction. (Section 3205, Education Law)

Each registered student in Scotia-Glenville Middle School is expected to attend each day that school is in session. Should a student be absent or tardy for any reason, it is necessary that a written excuse, signed by a parent or guardian, stating the date and reason for the absence or tardiness be brought to the homeroom teacher upon return.

*The following excuses are considered legally acceptable by the New York State Board of Regents:* (a) personal sickness, (b) sickness or death in family, (c) severe storms or impassable roads, (d) religious observance, (e) quarantine by contagious disease, (f) court obligations, (g) music instruction, (h) approved cooperative work program, or (i) doctor's appointment.

### Absenteeism

The parents or guardians of a student who is chronically absent (10 or more absences without medical documentation) may receive a letter inquiring about how the school can help support parents and guardians in getting their child to school. The student and parents or guardians may be required to meet with an administrator. If the student's attendance does not improve, an Attendance (PINS Diversion) Petition may be filed with the Schenectady County Department of Probation.

### Arrival and Homeroom

Students should not arrive to school prior to 7:00 a.m. unless permission is granted from the main office.

Students arriving before 7:30 a.m. must report immediately to the designated area. At 7:30 a.m., students will be dismissed to their lockers. At that time, they may report to the cafeteria, the library, or homeroom.

Students walking to and from school each day should plan their route so that it is safe, respectful of property, and timely, considering weather conditions.

Students should not get off the bus at the Senior High and walk over to the Middle School.

Students arriving on buses will be unloaded at the traffic circle in front of the building and should enter the building directly.

## Attendance (continued)

### Arrival and Homeroom (continued)

#### **Students arriving by car must be dropped off only at the designated area.**

Bicycle racks are furnished for those students who choose to ride to school. Upon arrival, the student should **walk his/her bike while on school grounds** and park it on the rack. Students should lock their bikes and may not use them during the school day. Bicycles considered to be unsafe by school authorities are to be left at home.

#### **Homeroom**

Each student is assigned to a homeroom in the Middle School. Students should first go to their assigned locker, get all materials and books for morning classes, and take care of all personal needs before going to homeroom. **Students must be in their seats by 7:45 a.m.** A warning will be given at 7:42 a.m. to proceed to homeroom. Students should all be en route to homeroom by this time.

#### **Extracurricular Participation and Attendance**

Students who are participating in activities scheduled for the evening hours such as sports, music, dramatics or social events must be in school for attendance on the day of the activity if they are to be participants or spectators. When the activity falls on a Saturday, attendance is required on Friday. Special problems should be discussed with the principal or assistant principal prior to the event.

Attendance at concerts is required of Band, Orchestra and Chorus students. These events are considered part of the music curriculum.

#### **Family Trips**

Family trips scheduled during the time when school is in session deprive students of valuable instructional time and are considered "illegal absences" according to New York State Education Law. The school district does not provide advance homework for students going on vacation with the family. Teachers are not responsible for writing out assignments for students illegally absent.

#### **Guests**

Students who wish to bring a guest to school must secure the principal's permission at least one day in advance and bring written permission from a parent or guardian.

#### **Perfect Attendance**

Students will be considered to have perfect attendance if they are in attendance every day, all day, with no tardiness. Students who are on approved educational field trips from school are considered in attendance for that day. Students absent due to a death in their immediate family or religious observance may be considered to have perfect attendance at the discretion of the principal.

## Attendance (continued)

### Arrival and Homeroom (continued)

#### Reporting Absences

Parents and guardians are asked to contact the school by telephone or in person regarding matters of student attendance. The adult picking up the student and the student who is excused from school must sign out in the office sign-out book. If the student returns to school, he/she must sign back in and report to the secretary.

#### Tardiness

After a student is illegally tardy to school **four** times, the student's name will be reported to the office and the student will be assigned to school detention. Detention will be assigned for every tardy thereafter. A student who arrives late to school must bring a written excuse stating the reason for the tardiness.

#### Truancy/Class Cuts

A student who is truant from school or cutting a class is required to make up the instructional time lost. A parent or guardian will be notified. Detention or in-school suspension may be assigned. The student will receive a zero for any missed quiz or test and will be responsible for making up all missed work.

## Events Guideline

Any student, parent, guardian, spectator, and/or visitor who wish to attend any school sponsored event may be prohibited from bringing in any type of beverage, backpack, container or bag.

## Homework Guidelines and Responsibilities

Students will be required to complete all homework assignments on time and to the best of their ability. Students are expected to promptly make up all assignments missed due to absence from classes for any reason. Students must promptly make up work when attending field trips, music rehearsals, special programs and the like promptly, according to the policy of the teacher. Students may be required to spend additional time after school to complete their work. ***Students who owe excessive amounts of work may be restricted from all extracurricular activities.***

Homework is designed to be a meaningful experience that prepares students for lessons, practices and reinforces concepts taught in class, and prepares students for real world activities.

### Teachers will:

- ✓ Coordinate assignments to eliminate too many assignments at a time.
- ✓ Set-up weekly assignment and assessment calendars to facilitate coordination. Copies will be given to the Guidance Department.
- ✓ Assign appropriate time for each assignment depending on its complexity and length while considering the availability to all students of special resources needed (i.e., computers).
- ✓ Schedule long term assignments given by the team throughout the school year to eliminate overburdening student schedules. Each long term assignment will be given in writing with intermediate due dates to train the student in long term planning. (Teachers not on a team will list long term assignments on a calendar in the Library Media Center to coordinate information among the entire faculty.)

## Homework Guidelines and Responsibilities (continued)

### Teachers will (continued):

- ✓ List assignments in the classroom in a standard location and give them orally for students to put in their assignment notebook giving an approximate time necessary for completion.
- ✓ Provide time for homework help (before or after school, in study time or during activity/team periods).
- ✓ Provide assignments for students who are absent from class.
- ✓ Provide timely feedback on assignments.
- ✓ Distribute a written homework guideline to every student at the beginning of each course.

### Students will:

- ✓ List all assignments in their school-designed assignment notebook.
- ✓ Do all assignments on time to the best of their ability.
- ✓ Maintain the assignment notebook as directed to maximize its effectiveness in assisting with homework completion and student organization.
- ✓ Organize papers in the assignment notebook on a regular basis.
- ✓ Examine daily schedules with parental help and set aside time to do homework.
- ✓ Seek help when needed by making arrangements to work with teachers.
- ✓ Ask teachers for assignments missed when absent from class. Students have two days to make up work for each day absent.
- ✓ Adhere to the rules against plagiarism as defined in the conduct section of this handbook under "Academic Integrity."

