

WILDCATS

STUDENT HANDBOOK 2019-2020



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 absent 10 or more days during a semester will be reviewed by the building's Child Study 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.

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 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 or for an assigned detention will be given a pass to ride the late bus.

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. for overnight. It must be returned before the first block of the following day. The library is also open to students each day before school and most days after school.

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 bring a pre-signed pass 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 legibly indicating accurate times and location/destination
5. Students who are disruptive, ineligible or receive warning notices in academic subjects may be assigned a seat isolating him/her from others or may be removed from study hall to a more restrictive location.
10. 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.

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 interest 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 his or her 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.

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.

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. During the regular day (7:30-2:45) students are only allowed to park in their assigned space in the areas designated for student parking. 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.

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... Students are expected to park only in their assigned parking space. If another car is occupying that space the student should park in the main parking lot and report that information to the main school office. **Students who do not park in their assigned parking space or park without a permit/permission may have their car towed at the student's expense.** 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.

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.

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 or other valuable items to school and leave it in lockers run the risk of having it stolen.

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 lunch.
2. Students should deposit all waste and recyclables appropriately.
3. Students should keep the table and floor around their eating area clean.
4. Students are not allowed to leave the cafeteria during lunch without permission.
5. Students in grades 7-8 will not be permitted to eat lunch outside of the cafeteria unless given special permission.

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 Chartwell.

CELL PHONES AND PERSONAL ELECTRONIC DEVICES (PED)

As a privilege students may bring their cell phones and personal electronic devices [PED] to school, but the use of such devices will be in accordance with the following:

1. The use of such devices is regulated 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 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, 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.

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.**

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.

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 will be addressed in the following ways:

- Homework assignments:

- a) a single episode of receiving or providing direct assistance: failure on the assignment in question
- b) continued practice: 1) conference with principal and parent - further consequences outlined, including failure of marking quarter or of the entire course in question; 2) may result in failure of course - at discretion and agreement of both the teacher and the principal

- Quizzes, essay assignments, tests: (for receiving or providing assistance)

- a) single episode - automatic failure on the quiz or essay or test. Parental conference at discretion of the teacher
- b) a second or continuing episode:
 - 1) conference with principal and parent
 - 2) automatic failures in the assignments in question
 - 3) may automatically fail the grading quarter

4) 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:

Because of 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:

- a. request cited source material from the student
- b. independently research cited source material for comparative purposes

- 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: because of 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

**THE CODES OF CONDUCT FOR THE
SCHODACK CENTRAL SCHOOL DISTRICT
ARE AVAILABLE ON THE DISTRICT WEBSITE
AND
ARE DISTRIBUTED TO EACH STUDENT
AT THE START OF THE SCHOOL YEAR**

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

STUDENT PARTICIPATION IN EXTRA-CURRICULAR ACTIVITY

Preamble

Schodack Central Schools is part of a larger community that wishes to help our students develop life-long, healthy living habits. To be successful, protecting our students must be a community-wide effort. The school district can enhance the efforts in several ways. We can educate our students, provide standards and be ready to recognize and respond to the signs and signals from students who may be experiencing academic, behavioral or substance abuse problems.

The purpose of this document is to establish a clear understanding of the expectations for and responsibilities of the student involved, the student's guardian(s), the coach or advisor and those entrusted with the enforcement of this policy. It is hoped that the standards described and the community's willingness to meet these standards will help to establish a life-long pattern of healthy and responsible behavior in our students.

Expectations for Students, Families and School

Students: Participation in Maple Hill athletics or other extra-curricular activities is a privilege that brings with it a requirement of commitment as well as added responsibilities on the part of the student.

To yourself to maintain an optimum state of health and do nothing that would compromise your body or mind. It is hoped that you would have the honesty and integrity to come forward and seek help, when necessary.

To your family to demonstrate respect for their support and dedication to your pursuits and to understand that your actions can have consequences beyond yourself.

To your school and community to be a role model for excellence for all students, as well as an ambassador of your school in the greater community.

Families: You are called to lead by example to demonstrate healthy lifestyle decisions, to understand that the teen years are ones of challenging and testing, to understand that students fare best when the rules are clear and consistent, and to agree to support the rules that the school promotes.

School: It is the mission of our school to promote education, in all its forms, and to do so in an environment of safety and security. As such, it is the responsibility of the school to develop clear guidelines and consequences, taking into account community values, fairness and student development.

Academic Eligibility for Co-Curricular Participation

The Board of Education encourages participation in co-curricular activities, but also affirms that attaining acceptable academic standards is a student's primary responsibility. The regulation states that academic achievement will be given consideration in determining co-curricular participation eligibility.

The principal and the athletic director shall annually develop process and procedures to implement eligibility policies in a manner appropriate to the age of the affected students and consistent with the intent of this regulation. The principals of the schools will meet annually before the beginning of the school year to review process and procedures to ensure acceptable consistency between the schools. An eligibility calendar will be developed annually for each building by the building principal.

A student must be in good academic standing in order to be eligible for full participation in co-curricular activities. If necessary and as outlined below, student is responsible for following a remedial plan to improve academics.

