

Burnt Hills-Ballston Lake High School

STUDENT CODE OF CONDUCT

PREFACE

The BHBL Code of Conduct is designed to create and maintain a school climate in which all of us can work and learn effectively. The Code of Conduct summarizes items of law, Board of Education policy, and administrative regulations. It is intended to ensure that each student has the opportunity to achieve as much as possible, that the educational program is free of interruptions, and that the rights and personal property of all individuals in the building will be respected.

The BH-BL Student Code of Conduct is formally outlined by the Burnt Hills-Ballston Lake Board of Education in accordance with New York State Educational Law. The Official BH-BL Code of Conduct can be found in BOE Policy 5300.05 - 5300.75, which is available [at this link](#) and can be accessed through the BH-BL website (www.BHBL.org).

All behavior which violates the Student Code of Conduct detailed in this policy will be subject to the appropriate disciplinary procedures outlined herein. Discipline is the positive direction of behavior toward established standards of conduct, fully understood and based on reason, judgment, and the rights of others. Ideal discipline is self-directed and self-controlled. The school, community, and parents share the responsibility for helping students develop self-discipline. Discipline is necessary to ensure an orderly environment in which each person may live and learn to his or her full capabilities in harmony with society.

Those acts of an individual that are illegal in society are subject to the same penalties and procedures when they occur in school as when they occur in other locations. School authorities will request police assistance and will cooperate in the investigation of incidents occurring on school premises. The school authorities' effectiveness in detecting and penalizing persons responsible depends heavily on the willingness of responsible student citizens to provide information and to assist authorities when needed. No loyalty is owed to such offenders by other students.

The effectiveness of any set of rules is limited in any society by the degree of acceptance by the members of the society and their cooperation in observing and enforcing them.

The school conduct and discipline codes are part of New York State SAVE legislation. This handbook constitutes the required SAVE notification.

Please note: While the BHBL Student Code of Conduct applies to all students in Grades K-12, this document-based upon that Code of Conduct- provides expanded information on expectations, rules and procedures specifically for students of BHBL High School. Any questions or concerns about the contents of this document should be directed to the high school principal.

I. ATTENDANCE

The most important indicator of success in school is good attendance. Our "block" schedule makes good attendance very important since classes meet every other day.

A. **Absence Classification:** The student shall be present on each scheduled school day and attend all classes. Legal absences for which the teacher will assist with makeup work include:

- personal illness or death in the family
- approved college visitations - Grades 11 and 12 only, limit of three days - administrative approval required for additional days
- driver's road test
- obligatory religious observance

- music lessons
- school field trips
- other school activities

All legal absences should be kept to a minimum. Excessive absences may have an impact on your ability to pass a course.

All other absences are illegal or truant. Illegal absences (those with parent permission, but not for one of the reasons mentioned above) require the student to request work missed. A student who is truant or cuts a class will receive zeros for work missed and will **not** have the opportunity to make up assignments.

Parents / Guardians should notify the school in advance about all absences by calling 518-399-9141,

ext. 83310 or by completing the on-line attendance form available at www.bhbl.org. Students returning from an absence are required to have their parents complete the online form or bring a written note from their parent / guardian on the first day back to school. The note should state the reason for and date of the absence and include a phone number for the parent / guardian and the student's Homeroom number. The note should be given to the Attendance Clerk before school; who will issue a re-admittance slip. The Clerk may also call the parent / guardian to confirm the absence.

Since the school is responsible for all students during school hours:

1. If a student will be tardy to school, parents / guardians should submit the on-line attendance form on the High school website or call the Attendance Clerk at 518-399-9141, ext. 83310. Students arriving late to school must have a note signed by their parent or guardian, stating the reason the student is late. Notes should also include the date and the time the student should be signing in, along with a phone number for the parent/guardian. Students who are tardy to school should drop off their note in the Attendance basket, sign in on the Attendance kiosk and report to class. Students who fail to follow these procedures or are marked with an unexcused tardy will be subject to disciplinary action by an Assistant Principal.
2. Students who become ill or injured during the school day must report to the nurse. The nurse cannot give medication, but she can administer first aid, evaluate the situation, and make arrangements with parents for such treatments or transportation as may be necessary. **Students should not make arrangements to leave the building without approval from the school nurse or a building administrator.**
3. Students who need to be released for an appointment during the school day must present a note to the Attendance Clerk by the end of Block 2 (10:54). This note needs to be signed by a parent or guardian, and should state when and why the student is to be excused. This note should also include a phone number for the parent / guardian. The student should drop their note in the Attendance basket, sign out on the Attendance kiosk and return to the Attendance office between

blocks to pick up their dismissal pass to be excused from the building. The student should return to school with his/her dismissal pass to sign back in on the Attendance kiosk. **Administrative approval will be required for any note submitted after 10:54.** Parents may be required to sign students out directly if the above procedures have not been followed.