### Parents and Guardians will:

- ✓ Work with their students to examine family schedules to allow time for homework.
- ✓ Provide an appropriate homework setting that motivates students to complete all assignments.
- ✓ Monitor the student assignment notebook and look at the completed assignments.
- ✓ Contact the teacher directly or encourage the student to seek help when students show that they are having difficulty with their assignments or when extenuating circumstances prevent a student from completing assignments. The guidance department may also be contacted.
- ✓ Contact the guidance department, if necessary, for resources to help their child with homework.
- ✓ Contact the guidance department for a list of assignments if a student is absent for more than one day.

### Administrators will:

- ✓ Assist teachers, students, parents and guardians in following the middle school homework practices.
- ✓ Review and monitor all teachers' homework guidelines and make appropriate recommendations to teachers.
- ✓ Make school-designed assignment notebooks available for purchase at the start of each school year.
- ✓ Ensure that copies of all individual teacher's homework guidelines are on-file in either the guidance department or the main office.

**Lockers/Locks**

- ✓ Each year hall lockers are assigned to students by the guidance department. Students are to use only their assigned lockers.
- ✓ Combination locks are purchased by incoming sixth graders during summer orientation. Students will be responsible for keeping track of their locks and combinations throughout the three years of middle school.
- ✓ Only locks purchased through guidance may be used to secure lockers.
- ✓ For security reasons, lock combinations are not to be shared with other students.
- ✓ All students must keep their lockers locked at all times. Any student who loses his/her lock must purchase a new one through the guidance department.
- ✓ Students do not need to go to their lockers between every class. Students should plan ahead and be prepared for their next classes. Tardiness to class due to locker stops are subject to disciplinary actions by the receiving teacher.
- ✓ Lockers should be kept neat and clean. Under no circumstances should anything be written on or inside of lockers.
- ✓ Students may not change their locker location. Locker assignments may only be changed by a guidance counselor or school administrator.

### Medication Policies

There are times when it may be necessary for a student to receive medication during school hours. The following requirements for administration of medication must be met in order for that medication to be given. These requirements apply to both prescription and non-prescription (“over-the-counter”) medications.

- ✓ The school nurse must have a written order on file from the healthcare provider stating the name of the medication, dosage, time to be given in school (if it is to be given on a daily basis), and the circumstances for administering the medication if it is not to be given on a regular dosage schedule. This written order should be on the doctor’s letterhead stationery and include the office address and telephone number. Orders must be renewed annually.
- ✓ The school nurse must have written permission on file from the parent or guardian authorizing school personnel to administer the medication as specified by the doctor.
- ✓ The **parent or guardian** (or other responsible adult) must bring the medication to school in the **pharmacy container or the original store container**. **Students should NOT transport medication!**
- ✓ Any medication to be given at school must be kept in the Health Office. (EXCEPTION: Instances where it has been determined by a student’s physician that the student should carry his/her medication – see self-medication form)
- ✓ Medications not picked up at the end of the school year will be discarded. A reminder notice will be sent home before the last day of school in June.

These policies, determined by the Scotia-Glenville Central School District, are in accordance with New York State Education Department guidelines and exist for the safety of ALL of the students in the school.

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## CONDUCT

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### Academic Integrity

As part of the school community, it is the duty and responsibility of students and faculty to honor academic success that is earned as the consequence of hard work and effort. Academic integrity at SGMS is based upon a respect for individual achievement that is the result of personal integrity, honor, and diligence. Never let other students devalue your achievements by allowing anyone to take unfair advantage of your work. Report any academic dishonesty that you see.

- **Acknowledge your sources.** Whenever you use words or ideas that are not your own make sure to use quotations marks. Where appropriate, cite your source in an internal footnote, and back it up with a list of sources cited and/or consulted.
- **Protect your work.** In examination situations, do not allow others to see your work. You are the only one who should get credit for what you know.
- **Avoid suspicion.** Do not put yourself in the position where you could be suspected of copying another person's work or having used unauthorized notes in an examination.
- **Do your own work.** Do not allow someone else to do your work as it defeats the purpose of your education and may result in serious charges against you.
- **Always be honest.** Do not falsify records. Do not fabricate data. Always be truthful when discussing your work with an instructor.

The following are examples and definitions of the types of behavior that violate the academic integrity policy at SGMS; however, they are not limited to the following:

- **Cheating:** unauthorized notes or unacceptable use of technology, unauthorized study aids, alterations of graded work after it has been returned, copying another's homework, submitting identical or similar papers for credit in more than one course without permission from the instructors.
- **Plagiarism:** submitting material that in part or whole is not entirely one's own without citing correct sources--including web sites or other resource materials.
- **Fabrication:** falsifying or inventing information, data or citations.
- **Theft of Exam Materials:** stealing, reproducing, or any other unauthorized collection of any and all exam material prior to the exam.
- **Aiding and Abetting Academic Dishonesty:** providing material, information, or other assistance to another person with the knowledge that it could be used in any of the violations stated above or providing false information in connection with any inquiry regarding academic integrity.

**Academic Integrity (continued)**

- **Falsification of Records and Official Documents:** altering academic records or official school documents or forging signatures.
- **Unauthorized Access to Computerized Academic or Administrative Records:** viewing, modifying or releasing any official school computer records without authorization.
- **Misuse of Technology:** unauthorized use or misuse of websites, the internet, graphing calculators or any other technology.

**DUE PROCESS & CONSEQUENCES FOR ACADEMIC INTEGRITY VIOLATIONS****Due Process and Student Rights**

Any student charged or suspected of a violation of academic integrity shall be given:

- ✓ A prompt investigation of all charges.
- ✓ An explanation of the investigation procedure.
- ✓ A meeting between the student involved and the assistant principal with a recommended course of action to be submitted to the academic head and principal.
- ✓ The student and their family have the right to appeal to the principal. An appeal must be requested within 48 hours of the assistant principal's written decision.

**Consequences**

All proven cases of academic dishonesty will result in the notification of the parent or guardian, guidance counselor, principal and assistant principal.