Students in grades 7–12 who are in jeopardy of failing two or more courses as indicated on the interim report:

- May continue to fully participate with an activity if the student accepts a remedial plan of weekly supervised study.
- Students who do not accept or follow the remedial plan are deemed ineligible and may not participate until the next report that indicates they are failing less than two classes.

Students who fail two courses as indicated on the report card:

- May continue to fully participate with an activity if the student accepts a remedial plan of weekly supervised study.
- If the student is still failing two courses on the next report card, that student is then deemed ineligible to participate. The student will remain ineligible until the next report that indicates they are failing less than two classes.

- Students who do not accept or follow the remedial plan are deemed ineligible and may not participate until the next report that indicates they are failing less than two classes.

Students who fail three or more courses as indicated on the report card:

- Are deemed ineligible to participate.
- The student will remain ineligible until the next report that indicates they are failing less than two classes.

Eligibility for co-curricular activities in the fall is contingent upon academic standing from the previous school year.

If the ineligible period falls during a tryout time for a co-curricular activity, a student will be allowed to participate in the tryout period up to a maximum of five days if the student follows a remedial plan of supervised study.

Failing grades on report cards are grades that are below 65%. Students are considered "in jeopardy of failing", based on interim reports if comments on the interim report indicate that the student currently has a failing average.

Use of Tobacco, Alcohol or Drugs

The use of tobacco, alcohol or drugs is strictly forbidden.

- Any student who uses tobacco products, alcohol or controlled substances in any form other than those prescribed by a physician for his or her own use will be removed from all athletic teams and/or all clubs/activities for the remainder of that sport season, duration of activity or 30 consecutive school days, whichever is longer. If this behavior takes place in school or at any school related activity, the student will be subject to all other penalties which apply in addition to the removal from a team or activity.
- A coach, faculty or staff member, administrator or Board of Education member has a responsibility to report a student observed violating this rule at any time.
- Parents also have a responsibility to notify the coach or advisor when they are aware that their child has violated this rule.

- Any student who violates this rule has a responsibility to remove himself/herself from participation on a team or in an activity.
- If a student finds himself/herself in a situation where tobacco, alcohol or controlled substances are being illegally used, he/she must immediately remove himself/herself from that situation. A student's failure to do so will result in a meeting between the student, coach and athletic director or student, advisor and principal to determine whether or not any disciplinary action is warranted.
- Students may reduce up to 50% the length of duration of any penalty by participating in a counseling, assessment or cessation program recommended by the athletic director or principal (whichever is appropriate) and approved by the superintendent. The decision may be appealed to the Board of Education.
- For a second offense of using tobacco products, alcohol, or controlled substances the student will be removed from all athletic programs or clubs/activities for twelve months from that date.

Conduct

Participation in extra-curricular activities requires strict adherence to school and community rules. Students who violate such rules will be subject to penalties ranging from a warning to removal from all extra-curricular activities.

- A student who receives at least one day of in-school suspension will not be allowed to participate in any extra-curricular activities for that day.
- A student who receives out-of-school suspension will not be allowed to participate in any extra-curricular activities for the duration of the suspension.
- A student in grades 7-12 who accumulates ten discipline referrals or five days of in-school and/or out-of-school suspension during the same school year must meet with the faculty coordinator and/or athletic coach and parents or guardians, principal and, when applicable, the athletic director. The purpose of this meeting will be to gather information about

the conduct for a decision regarding the student's eligibility to participate in extra-curricular activity for the remainder of the school year. The principal will make the decision regarding the student's eligibility. The decision of the principal may be appealed by the student to the superintendent of schools and, subsequently, to the Board of Education.

- A student who has been arrested by any local, county and/or state law enforcement agency must meet with the faculty coordinator and/or athletic coach, parents or guardians, principal and, when applicable, the athletic director. The purpose of this meeting will be to gather information about the relationship of the alleged conduct to the intent of this policy for a decision regarding the student's eligibility to participate in extra-curricular activity. The principal will render a decision regarding the student's eligibility. The decision of the principal may be appealed to the superintendent of schools and, subsequently, to the Board of Education.

CYBER IMAGE POLICY

- Any identifiable image, photo or video which implicates a student athlete to have been in possession or presence of drugs and/or alcohol, portrays actual use, out of character behavior, or a crime, shall constitute a violation of the code. It must also be noted that there may be persons, who would attempt to implicate an athlete, by taking such images, to place them in a situation where they might be in violation of this code standard. Since there is no way to establish a timeframe for when or location of where the image was taken, it shall be a responsibility that the student athlete must assume. This is our rationale for demanding that our athletes not place themselves in such unacceptable environments.
- More and more educational institutions are dealing with images brought forth by community members, depicting students using or in the presence of alcohol/drugs. This simple clause in our code of conduct puts the responsibility on every individual to make proper choices.

The Board of Education shall review this policy annually and make such revisions and adjustments as experience and good process may dictate. The policy shall be distributed to students and parents/guardians.

Students in grades 7–12 and their parents/guardians must return signed documentation provided by the school that they have read and agree to abide by this policy before the student may participate in any extra-curricular activity.

ACCEPTABLE USE AND INTERNET SAFETY POLICY

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 4th, 7th, 9th, 10th, 11th, and 12th 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.

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

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 schools 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 extra-curricular 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.

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

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

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.