4. Students needing to leave the building without a note must be approved by an administrator upon verbal confirmation from a parent or guardian.

Leaving school property without first receiving permission will be considered a violation of the code of conduct and **could** result in:

1st Offense - Internal suspension with parent notification.

2nd Offense - External suspension and loss of driving privileges. A parent conference may be required for readmission.

- B. Attendance and Advisement: The attendance check during Advisement Period is the official attendance record for the day. Students must be present for the Advisement Period** in order to receive attendance credit for the day.

TO BE ELIGIBLE TO PARTICIPATE IN ANY EXTRA-CURRICULAR ACTIVITY (INCLUDING **DRAMA / MUSIC REHEARSALS / PERFORMANCES**, ATHLETIC PRACTICES, ETC.) STUDENTS MUST BE IN ATTENDANCE FOR THEIR ENTIRE DAY, INCLUDING ADVISEMENT PERIOD / HOMEROOM. Any modification must be approved by the principal in advance.

Excessive legal absences from a class will result in a phone call from a Counselor or **Assistant Principal** to the parent. Students who must be absent for more than ten (10) days because of ill health are entitled to home tutoring. Information and arrangements can be made with the student's Counselor.

Religious absence obligations should be met in out-of-school hours as much as possible. In cases where a student must leave school to attend services, a note from home must be submitted to the attendance office in advance.

- C. Tardiness to School:** Each student is expected to report promptly to school, all classes and

Advisement Period. Students who are tardy to class may be required by the teacher to report after school. Students who arrive after 7:50 a.m. must drop off their excuse note in the Attendance basket and sign in on the Attendance kiosk **before reporting to class**. Students who are tardy to school without a note should sign in on the Attendance kiosk and report to class. If a student doesn't have a note explaining their tardiness, they can expect consequences to be assigned by their teacher and Assistant Principal.

D. Makeup Work: Work missed due to legal absence must be made up. Makeup work is expected during the (AAP) Academic Assistance Period (2:25-3:15 p.m.). Requests for homework resulting from prolonged absence should be made to the student's Counselor with 24-hours' notice.

E. Truancy from Class: High school students who are truant (absent without permission) from a class will be given a zero for any work missed.

1. The first time a student is truant from a class, the teacher or Assistant Principal will communicate with the student's parent/guardian by telephone to inform them of the truancy. Immediately following the communication, the teacher or Assistant Principal will provide a written confirmation to the student's guidance Counselor that the communication took place. Detention will be assigned by the teacher or an administrator.
2. The second time a student is truant from a class, the student will be assigned to internal suspension, and the parent/guardian will be notified.
3. Subsequent truancy will result in referral to the **HS Principal** for appropriate action.

F. VO-TEC Attendance: The VO-TEC Program is considered part of our high school. Regular attendance is expected. Excessive absences will result in a parent conference and may result in the student being dropped from the program. VO-TEC students who miss the bus are to report directly to Mr. Weinlein or the appropriate Assistant Principal. Students may not drive without Administrative approval. **Students who miss the bus may be placed in a supervised study situation for the duration of their VO-TEC Program time that day.**

II. STUDENT MOTOR VEHICLES

Although use of student transportation is not encouraged, it will be granted to all **seniors** who apply. Juniors with special needs **may** be granted driving privileges with Principal's approval. Students requesting parking permits are required to submit a copy of their valid driver's license and a copy of the registration of the vehicle being used.

A. Regulations

1. All student motor vehicles must be registered by purchasing a parking tag (\$10.00) at the Main Office.
2. Student motor vehicles are to be parked only in the rear parking area **in the numbered spot assigned to them** without obstruction to other traffic, building exits, or fire lanes.
3. School buses are to be given the right of way on grounds at all times.
4. No student driving or parking is permitted in front of the school **without Administrative approval**. Students should enter and exit school grounds through the Lakehill Road exit only.
5. Students may not leave the school grounds by car without permission from a Building Administrator before the end of the school day.
6. Students may not loiter in or around vehicles at any time. **Cars are not to be used to store materials / supplies**. Students cannot access cars during the day without Administrative approval.

B. Student vehicles that are parked on district property may be searched by school officials in the event reasonable suspicion exists with respect to student conduct violating the handbook.

C. Any violation of the above regulations, as determined by school district officials, may result in student suspension, the loss of the privilege to drive and park on school grounds, the car being towed at the owner's expense and/or additional disciplinary actions as determined by school officials.

D. ANY STUDENT DRIVING IN A MANNER THAT ENDANGERS THE SAFETY OR PROPERTY OF OTHERS AS DETERMINED BY SCHOOL DISTRICT OFFICIALS, OR FAILING TO

PROPERLY REGISTER THEIR MOTOR VEHICLE AS REQUIRED, WILL RESULT IN THE LOSS OF DRIVING AND PARKING PRIVILEGES.