Additionally, at least several of the following may occur:

- ✓ Reduced or failing grade on quiz, test, paper, project or exam.
- ✓ Reduced or failing grade on the grade for the quarter.
- ✓ Reduced or failing grade for the course.
- ✓ The incident may be recorded in the disciplinary file and the student's permanent record file.
- ✓ A disciplinary consequence including: afterschool detention, in-school or external suspension.
- ✓ NJHS membership may be jeopardized.

**After School and Dismissal**

Students who remain after school are to be supervised by a district employee until 3:45 p.m. The library may only be used on the days it is open for use. If not taking the late bus, the student may make arrangements with a parent or guardian for early pick up. Students waiting for a ride must wait in the lobby in the front of the building. Riding the late bus requires a special pass from the teacher in charge.

Students are to leave the building promptly or go directly to their school-related activity, supervising teacher or the library, when open. Students are not to loiter in the hallway after 2:30 p.m.

Students who walk to and from school are to walk on sidewalks, if available. Students who use the access road will wait on the curb until all buses have left. Climbing fences is prohibited. Walking across soccer and football fields is prohibited.

Athletes waiting for practice are to:

- a. work in the library only on the days the library is open, or
- b. work quietly in the cafeteria, or
- c. be with a teacher.

Only students who are in attendance on the day of an activity may participate in after-school or evening activities. See "Extracurricular Participation and Attendance" in the Academics and Student Life Section.

Bus students who are required to participate in an event at the high school must obtain a special late bus pass from the middle school office prior to the event.

Students may only use school facilities (building or grounds) under the authorized supervision of an adult.

**Athletic and Co-Curricular Activity Policy**

The standards set in this policy are not any higher than those of the school policy for all students. The difference is that students involved in athletics and co-curricular activities can be suspended from partial or complete participation in those activities.

Students participating in co-curricular activities are expected to maintain appropriate standards of decorum throughout the school day and within the community.

**Participation in extracurricular activities is a privilege for the students at Scotia-Glenville Middle School.**

Referrals: A student participating in extracurricular activities who receives a discipline referral to the main office for violating any part of the Scotia-Glenville Central School District Code of Conduct may be suspended or removed from his/her specific activity for a period of time to be determined by building administration.

Alcohol and Drugs: Students on co-curricular activities found to be involved with usage will automatically be suspended from the activity. Students will be excluded from any club or extracurricular activity for 20 school days commencing with the date of suspension. Reinstatement will commence on the 21st school day.

### Athletic and Co-Curricular Activity Policy (continued)

A student involved in the use and/or possession of alcohol or the use and/or possession of any substance prohibited by law will be required to attend a minimum of ten (10) periods of substance abuse counseling with the Student Assistance Counselor, or outside agency, in addition to any limitation on participation set forth herein.

Consequences will be as follows:

**First Offense:** Effective on the date when the penalties are imposed, the athlete will be placed on probation for one calendar year. The athlete will need to meet with the student assistant counselor or equivalent outside agency for counseling. The counselor and administrator must agree as to when a student can return to participation. During the period of probation, the athlete will be expected to practice with the team but will not be allowed to participate in the team's scheduled competitions according to the eligibility chart (see below). Student-athletes on probation are expected to attend all practices and contests (NOT IN UNIFORM) and be of assistance to the team, as the coach deems appropriate. Penalties that cannot be served during the sport season in which they are imposed will be carried over for completion in the next sport season in which the athlete participates. The penalty assigned will be adjusted proportionately based on the number of regular season scheduled contests in the subsequent season.

<b>ELIGIBILITY CHART</b>		
<u># of Regular Season Scheduled Contests</u>	<u>Contest Penalty First Offense</u>	<u>Contest Penalty Second Offense</u>
8 (or less)	2	4
9	2	4
10-13	3	6
14-17	4	8
18-21	5	10
22	6	12

**Second Offense:** If the second offense occurs during the one-year probationary period, the athlete is suspended from all participation in interscholastic athletics for one calendar year from the date of the second offense. If a second offense occurs at any time after the probationary period, all provisions set forth in the first offense will apply. However, the contest penalty will be increased according to the eligibility chart. In addition, a new one calendar-year probationary period will be assigned.

**Third Offense:** A third offense at any time during the secondary interscholastic time will mean a suspension from future participation on any interscholastic team for the remainder of the secondary school years.

**APPEALS:** A student-athlete may file an appeal in writing to the Director of Athletics within three calendar days from the date the penalty was assessed. The Athletic Director will call a meeting of the Appeals Committee to review the appeal. The jurisdiction of the Appeals Committee will be limited to affirming or reversing the decision of the Athletic Director. The Appeals Committee will have no authority to increase or reduce any penalty imposed. The student-athlete and/or his/her parents/legal guardians may attend the Appeals Committee meeting. The Athletic Director will notify the student-athlete of the results of the appeal within 24 hours.

## **Athletic and Co-Curricular Activity Policy (continued)**

\*Please note that the Athletic and Co-Curricular Activity policy is being revised for the 2010-2011 school year. Once it is adopted, an updated version will be distributed.

### **Back Work/Homework**

Students will be required to complete all homework assignments on time and to the best of their ability. Students are expected to make up all assignments missed due to absence from classes for any reason promptly. Students must make up work when attending field trips, music rehearsals, special programs and the like promptly, according to the policy of the teacher. Students may be required to spend additional time after school to complete their work. ***Students who owe excessive amounts of work may be restricted from all extracurricular activities.***

### **Backpacks/Book bags**

Students are expected to store book bags and backpacks in their lockers during the school day.

### **Bullying**

The Scotia-Glenville Central School District and Board of Education prohibit acts of bullying. The board of education has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment.

Bullying means the willful and malicious engagement in a pattern of conduct or series of acts over a period of time which are intended to be, or which a reasonable person would perceive as, ridiculing, threatening, or demeaning. Bullying can take many forms; however, the main types are defined as any gesture or written, verbal or physical act, or any use of electronic communication (a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone or computer) that take place on school property, at any school-sponsored function, or on a school bus and that:

- a) is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or,
- b) by any other distinguishing characteristic; and
- c) a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property; or
- d) has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Forms of bullying include, but are not limited to, physical or verbal assaults, nonverbal or emotional threats or intimidation, social exclusion and isolation, extortion, and the use of a computer or telecommunications to send embarrassing, slanderous, threatening, or intimidating messages.

**Bullying (continued)**

Specific examples of bullying may include, but are not limited to:

**Verbal bullying:** name calling, insulting remarks, verbal teasing, frightening phone calls, violent threats, extortion, taunting, gossip, spreading rumors, racist slurs, threatening electronic communications, anonymous notes, etc.

**Physical bullying:** poking, slapping, hitting, tripping or causing a fall, choking, kicking, punching, biting, pinching, scratching, spitting, twisting arms or legs, damaging clothes and personal property, threatening gestures, etc.

**Social bullying:** purposely excluding someone from a group, spreading rumors or gossiping, arranging public humiliation, undermining relationships, teasing about clothing, looks, giving dirty looks, aggressive stares, etc.

While the focus of the district is upon the prevention of bullying, bullying may still occur. In these cases, the offenders will be given the message that their actions are wrong. Consequences for a student who commits an act of harassment or bullying shall be varied (ranging from positive behavioral interventions up to and including suspension or expulsion) and graded according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance, and will be consistent with the district code of conduct. Remedial measures shall be designed to correct the problem behavior; prevent another occurrence of the problem; protect and provide support for the victim of the act; and take corrective action for documented systemic problems related to harassment, intimidation or bullying.

The principal and/or the principal's designee at each school is responsible for receiving harassment or bullying complaints. All school employees are required to report alleged violations to the principal or principal's designee. All members of the school community, including students, parents/guardians, volunteers and visitors, are also urged to report alleged violations to the principal or the principal's designee. While submission of the report form is not required, the reporting party should use the report form available from the principal of each building or at the district's central office and/or contact the principal or the principal's designee. Reports may be made anonymously, but formal action for violations of the code of student conduct may not be based solely on the basis of an anonymous report. In addition, the principal and/or the principal's designee is responsible for determining whether an alleged act constitutes a violation. In so doing, the principal and/or the principal's designee shall conduct a prompt, thorough and complete investigation of each alleged incident.

The district prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and district policies and procedures.

**Bus Procedures**

1. Students are to board buses only at the middle school.
2. Students are to behave properly on buses at all times. Those not behaving will be considered for detention or suspension.
3. Students who ride the late bus must obtain a pass from their supervising teacher.
4. When boarding buses, students should follow the directions of the supervising teacher or the drivers.
5. Students should not walk between buses or attempt to cut in front of buses.

**Bus Conduct**

Students may be subject to disciplinary action, up to and including suspension from school, when they engage in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on district buses to ensure their own safety, the safety 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.

It is the responsibility of the school bus driver to safely and consistently transport students to and from school. Because of this responsibility, the driver has the same authority as a teacher, parent or guardian to ensure good behavior on or near the bus. Cases of serious or chronic misconduct will be reported to the school authorities to be dealt with as in other cases of discipline. The privilege of riding the school bus may be denied to those who choose to abuse it.

The following are some safety and courtesy rules to abide by when riding on the buses.

Students should:

- ✓ Show proper behavior around the bus stop area and on the bus.
- ✓ Stay behind the curb or out of the road until the bus stops.
- ✓ Be aware of the surroundings while waiting for the bus.
- ✓ Line up single file without pushing when boarding the bus.
- ✓ Speak only in conversational tones using appropriate language.
- ✓ Obey the bus driver who is in charge of safe transportation.
- ✓ Keep arms, hands, and other parts of the body, and belongings, inside the bus.
- ✓ Keep the bus free of paper and other litter.
- ✓ Ride only the bus assigned. To ride any other bus, you must have written permission by a parent or guardian with a signature from the principal or assistant principal on it.
- ✓ Show a late bus pass to the driver to be allowed on the late bus.
- ✓ Demonstrate common courtesy to others for safety reasons.

**Care of Building**

The responsibility for the care and upkeep of our middle school building rests with all who use it. Pupils, teachers and administrators are all environmental custodians. Everyone is responsible for creating and maintaining a clean, attractive, well-kept place in which learning and teaching can occur.

**Classes**

Students are expected to:

- ✓ Enter the classroom promptly, take assigned seats, and be ready for instruction when class begins.
- ✓ Bring necessary books and supplies, including pen and pencil, and assignment notebook.
- ✓ Follow the direction of the adult in charge.
- ✓ Stay in the classroom until dismissed by the teacher or the adult in charge.
- ✓ Keep their assignment notebook up to date at all times.
- ✓ Keep school-owned textbooks covered at all times.
- ✓ Make up work if absent.

**Classroom Tardiness**

All students are expected to be in classes on time. Violation of this rule will result in teacher detention. Chronic tardiness will be reported to the office.

**Corridor Conduct**

Students should respect the rights of others in the hallways and at all other times. Eating, drinking, pushing, screaming, spitting, running, use of foul language, degrading actions, slamming/kicking of lockers or the like will not be tolerated and will be subject to disciplinary action. Students are expected to respect individual and school property.

Excessive public displays of affection--outside of hand-holding--are not appropriate anywhere on school property and are subject to disciplinary actions.

**Disorderly Conduct**

Students may be subject to disciplinary action, up to and including suspension from school, when they engage in conduct that is disorderly. Examples of disorderly conduct include, but are not limited to the following:

- ✓ Running in hallways.
- ✓ Making unreasonable noise.
- ✓ Using language or gestures that are profane, lewd, vulgar or abusive.
- ✓ Obstructing vehicular or pedestrian traffic.
- ✓ Engaging in any willful act which disrupts the normal operation of the school community.
- ✓ 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.
- ✓ Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the district's acceptable use policy.

**Dress Code**

Scotia-Glenville students take pride in their appearance. Student dress must be in accordance with the guidelines set forth in the Regulations of the Commissioner of Education Handbook.

All students are expected to present a neat appearance and be appropriately dressed during school hours and for school related activities. Hats or other head-coverings are not to be worn in the building during the instructional school day unless for a medical or religious purpose. Hats are to be kept in the student's locker during the instructional day. Furthermore, extremely brief garments are not appropriate. Students should ensure that underwear is completely covered with outer clothing. Students are expected to wear footwear at all times, and any footwear that is a safety hazard will not be allowed. In sum, clothing which interferes with the learning and teaching process, which is indecent, offensive, contrary to the educational mission of the school, or represents a health or safety hazard, is not to be worn in school. This includes the advertising of anything that is illegal.

Clothing of the nature mentioned above will be brought to the attention of the student and/or principal by the teacher and a solution to the problem will be reached:

- ✓ Student may change or cover clothes.
- ✓ Students may be sent home to change with permission from a parent or guardian.
- ✓ Parent/guardian may be notified.