III. ADDITIONAL STUDENT RESPONSIBILITIES

- A.** All students will be assigned to a study hall for all periods in which they are not scheduled for a class. A study atmosphere will be maintained at all times. **All students must use the electronic sign-in and sign-out forms in order to leave a study hall. Failure to comply with this directive will result in consequences being assigned.** More detailed rules and regulations will be supplied by Study Hall teachers.
- B.** An Academic Assistance Period is provided on Tuesdays, Wednesdays, and Thursdays from 2:25 - 3:15 PM. Students who remain in the building during Academic Assistance Period (AAP) are required to be with a teacher or in the library. Students must receive a bus pass from the last teacher they were with in order to ride the AAP dismissal bus.
- C.** Seniors with Late Arrival and Early Release permission should sign in and/or out with the lobby monitor at the gymnasium entrance. **Students with Late Arrival must attend Advisement Period as required.**
- Leaving school without permission is a safety and security concern.

IV. ACTS OF VANDALISM, THEFT, OR DESTRUCTION OF PROPERTY

Students will be subject to disciplinary action when they engage in acts of vandalism, theft, or destruction of school or another individual's property. A student shall not be involved in willful or malicious destruction or defacing of school property or the property of others. A student shall not be a part of any theft or unauthorized possession of school or another individual's property. For each offense, the student's parent/guardian will be notified. In-school suspension or out-of-school suspension may be assigned. If applicable, police notification will be made, and restitution required.

V. DIGNITY FOR ALL

Bullying is a conscious, willful, deliberate activity intended to harm in which the bully uses power to cause pain/and or misery. It can be verbal, physical, electronic and/or relational; may include as its focus but is not limited to:

- physical attributes
- mental ability/disability
- race / ethnicity
- weight
- religious practice
- gender
- sexual orientation (or perceived sexual orientation)
- social-economic status
- other differences (perceived or real)

It includes all forms of hazing and cyberbullying that may have an effect on our school environment. It can be and often is continuous and repeated over time, but does not have to be. Once is enough to constitute bullying.

Disciplinary Action

Any form of bullying by, between or among students will result in disciplinary action. This may include, but is not limited to, the following:

- Verbal warnings
- Communication with parent(s)
- Loss of privileges
- AAP detention
- Internal suspension
- External suspension
- Notification and involvement of outside law enforcement agencies
- Any other consequence or disciplinary action as outlined by the Student Code of Conduct

Any use of derogatory terms, phrases, words, or symbols based on race, ethnicity, sexual orientation or other similarly identifiable feature or trait, which is directed towards/at another individual (student, faculty, or staff) either verbally or electronically, may be defined as "hate speech" and will be met with immediate administrative consequences.

Any student who believes that he or she has been subjected to bullying, whether by a teacher, other student, or any individual on school grounds or school activities should report the alleged misconduct immediately to an administrator or a faculty/staff member. On-line DASA forms can be found in this Handbook and on the District Website and the High School homepage as well. Completed forms can be sent directly to Mr. Brunson, the DASA Coordinator at the High School.

VI. THREATS AND/OR ACTS OF VIOLENCE

Threats of violence will **not** be tolerated. Students shall not make any threats, suggestions or predictions of violence against any person or group of persons or to the school building orally, in writing, or electronically.

Any threats or threats of violence (for example, texting, any social media format, messaging, etc.) — whether or not made during school hours or on school grounds — shall result in immediate suspension from school.

Threats of violence are prosecuted in accordance with New York State Legislation.

All students are asked to report any and all threats of violence, including jokes and threats of suicide.

Any student involved in a physical altercation, (fighting, etc.) may be subject to external suspension.

Any student who films, photographs, tapes, records, and/or distributes electronically or posts to social media physical altercations will be subject to disciplinary action including suspension,

The district reserves the right to hold the student responsible for any costs and/or damages incurred by the district because of a threat.

VII. DANGEROUS INSTRUMENTS/WEAPONS

The Burnt Hills-Ballston Lake School District defines “weapon” broadly, based on intent and potential to harm another person.

In accordance with Federal law, students may not have knives, guns, explosives, fireworks, sprays, or other possibly dangerous articles or facsimiles of such articles in their possession in the school building, on the grounds, at school sponsored events, or on buses. Students should be aware that building administrators or their designee has the right by law to search students and/or lockers, cars, or personal possessions when there is reasonable suspicion of a violation.

Violations will result in police involvement and possible suspension from school for one (1) calendar year.

VIII. TOBACCO, DRUGS & ALCOHOL

All school properties are designated as “Drug-Free School Zones.” Legal penalties for violators will be doubled in these zones.

In accordance with State and Federal law, use and/or possession of tobacco, tobacco related products and smoking paraphernalia is prohibited on school property, school grounds and school functions. A student is in violation of the smoking policy if found smoking; warning smokers of the impending arrival of a staff member; possessing tobacco, including smokeless products; and possessing smoking paraphernalia such as a cigarette lighter, matches, packaging, containers, etc... Tobacco products should not be brought to school. Students should expect them to be confiscated.