If the problem persists, parents/guardians will be contacted. Members of the Student Council assume a leadership role in maintaining the intent of this Statement of Dress and, as such, may discuss guidelines with the principal on a yearly basis. If necessary, an agreement will be developed and announced to the student body at the beginning of the school year. Interpretation of the dress code will be at the discretion of the building administration.

**Dress Code for Winter and Spring Dances**

The winter and spring dances sponsored by Student Council are theme dances. Students should wear clothing similar to what they would wear when going to dinner with their parents or guardians or to a nice occasion. Students are not permitted to wear blue jeans, t-shirts, shorts or hats. Semi-formal clothing is also discouraged. A collared shirt, turtleneck or nice sweater and khakis or dress pants for boys are required. Formal gowns are discouraged for girls, but they are allowed. Spaghetti straps and halters are allowed; however, plunging necklines are not permitted, and undergarments should not be visible. If girls elect not to wear a dress, they are required to wear dress slacks and a nice blouse. Shoes are to be worn during all dances, and they are not to be taken off at any time.

## Drugs, Alcohol, Chemical and Controlled Substances

### Drugs, Alcohol, Chemical and Substance Abuse

The Scotia-Glenville Middle School takes a firm stand against drug, alcohol, chemical and other substance abuse by students in school and on school grounds, whether during the day or at after-school events. The possession, use or abuse of alcohol, tobacco products, drugs, chemicals or any related illegal substances, on or within school district property is expressly forbidden.

Scotia-Glenville students must be aware that the prohibition regarding possession, use or abuse of these items extends to any school function--regardless of the location. A student may not possess, distribute, sell, use or abuse these substances on school property or at a school function. Any student under the influence, or appearing to be under the influence, of any of these substances will be subject to search.

A student found in possession of drugs, drug paraphernalia, alcohol, chemicals or any related or illegal substances will be externally suspended from school for up to five days. Along with the external suspension, the student must attend a Superintendent's Hearing whereupon an extended suspension may also be assigned.

For drug, drug paraphernalia, chemical and illegal substance possession, the police will be notified and action may be taken with probation or Family Court.

### Consequences of Possession/Use/Abuse of Alcohol

Any student who is found to be possessing, using, abusing, selling, distributing or under the influence of alcohol (as determined by a school administrator) in school or while attending a school function, regardless of location, **will be externally suspended from school, immediately, for up to five school days. A superintendent's hearing will be held to determine if a student will receive an extended suspension.** When a student has been found possessing, using or abusing alcohol, the parent or guardian will be notified and the parent or guardian will be asked to transport the student home.

A breath-screening device may be administered to a student with permission from a parent or guardian to help assist in the screening procedure. The results of these screenings will remain confidential between the student, parent/guardian, and administration.

Students suspended due to possession, use or abuse of alcohol will be referred to the Student Assistance Counselor upon his/her return to school from the suspension.

### Drug, Chemical, and Substance Possession/Use/Abuse

Using, abusing, possessing, selling, distributing drugs, drug implements, chemicals or other harmful substances, as well as, being under the influence of drugs, alcohol, chemicals or substances on school property or at any school function, regardless of the location, is expressly forbidden. The unauthorized possession of, and or inappropriate use or sharing of prescription medication, and over the counter drugs on school property or at any school function, regardless of the location, is expressly forbidden. Students may not possess drug implements even if the drug implements have not been used for the purpose of abusing drugs or any other controlled substance.

## Drugs, Alcohol, Chemical and Controlled Substances (continued)

### **Consequences of Possession or Use of Drugs, Chemical, Substance and Drug Implements**

All students should be aware that the use and abuse of drugs, chemicals and similar substances including the inappropriate use of prescription drugs could cause physical reactions similar to those which are the result of the use or abuse of alcohol. As a result, the same potential for a serious accident exists when individuals use drugs, chemicals, substances, or inappropriately use prescription drugs. Students should be aware that possession and/or use of drugs, chemicals or substances is a violation of New York State law. Anyone who possesses drugs, drug implements, chemicals, or similar substances in school, on school property, or at a school function, will be referred to the local police and will be subject to arrest in accordance with the laws of New York State. Students who are possessing, using, abusing, selling, distributing drugs, drug implements, chemicals or substances, including the unauthorized possession and/or inappropriate use and sharing of prescription drugs or are found to be under the influence of drugs, chemicals or substances **will be externally suspended from school immediately, for up to five school days. A superintendent's hearing will be held to determine if a student will receive an extended suspension.** Students will be excluded from any club or extracurricular activities for 20 school days commencing with the date of suspension. Reinstatement will commence on the 21st school day.

Students suspended due to possession, use or abuse of drugs will be referred to the Student Assistance Counselor upon return to school from suspension.

### **Electronic Devices**

Bringing electronic and communications devices, including, but not limited to, cell phones, games, radios, palm pilots, and MP3 or CD players is discouraged. These items are not allowed in class and may not be on during the school day. **Refusal to turn over any of these items to a school employee may result in an internal or external suspension**

#### **Cell phones**

Cell phones may not be used in the building during the school day. Cell phones need to be kept in your locker at all times. If a cell phone is seen or heard it will be taken for the remainder of day. The first violation of this policy will result in loss of the item for the remainder of the day. If more infractions occur, a parent or guardian will be called to pick up the item and students may be subject to disciplinary action.

### **Extracurricular Activities**

Participation in any extracurricular activity is a privilege at Scotia-Glenville Middle School. Students may be excluded from extracurricular activities as a result of inappropriate behavior and/or poor academic performance--including failure to do homework. Students restricted from extracurricular activities must not be on school property during the time of activities without prior permission from the principal or assistant principal.

### **Fighting/Assault**

Scotia-Glenville students should be able to come to school and participate in classes and other school related activities without the threat of physical assault. Students who threaten or become involved in fighting in school or on the school campus will be subject to disciplinary action. Students involved in promoting or encouraging fighting or physical assaults between other students will be subject to disciplinary action. A student who observes a fight or physical assault and does not notify school authorities may be considered to have promoted or encouraged the incident. The disciplinary action may include detention, suspension from school or in-school suspension, as appropriate. Any student(s) guilty of an unprovoked assault upon another person on school property may be subject to disciplinary action.