Students should be aware that building administrators or their designee has the right by law to search students and/or lockers, cars, or personal possessions when there is reasonable suspicion of a violation.

- A. Possessing, consuming, selling, buying, distributing, exchanging (or the attempt to do any of the above) alcohol beverages or illegal substances / paraphernalia or being under the influence of is strictly prohibited on school property or at any school sponsored function at any time.
- B. The term “illegal substances” includes, but is not limited to tobacco and tobacco-related products, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-a-likes, and any substances commonly referred to as “synthetic or designer drugs” or drug paraphernalia. Examples of drug paraphernalia include (but are not limited to) pipes, bowls, electronic cigarettes, vapor pens, **vapes, dab pens**, juul devices, hookah pens, etc. The inappropriate use or sharing of prescription, over-the-counter drugs, and cough remedies is also prohibited. Students can expect these items to be confiscated.
- C. Violation of these regulations will result in an automatic suspension from school for up to five (5) days and **may include** a readmission **meeting** through the Superintendent of Schools. The student may also be scheduled for three (3) sessions with the school Social Worker or Psychologist. Additional terms or conditions may be assigned.
- D. This penalty will apply to students who are in possession of or are determined to be under the influence of alcoholic beverages or illegal substances on school property or at a school sponsored event and to students who are part of a group where it has been determined that either drugs or alcohol were being used.

- E. Students should be aware that building administrators or their designee has the right by law to search students and/or lockers, cars, or personal possessions when there is reasonable suspicion of a violation.

IX. INSUBORDINATE CONDUCT

Students will be subject to disciplinary action, (loss of privileges, detention, ISS, OSS, etc.) when they engage in insubordinate conduct. Insubordinate conduct includes but is not limited to: failure to comply with reasonable directions of teachers and school personnel, leaving school without permission, failure to attend detention, and expressions or gestures of disrespect including use of profanity and degrading, offensive language, or otherwise demonstrating disrespect.

X. ACADEMIC INTEGRITY

Academic Integrity requires students to take full responsibility for their own work. The Burnt Hills-Ballston Lake High School attaches importance to the development of work skills and ethics needed for success in an academic setting, the world of work and the civic community. Honesty and integrity are essential in the development of good character. Dishonesty in any form is wrong and will not be tolerated.

What does acting with academic integrity look like?

- Independently completing your own work, assignments, quizzes, tests, lab reports, etc...and not allowing others to copy from you.
- Group work: When teacher-directed collaboration is authorized for the learning process, each student's answer(s) should demonstrate individual thought processes and reflect work generated by the group.
- Citing of Sources: When another work in any form, is directly used or paraphrased, it must have proper citation.
- Reporting observed or known violations of plagiarism and/or cheating.

Violations of Academic Integrity include:

- Copying or reproducing someone else's work (homework, lab reports, tests, quizzes, essays, projects, etc...) with or without consent.
- Plagiarizing: taking information from a source or sources without giving credit.

- Recycling/Multiple Submissions: reusing class work, assignments or tests from other students, from other classes or from previous years.
- Unauthorized collaboration: For example, turning individual assignments into group work or soliciting group input in the completion of an individual assignment.
- Cheating: taking credit for work you did not do.
- Aiding: knowing, actively, or directly allowing someone to copy from you, or providing the means to do so.
- Using technology to engage in any of the above activities.

Students who engage in these activities should expect one or more of the following penalties as determined by the teacher and administrator:

- Academic referral/parent notification
- Lowered grades, including zeros, for the work in question
- A redo/resubmission of the assignment with a limited grade
- Loss of privileges (Early Release, Late Arrival, Parking privileges, etc...)
- In-School Suspension (ISS)
- Out-of-School suspension (OSS)
- possible denial/loss of course credit
- Disqualification for and/or loss of membership in Honor Societies and various student organizations
- Impact on official transcript
- Possible negative college recommendations

Students are reminded of the seriousness of these types of violations during the Local and Regents exam period. Engaging in these activities may result in course failure and denial of credit. In addition, this type of violation may have an impact on graduation, including a student's participation in the graduation ceremony.

XI. RESPONSIBLE USE OF TECHNOLOGY

[\(Taken from BHBL Administrative Regulation 4526\)](#)

The Burnt Hills – Ballston Lake Central School District will use electronic resources as powerful and compelling tools for students to further understand all subjects and apply skills in relevant and rigorous ways. It is the District's goal to provide students with rich and ample opportunities to use technology as individuals do in workplaces and other real-life settings. The District's technology will enable educators and students to communicate, learn, share, collaborate and create, think and solve problems, manage their work, and take ownership of their lives.