### **Fire/Evacuation Drills**

To ensure the safety of all students and staff, fire drills and other emergency drills are conducted regularly and treated seriously at the middle school. In the event of a fire drill, or other reason necessitating evacuation of the building, students must abide by these procedures:

- Exiting:
  - ✓ Listen to the instructions of the supervising adult.
  - ✓ Exit the classroom/building in accordance with the emergency exit plan.
  - ✓ Walk through the building quickly, orderly, and QUIETLY.
- Outside Behavior:
  - ✓ Stand in-line with the class, at least 100 feet from the building, allowing the supervising adult to take attendance.
  - ✓ Remain quiet.
- Re-entering:
  - ✓ Report directly to your assigned classroom.
  - ✓ Take your seat promptly and quietly.
  - ✓ Listen for teacher/PA announcements.

### **Fireworks**

No student shall have in his or her possession, upon any school premises, any fireworks or devices that create a distraction. Students who violate this policy will be dealt with severely. Detention will be issued and suspension will be considered.

### **Harassment**

SGMS students should treat faculty and staff members, other students, and the public with proper respect. Treatment of faculty or staff members or students in an ***intimidating, threatening, or harassing manner*** is an extremely serious matter reflecting poorly on that student and our school. ***A student, staff member, or community member who feels he/she has been a victim of harassment based on gender, race, national origin, religion, age, gender, sexual orientation or disability or any other personal characteristic*** is encouraged to report the incident to a teacher, counselor, nurse or the administration. Faculty and/or staff should advise the administration and encourage the complainant to file a formal complaint with the Title IX Coordinator (The Director of Curriculum and Instruction). Any student or students guilty of harassment may be assigned detention, in-school or external suspension.

School administration will thoroughly investigate all reports of such behavior and will make every effort to protect the confidentiality of the individual making the complaint. If confirmed, such behavior will result in detention, suspension, or other appropriate consequences.

**Images and Video Taken during School Day**

Students are prohibited from taking images (either still or video) that are not being used for academic purposes. Pictures/videos taken without consent from the individual depicted in the image (student or staff), or without permission of a school employee, may be subject to disciplinary consequences. Additionally, if any images are used in a negative manner either in person or through any mode of communication (picture-sharing, email, message page, etc) then the student may be assigned an external suspension. In such cases, the school may notify the police and the student may have charges brought against them.

**Insubordination**

All students are expected to cooperate promptly and fully with all adults in the school. When a student becomes insubordinate, disciplinary action including suspension will occur. Parents or guardians will be notified.

Students may be subject to disciplinary action, up to and including suspension, when they engage in conduct that is insubordinate. A student who fails to comply with the reasonable directions of an adult in school or otherwise demonstrates disrespect will be considered insubordinate.

**Lunch Period**

Middle school students are expected to remain on school premises for the entire day. The cafeteria prepares breakfast and lunch for those who wish to purchase them and sells milk and other items to those who elect to bring a home-prepared meal. All lending, giving or borrowing of money is discouraged by students and by staff. Proper behavior in the cafeteria is expected at all times. Students will be scheduled for lunch. Any student who needs more time to eat should see the cafeteria supervisor or come to the main office for assistance.

**Cafeteria Guidelines**

- ✓ Students are to remain in the cafeteria during the lunch period. Students must obtain a pass to leave the cafeteria except for the purpose of attending Recreation on their assigned day and to use the bathroom nearest the cafeteria. Students should sign out to use the bathroom.
- ✓ Students should remain in their seats throughout the lunch period. Cafeteria seats and tables should not be moved without permission.
- ✓ Students are to remain in their scheduled lunch shift until dismissed by an adult or by the period bell.
- ✓ Students are responsible for cleaning up after themselves and should keep the cafeteria tables and floors neat.
- ✓ Students disobeying cafeteria supervisors or cafeteria rules will be reported to the office for disciplinary action.
- ✓ Students may buy their own lunch in the cafeteria or bring their lunch from home. Milk, snacks and ala carte items are sold daily in the cafeteria lunch line.
- ✓ Students may not buy and/or share each other's breakfast or lunch. This includes large bags of chips, bags of candy, bottles of soda, trays of cupcakes, cookies or cakes.

## Lunch Period (continued)

### Out of Doors/Gym Recreation

- ✓ Lunch recreation will be held outdoors when the weather and field conditions permit. If the weather is questionable, a decision will be made by the principal prior to lunch. Decision to go outdoors or to remain inside will then be at the discretion of the lunchroom supervisors.
- ✓ Students will report to the cafeteria for lunch first (minimum 15 minutes) and then will be excused to walk to recreation, or vice versa.
- ✓ Students with major rule violations and inappropriate behavior will be restricted to the cafeteria or referred to the office. Lunch/recreation detention may result.
- ✓ Restricted students may be taken off of restriction by demonstrating proper behavior.
- ✓ Food and drinks are to be consumed in the cafeteria only.
- ✓ Students who are medically excused from physical education are automatically restricted from all other sports and recreation events including noon-hour recreation.

### Money

All lending, borrowing or giving of money is discouraged. Any requests or demands for money or valuables should be reported immediately to any adult in charge.

### Parties

Parties that interfere with the instructional program should not take place. When in doubt, check with the principal or see the District Health and Wellness Policy.

### Searches & Interrogations

The Board of Education authorizes the Superintendent of Schools, principals, or designees, the school nurse and district security officials to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the district code of conduct. See the District Code of Conduct for complete procedures.

### Locker Search

Lockers, desks and other storage spaces are the property of the school and for student use. Locker searches may be conducted without the student's knowledge or permission. Students should be aware that New York State courts have recognized that the preservation of the health and safety of students, as well as the effort to keep order in the schools, may require the search of a student's locker. The superintendent, principal or assistant principal or designee may determine that there is a "reasonable suspicion" to inspect the contents of a locker and on that basis, a locker search may take place.

## **Searches & Interrogations (continued)**

### **Personal Search**

If the superintendent, principal, assistant principal or designee determines that there is reason to believe that a student is in possession of drugs, drug implements, a controlled substance, a weapon, stolen property or contraband of any description, then the student believed to be in possession may be subjected to a personal search.

### **Interrogations**

Any school official authorized to impose a disciplinary penalty on a student 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 or guardian before questioning the student. However, school officials will tell all students why they are being questioned. See the District Code of Conduct for complete procedures.

### **Selling Items**

Unless authorized by an activity or organization sponsored by the middle school, nothing is to be bought, sold, or loaned on school property.

### **Smoking Policy**

Smoking is not permitted on school owned properties as per board policy (1/10/94).

A student found smoking, holding a lit cigarette, blowing smoke out of his/her mouth, or using any tobacco product will be assigned two days of in-school suspension and may be subject to greater disciplinary action based upon previous conduct.

A student found in possession of tobacco products on school grounds shall have them taken away and may face disciplinary action. A parent or guardian will be notified.

### **Snow Restrictions**

The throwing of snowballs/iceballs is prohibited. Students throwing snowballs/iceballs will be placed on detention or considered for suspension.

### **Stairway and Corridor Traffic**

Remember that in any traffic situation, in public or otherwise, the rule is to keep to the right; do not block intersections; move slowly and carefully to avoid collision; do not litter or loiter and do not be late for the next class. These rules of order apply to the use of the stairs and corridors. Teachers will be present to aid and assist, as well as regulate, student traffic between classrooms.

### **Students with Disabilities**

The Individual Education Plan of each disabled student is reviewed annually by the Committee on Special Education (CSE). A student with a disability is expected to comply with the District Code of Conduct and the outlined behavior and disciplinary measures in this handbook. However, it is possible that a disabled student may not, as a result of a violation of the Code, be subjected to the usual disciplinary procedures if the CSE determines that the behavior is a result of the disability.

A disabled student's guidance counselor and special education teacher or related service provider, in conjunction with the dean and/or the principal, will jointly decide if the student's conduct constitutes a reason for referral to the CSE prior to the annual review. For all disabled students, however, a referral to the CSE for a manifestation determination must be made once a total of ten (10) days of suspension has been reached. See the District Code of Conduct "Discipline of Students with Disabilities" for further guidance.

### **Study Halls or Tutorials**

- ✓ The study hall will be quiet.
- ✓ Students will do school work. (A teacher or teaching assistant may assign work.)
- ✓ A 15-minute quiet work or reading time is required before signing out unless special permission is granted by the teacher or T.A.
- ✓ Sign-outs will be limited to the following at the discretion of the teacher or teaching assistant: pre-signed teacher passes, library, math lab, guidance office, computer lab, nurse, laboratory, or main office.
- ✓ Students on the restricted list are confined to the study hall until the next list comes out unless they have a teacher-signed pass.
- ✓ Students will bring all materials needed (including their assignment notebook) to use in the study hall time even if they plan on signing out.
- ✓ Students who are asked to return to study hall for breaking any rules will become restricted to study hall.
- ✓ Students are to use their own materials unless given permission by the teacher in charge. Individual teacher's materials may only be used with permission.
- ✓ Students should respect the property of others. Keep the desks clean.
- ✓ Students will be restricted to study hall if:
  - the sign out privilege is abused,
  - chronic behavior problems occur,
  - the student is failing one or more subjects or has an incomplete and appears on a restricted list,
  - the student is late to study hall.

### **Substitute Referrals**

A student referred to the office by a substitute teacher for disciplinary action will receive double consequences.

## **Technology**

Each student is given every opportunity to have access to school computers and other resources. Any student who uses this equipment inappropriately may be subject to removal of privileges, school detention, in-school suspension, external suspension, or legal action if necessary.

### **Acceptable Use of Technology**

The Scotia-Glenville Central School District electronic telecommunications network provides vast, diverse and unique resources for district users. Our goal in providing this service to teachers, staff and students is to promote educational excellence in the Scotia-Glenville School District by facilitating resource sharing, innovation and communication. The purpose of this policy is to ensure the proper use of the Scotia-Glenville School Central School District's computer and telecommunications resources by its employees and all persons having access to such resources.

The value of Internet access as an educational tool is immeasurable. The Internet provides users with the ability to communicate world-wide as well as access to a wide variety of information in the form of data, text, graphics, photographs, video and sound. Internet use will provide users the ability to access and exchange information from a variety of resources, which will enrich the educational process within the District. The user must realize that some material accessible via the Internet contains items that are illegal, defamatory, inaccurate or potentially offensive to some people. Internet use is a privilege, not a right and as such users are responsible for their behavior and communication while utilizing this service. Users have the responsibility to use the District's Internet access and other telecommunication resources in an efficient, ethical and lawful manner.

Computer and telecommunication resources and services include the following: file servers, desktop computers, workstations, laptops, software, Internet, intranet, commercial on-line services, bulletin board systems, e-mail services, internal and external communication networks which include; fax machines, telephones, pagers, 2-way radios, PDA's and other telecommunication devices are provided by the District as resources to assist teachers and staff in the performance of their jobs.

Computers and telecommunications systems belong to the Scotia-Glenville Central School District and should only be used for the fundamental purpose of the District as set forth in the District Guide. Users should not have the expectancy of privacy in anything they create, send, or receive on the District's computer or any other telecommunication resource. (The term "User", as utilized in this policy, refers to all employees, independent contractors, and other persons using or having access to the Scotia-Glenville Central School District computers and telecommunication resources.)

## Technology (continued)

### Acceptable Use of Technology (continued)

Users are not permitted to attach any personal computing devices to the network. Examples include but are not limited to: computers (workstations and/or laptops), PDA's, etc. Users are welcome to use these devices offline during or after the school day. Should a user wish to donate the equipment to the District, it will be considered as long as it meets current donation criteria and will be placed in service as needed. Technical staff will not be able to support any personal equipment. Transfer of files may be done through a variety of methods including e-mail, floppy disks, CD's and Flash drives. The District will make reasonable efforts to insure the integrity of the data being transferred.

Users must comply with all State and Federal laws governing telecommunications and other guidelines set forth by this document and the Scotia-Glenville Central School District Code of Conduct. If a district employee violates the acceptable use provisions outlined in this document, his/her access to the Internet (network resources) may be denied. Users should also be aware that some violations constitute a criminal offense and may result in legal action or other District disciplinary actions as set forth in the appropriate contract provisions.

The Superintendent of Schools will establish guidelines for acceptable use of technology by all users in the Scotia-Glenville Central School District.

### Internet User Guidelines

The *Scotia-Glenville Central School District* provides students and staff (users) with access to the Internet as a learning tool. This electronic communications network gives users an opportunity to explore a diverse and unique pool of information. Utilizing this network in a school setting allows users of all ages to research information related to their classes, participate in innovative educational projects, and develop personal skills needed to communicate with others in the global community.