These regulations are written to promote positive and effective digital citizenship among students and staff. Digital citizenship represents more than technology literacy: successful, technologically fluent digital citizens live safely and civilly in an increasingly digital world. They recognize that information posted on the Internet is public and permanent and can have a long-term impact on an individual's life and career. Expectations for student behavior online are no different from face-to-face interactions. Access to the school's technology resources is a necessity for teaching and learning, but it comes with guidelines and responsibilities. All activities conducted using BH-BL resources are subject to monitoring by the District.

This Administrative Regulation is not intended to interrupt or inhibit classroom teaching and learning. If you feel that any of the stated policy prohibitions affect your ability to deliver prepared classroom lessons, please contact your Dept./Bldg. Supervisor or the Administrator for Technology and Instructional Media to ensure that a working solution can be implemented.

If a student is unsure whether a contemplated activity may be in violation of stated policies, he/she should contact his/her teacher to ensure that this activity can be implemented.

Technology Resources

District technology resources include (but are not limited to) the transmission infrastructure, wired and wireless equipment, files and storage, e-mail and Internet content (blogs, web sites, web mail, groups, wikis, etc.). The District reserves the right to prioritize the use of, and access to, all technology resources.

All use of district technology resources must support academic or classroom activities, educational research and other learning opportunities consistent with the educational mission of the District.

All users connecting to the network with a personal device (i.e. any device not owned and managed by the district I.T. Department) agree to the stated terms of usage when accessing the Guest network. All personal devices connected to the network must be free of malware, equipped with endpoint protection as appropriate, and must use browsers, operating

systems, and other software that is updated to the latest version and fully supported by the developer. Non-compliant devices will be removed. The district reserves the right to deny network access to any device not owned and managed by the district I.T. Department.

Connection of any personal electronic device is subject to all guidelines in this document. Expectations for responsible use remain the same, whether a personal or district device is used. The District will not be responsible for personal property that is lost, stolen or damaged. The District will not be responsible for unauthorized financial obligations resulting from District-provided Internet access.

Acceptable uses of technology resources by District students include:

- Creation of files, projects, videos, web pages and podcasts using network resources in support of educational research.
- Participation by students in District-approved blogs, wikis, bulletin boards, social networking sites and groups and the creation of content for podcasts, and web pages that support the mission of the district.
- Publication online of original educational material, curriculum-related materials and student work. Sources outside the classroom or school must be cited appropriately;

Unacceptable uses of technology resources by district students and staff include but are not limited to:

- Cyberbullying or cyber-threatening
 - Material, either in the form of text or images, posted on personal web sites, social networking sites, blogs or transmitted via email, discussion groups, message boards, chat rooms, instant messages, or via cellular phones is prohibited.
 - The use of the District's Internet system, cellular devices on school district property, cellular devices not on district property or the use of an Internet system not owned or operated by District to bully or harass other students, faculty and staff is prohibited.

- Off-campus cyberbullying or cyberthreats - regardless of the form in which the message is transmitted - endangering the health, welfare or safety of students, faculty or staff within the District or adversely affecting the educational process is prohibited. Students engaging in this type of conduct will be disciplined according to the District's Code of Conduct or as outlined within this policy.
- Any efforts at unlawful surveillance such as recording and/or photographing or students, faculty, and/or staff (video, audio, electronic, etc.) without specific permission is explicitly prohibited. Incidents of unlawful surveillance - recording, taping, photographing, etc.. of other students anywhere on campus - including (but not limited to - in a bathroom, locker room, classroom, hallway, on a bus - will be subject to suspension and additional consequences as determined by High School Administration.
- Using network resources for personal gain, commercial solicitation and compensation of any kind;
- Downloading, installation and use of inappropriate games, audio files, video files or other applications (including shareware or freeware) without permission or approval from administration;
- Supporting or opposing ballot measures, candidates and any other political activity;
- Hacking; cracking; vandalizing; introducing viruses, worms, Trojan horses, time bombs; and circumventing the internet content filter or other safety/monitoring tools.;
- Attempting unauthorized access to other district computers, networks, user accounts, and information systems;
- Posting, sending or storing information online that could endanger others (e.g., bomb construction guides, drug manufacture guides, personally identifiable information of staff or students, etc.);
- Changing, copying, renaming, deleting, or otherwise accessing others' files.

- Accessing, uploading, downloading, storing and/or distributing of obscene or pornographic material; and
- Attaching unauthorized equipment to the district network.

The District will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by its own negligence or any other errors or omissions.

Internet Safety: Personal Information and Inappropriate Content

Contributions to the Internet leave a digital footprint for all to see, therefore:

- Students and staff should not reveal personal information including a home address and phone number on websites, blogs, podcasts, videos, wikis, e-mail or as content on any other electronic medium.
- Students and staff should not reveal personal information about another individual on any electronic medium.
- No student pictures or names can be published on any class, school or district website unless the appropriate permission has been verified according to District policy.
- Students who encounter dangerous or inappropriate information or messages should notify the appropriate school authority.

Filtering and Monitoring

Filtering software is used to block or filter access to visual depictions that are obscene and all child pornography in accordance with the Children's Internet Protection Act (CIPA). Other objectionable material could be filtered. The determination of what constitutes "other objectionable" material is a local decision.

- Filtering software is not 100% effective. While filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves. Every user must take responsibility for his or her use of the network and Internet and avoid objectionable sites;
- Filtering software will be used to directly alert school administrators to potentially dangerous

internet usage. This includes searching and browsing activity pertaining to self-harm, violence, danger, sexual abuse, and so forth. School administrators will use this information to respond appropriately to each incident.

- Any attempts to defeat or bypass the District's Internet filter or conceal Internet activity are prohibited. This includes but is not limited to: proxies, https, special ports, modifications to district browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content;
- E-mail inconsistent with the educational and research mission of the District will be considered spam and blocked from entering District e-mail boxes;
- The District will provide appropriate adult supervision of Internet use. The first line of defense in controlling access by minors to inappropriate material on the Internet is deliberate and consistent monitoring of student access to district computers;
- Staff members who supervise students, control electronic equipment or have occasion to observe student use of said equipment online, must make a reasonable effort to monitor the use of this equipment to ensure that student use conforms to the mission and goals of the District; and

Copyright

Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However the duplication and distribution of materials for educational purposes are permitted when such duplication and distribution fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.

All student work is copyrighted. Permission to publish any student work requires permission from the parent or guardian.

Network Security and Privacy

Passwords are the first level of security for a user account. System logins and accounts are to be used only by the authorized owner of the account, for

authorized district purposes. Students are responsible for all activity on their account and must not share their account password.

These procedures are designed to safeguard network user accounts:

- Follow all password policies as written and enforced by the District I.T. Department.
- Do not use another user's account;
- Do not insert passwords into e-mail or other communications;
- Do not use the "remember password" feature when using shared Internet browsers; and
- Lock the screen or log off if leaving the computer.

No Expectation of Privacy

The District provides the network system, e-mail and Internet access as a tool for education and research in support of the District's mission. The District reserves the right to monitor, inspect, copy, review and store, without prior notice, information about the content and usage of:

- The network;
- User files and disk space utilization;
- User applications and bandwidth utilization;
- User document files, folders and electronic communications;
- E-mail;
- Internet access; and
- Any and all information transmitted or received in connection with network, computer, and e-mail use.

No student or staff user should have any expectation of privacy when using the District's network. The District reserves the right to disclose any electronic message to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of the State of New York.

When using district user accounts on personal devices, there is a chance that certain software (such as browser based extensions) may be downloaded to your browser and collect browsing data. [This document](#) should be used as a reference for information about when your data may be collected by the District in addition to best practices for avoiding accidental data collection.

Disciplinary Action

All users of the District's electronic resources are required to comply with the District's policy and regulations and agree to abide by the provisions set forth in the District's Responsible Use Agreement. Violation of any of the conditions of use explained in the District's Responsible Use Agreement or in these procedures could be cause for disciplinary action, including arrest, suspension or expulsion from school and suspension or revocation of network and computer access privileges.

BH-BL One-to-One Technology Guidelines

All Bh-BI High School students will be issued one Chromebook to be used both at school and home for the 2023-2024 school year. **The device is BH-BL property.**

Users must follow district and school policies and procedures including the Acceptable Use Policy and the Acceptable Use Guidelines outlined previously in the Student Code of Conduct. These same policies govern home use of school-issued Chromebooks

- Students are expected to bring their Chromebooks to school fully charged. Chargers should be kept at home, as they are easily misplaced and can also easily damage the Chromebook in transit. Students will be financially responsible for replacing lost/damaged chargers. Students should take care and precaution when inserting cables/cords into the device, to prevent damage.
- Students are not to borrow or use another student's Chromebook. If a device is not working, students should report to student "help-desk", which will be available in the library throughout the day.
- Students should take reasonable precautions to keep the Chromebooks safe and functional.

This includes but is not limited to:

- Making sure the Chromebook is never left unattended, in an unlocked, unsupervised area. The Chromebook should be kept in an impersonalized state. No stickers or permanent

markings should be placed on the Chromebooks.

Cases (provided by students) can be decorated with luggage tags, ribbons, identification (in provided insert space) and any other non-permanent modifications.