The students and staff utilize the Internet as an instructional tool in grades K-12. The following list highlights examples of the current Internet usage in our schools:

- Searching for information to support research projects for classes
- Collecting and analyzing information for exchanges with other classes
- Evaluating web sites for accuracy of content and bias
- Utilizing interactive simulations
- Participating in enrichment activities
- Researching current events and developments

## Technology (continued)

### Internet User Guidelines (continued)

The staff guides and supports students in developing skills and behaviors needed to properly use the Internet. In addition to staff supervision, the school district network is equipped with software directed at preventing students from accessing illegal, defamatory, or potentially offensive resources. However, the content of the Internet changes on a daily basis and, even with these safeguards, by chance or determination a user may be exposed to inaccurate or inappropriate information.

Students, parents, guardians, staff, and administrators must form a partnership to promote responsible educational use of the Internet. Federal and State laws as well as Scotia-Glenville Board of Education policies outline the responsibility and govern the appropriate use of the Internet and the school district network. Scotia-Glenville staff will teach and clarify appropriate use standards to students.

If a user violates acceptable use of the Internet by engaging in any of the following actions, he or she will face the consequences as outlined in the District Code of Conduct and this handbook.

- Sending or receiving offensive language or graphics
- Violating copyright laws
- Utilizing another user's password
- Attempting to harm or destroy the equipment or data of any user or organization
- Posting defamatory or slanderous statements
- Engaging in unauthorized access of data or transfer of files
- Using Internet access for non-educational purposes

Internet access is an important privilege to aid in the educational process and to help prepare our students for their roles in the 21<sup>st</sup> century. It is our intention to provide this access for all of our students unless a parent or guardian indicates he or she would rather their child[dren] not have this opportunity. *In that case, parents/guardians should send the principal a short letter indicating that his/her child should not have Internet access during this school year.*

### Web Publishing Guidelines

The Scotia-Glenville Central School District (SGCSD) provides web server access and server space to individual schools within the district, academic departments, and teachers for maintaining web pages. School district sponsored web pages will serve one or more of the following purposes:

- ✓ to enhance teaching by providing information that supports classroom instruction and relates to the curriculum
- ✓ to inform the community of school-related information and events
- ✓ to highlight instructional programs
- ✓

## Technology (continued)

### Web Publishing Guidelines (continued)

- ✓ to showcase student achievement in the classroom and in extracurricular activities
- ✓ to support extracurricular activities (sports, clubs, and student organizations) through posting relevant information that increases visibility and participation

Contributors to the SGCS D web pages may include administrators, faculty, and staff who have a district e-mail account. Students may also participate on a web site development team sponsored by a staff member. The sponsoring staff member is responsible for ensuring that any site produced with student collaboration adheres to the subject and content standards described below. The sponsoring staff member is directly responsible for posting the information to the web server.

### Subject Matter

All subject matter on Scotia-Glenville School District web pages and their immediate links must relate to curriculum and instruction, school-authorized activities, or information about SGCS D or its mission. Staff or student work may be published only as it relates to a class project, course, or other school related activity. Faculty, staff, and students may not use the district web server to host personal non-academic pages, and may not provide links to personal non-academic pages on other servers.

### Content Standards

The content of all pages will adhere to the Copyright Laws of the United States (see United States Government Copyright Office, Library of Congress website at <http://www.loc.gov/copyright>). Web designers will give credit for text and graphics gleaned from other sources using appropriate citation styles.

Text, image, movie, or sound that contains pornography, profanity, obscenity, or language that offends or tends to degrade others will not be permitted.

Communication regarding the content of web pages should be addressed to the Webmaster. Staff posting content should provide their district e-mail links on their respective pages. Site creators are responsible for responding to e-mail inquiries concerning their web pages in a timely manner.

## Technology (continued)

### Web Publishing Guidelines (continued)

#### **Use of Student Images, Names, and Work (Intellectual Property) in Online Content**

Parents and guardians will annually receive the opportunity to decline the online placement of their child's likeness, name in any form, and/or student-produced work. *To decline placement, parents and guardians should send a written request to their child's school principal.* Web page designers will make every effort to comply with requests from parents and guardians.

Personal information about a student is not allowed on web pages. This information includes home telephone numbers, street, or e-mail addresses, or information regarding the specific location of any student at any given time.

Students enrolled in special education programs will never be identified as a participant in a special education program.

#### Images

Photographs of students may be added to web pages as related to the Statement of Purpose, unless parents or guardians submit a written request to a school principal. See section below on identification of students in images, movies, and sound recordings.

#### Names

Students' photographs and their work may only be identified by first name, or where that is not enough, first name and last initial. Identification beyond this point is not allowed. Individuals in movies or sound recordings may not be specifically identified in any fashion.

#### Student Work (Intellectual Property)

Student work may be added to web pages as indicated in the Statement of Purpose, unless parents and guardians submit a written request to a school principal. Student work includes any form of learning produced by students, either at home or in school. Examples of student work include, but are not limited to, the following: digital photographs of art projects, literary products, media presentations, sound recordings, and reports.

Student e-mail addresses may not be published. Staff e-mail addresses may only be published with the permission of the individual.

## Telephone Use

Phone calls for emergency purposes during the school day may be made from the phone in the main office, health office or guidance. Students must have a pass if they are using it during school hours. Problems should be referred to the office.

**Throwing Objects**

The throwing of any object is potentially dangerous to all. Because of the possible injuries, especially eye and head injuries, students known to be throwing objects will be dealt with severely. Detentions will be issued and suspension considered.

**Vandalism**

Restitution is mandatory for those who are responsible for acts of vandalism and damage to the building. If damage to the building is not reported to the office immediately, it will be considered intentional vandalism and a suspension may result. Extreme cases may result in a five-day suspension and the police department may be notified.

**Valuables**

All valuables should be left at home. When it becomes necessary for a valuable item to be brought to school, the student is responsible for its security. The school is not responsible for stolen or damaged items.

**Weapons**

No student shall have in his or her possession upon any school premises any firearm -- as defined in Federal Law -- knife, explosives, dangerous chemicals, or any object which could be used as a weapon and which is not necessary for school activities. In accordance with the Gun Free Schools Act of 1994, after a hearing has been provided pursuant to section 3214 of the Education Law, a student found guilty of bringing a firearm onto school property will be subject to at least a one year suspension from school. The penalty may be reviewed and possibly modified by the Superintendent of Schools, on a case-by-case basis.