- In case of theft, an official police report will be required. Students should see their Assistant Principal for additional information.
- Student email
 - All students in grades 9-12 are issued a BH-BL email.
 - Students are responsible for messages sent from their accounts.
 - Student email is provided by the district and is district property. BH-BL reserves the right to archive, monitor and/or review all use of its email system, and users should not have any expectation of privacy in any electronic message created, sent or received on the District's email system.
- Internet Use
 - Listening to music on your device is subject to your teacher's and parent's discretion.
 - Online gaming must be in support of the district's educational program and directed by teacher(s)/staff. All other gaming is prohibited.
 - Watching movies/YouTube videos on the device is only allowed with permission from a teacher or parent/guardian for educational purposes. All web content must remain school appropriate and will be filtered via the district's web filter.
 - Use of the school-issued Chromebook at home will require students to access the internet through the district's web filter.
 - Knowingly or intentionally accessing email, websites, social media or other forms of electronic communication from any individuals whom the student knows, or reasonably should know, or is found to have knowledge originating from a person who promotes,

promulgates, or solicits expressly illicit acts, intentions or ideology while using school district property for a non-educational or unethical purpose, whether stated or not, whether on school grounds or not, shall be considered a violation of the district's technology code of conduct and subject to appropriate consequences or disciplinary action.

Damage to Chromebook

In the event of damage, students should notify their Assistant Principal or contact the Student Help Desk so that the proper procedure can be initiated. Loaner Chromebooks will be available for sign-out in the library while repairs are being conducted.

Loss of Device/Accessory

1. The district will make every reasonable effort to help a student find a lost laptop. In the event that a lost/stolen device is unable to be recovered the student will be responsible for the cost of the lost device (subject to depreciation in cost based upon the age of the device). The student will be issued a comparable device immediately and charges will be handled through their principal's office.
2. If a student loses an accessory (stylus or charger) the district will assist the student in replacing it either from district supplies or from an outside source. The student will be responsible for the cost of a lost accessory. Parents may purchase a new accessory on their own from the list of compatible devices.

Replacement cost for lost student chromebooks, grades 3-12.

Year 1 - 85% of total cost
Year 2 - 70% of total cost
Year 3 - 55% of total cost
Year 4 - 40% of total cost
Year 5 - 25% of total cost
Year 6 - 10% of total cost

Click here for a [Catalog of approved device accessories](#). Parents may choose from these options to purchase a lost accessory or purchase one directly from school.

Damage to Device

1. The district understands that there are instances where devices may be damaged through reasonable and normal wear and tear. If a device becomes damaged in this manner district technicians will repair the device at no charge. A comparable loaner device will be provided to the student during the duration of the repair.
2. If it is determined by the building principal that damage to a personal device was caused by neglect, carelessness, or intentional action, the principal will assess a fair charge for the damage in consultation with the IT Department, based upon the costs of the specific repair. The student will be expected to pay for the costs of repair. A loaner device will be provided during the duration of the repair

XII. OTHER STUDENT RESPONSIBILITIES

A. To the School Staff:

It is expected that teachers and students will work together toward a common goal with mutual courtesy and respect. Teachers and staff are charged with the responsibility of enforcing school rules. **STUDENTS MUST OBEY REASONABLE DIRECTIONS FROM ANY STAFF MEMBER.** Failure to do so will be considered insubordination and will result in disciplinary action.

B. To the School Building:

It is everyone's responsibility to help maintain a clean, safe building. Students should not throw waste on the floors and in the corridors; they should discard cafeteria refuse when finished eating. Lockers are the property of the school. Students who deface lockers or walls, display inappropriate pictures, or commit acts of vandalism should expect to be assigned cleaning responsibilities and/or pay for any damage. Students will also be billed for damages or loss occurring to books, equipment, or vandalism resulting from any unreasonable actions.

C. To Yourself:

1. Dress and appearance:

- Dress and appearance must be within the limits of decency, cleanliness and safety.
- Dress should not be lewd, vulgar or offensive.
- Clothing should not create a hazard in performance of school activities nor be

disruptive of the learning environment. In addition, students may be asked to remove or cover any nose, eyebrow, belly or other rings or piercings which may cause safety concerns.

- Safe footwear is required at all times.
- Hats and hoods may be worn in hallways and the cafeteria. Students may be asked to remove hats or hoods in classrooms, offices or at certain school functions. **Failure to comply with this type of request will be considered insubordination.**

- The following is not permitted to be worn in school: Clothing or attire which has an expression (phrase, word or words) or insignia (picture, symbol, patch or pin) which:

- is obscene or libelous (that is, which contains objectionable language, including insults, whether directed to themselves or others);
- advocates racial or religious prejudice;
- depicts drugs, including alcohol, drug paraphernalia or drug use;
- displays known gang colors or identification
- can be considered dangerous, which includes spiked collars and bracelets, choke chains, fish hooks or similar objects / items.

- Students dressed inappropriately will be asked to change their attire **and may be subject to additional consequences for repeat offenses.**
- Students may be asked to wear protective gear in certain classes.

2. **Display of affection:** Displays of affection are to be kept within the bounds of good taste.

3. **Sexual harassment:** The district is committed to safeguarding the right of all students to learn in an environment that is free from all forms of harassment including sexual harassment.

Conduct is deemed to be sexual harassment when the student perceives such behavior as unwelcome, such as (but not limited to) inappropriate touching, verbal comments, sexual name calling, spreading sexual rumors, gestures, jokes, pictures, videos, social media posts, blocking a student's movement, rape or attempted rape.

Any student who believes that he or she has been subjected to sexual harassment, whether by a staff member, other student, or any individual on school grounds or at school

activities, should report the alleged misconduct immediately to the High School Administration. A complaint form is available from the Main or Guidance offices; the form requires a response with parent reaction. **The District Title IX Officer will be involved in investigating and addressing all complaints of this nature.**

4. **Buses:** Students are to be at bus stops on time, be seated promptly, obey all directions from the driver, and refrain from any type of conduct which endangers others or distracts the driver's attention from the road. A BUS PASS IS REQUIRED IN ORDER TO RIDE AN ACTIVITY BUS. A driver has the right to assign seats.

5. **Electronic Devices:**

- Include but are not limited to: cell phones, IPODS, MP3 players, ear phones. earbuds, smartwatches, iPads, or any other electronic devices not provided by Burnt Hills-Ballston Lake High School.
- **These devices are not required and the school is not responsible for their loss.**
- **The use of cell phones in a classroom setting is not permitted. Cell phones will be collected and stored by teachers in each individual classroom. Failure to comply with these requests will be considered insubordinate conduct and students will report to an administrator for consequences.**
- **Cell phones will remain in classroom storage areas for the entirety of the block. Students may not take their phones with them when leaving class for the bathroom or another temporary location such as the cafeteria, library, Counseling Center or the Wellness Center.**
- Cell phones should only be used in hallways between classes and the cafeteria during non-instructional times.
- **The use of earbuds / headphones / smartwatches in a classroom setting is not permitted. These items should not be seen or used. These items may be collected and stored by teachers in individual classrooms. Failure to comply with these requests will be considered insubordinate conduct. Students may also be asked to remove ear buds /**

headphones in the hallway. It is important that students are able to hear announcements, instructions, and/or directions.

- **Failure to follow the protocol described above will result in the confiscation of the device(s) by Building Administration. At the discretion of the Administration, confiscated devices may be held until a parent comes in to pick it up or until the end of the school year.**
 - Any exceptions to the above procedures and protocol based on medical requirements or accommodations listed in IEPs or approved 504 Accommodation Plans with the approval of Building Administration, will be communicated directly to teachers.
- 6. Backpacks:** Students are strongly encouraged to leave backpacks in their lockers during the school day. Expect that some classes may use a “no backpack” procedure.
- 7. Lockers:** Lockers are the property of BH-BL. Students should not deface inside or outside of the locker. Students who willfully destroy, damage, or deface school and/or staff property shall be subject to disciplinary actions, and such student and/or his/her parents or guardians shall be required to pay the District for the value of the damaged property up to the limit of the law.

Students have no reasonable expectation of privacy with respect to student lockers, desks, and other school storage places, and school officials retain complete control over them. This means that these areas may be subject to search at any time by school officials, without prior notice to students and without their consent. Students are reminded that all items of value should be locked in gym lockers and not left in the locker room area.

- 8. Skateboards, in-line skates, scooters etc.:** Possession or use of skateboards, in-line skates, scooters, etc. is **NOT** permitted on school property at any time.
- 9. Gambling:** Any form of betting games are prohibited on school property at all times.

10. Medication: Parents of a student who must take prescribed medication during the school day are required to inform the nurse, and parents should leave the medication (in its original container) in the nurse’s office.

11. Insurance: The school carries only general liability insurance. The school provides coverage secondary to the family’s coverage.

12. Student Visitors: Prior approval for student guests must be obtained from the Principal one week prior to the visit. Student visitors must be of high school age and not have school in order to visit. All visitors must register at the window in the Main Lobby and be issued a visitor’s ID which must be worn at all times. Visitors should sign out at the registration window.

13. Fire, Evacuation and Bus Drills: The school is required to hold a specified number of practice drills for these emergencies. Students are expected to give their complete cooperation during these drills and obey all directions promptly. A procedure for fire drills is posted in each room and will be discussed by your class. Pulling a fire alarm, discharging a fire extinguisher, or causing a building evacuation, except in an emergency, will result in suspension from school and prosecution as state law prescribes.

XIV. SCHOOL CITIZENSHIP, INTERSCHOLASTIC & EXTRA-CURRICULAR ACTIVITIES

Students who participate in extra-curricular and interscholastic activities are expected to exhibit a high level of school citizenship. Behavior that may cause a bad image or be construed as unbecoming to a participant in one of these activities may deny him/her the opportunity to be a participant in the activity.

Use of alcohol and other illegal substances will result in suspension from interscholastic and extra-curricular activities. A separate “Athletic Code of Conduct” applies to all student athletes. Copies are available in the Physical Education office.

XV. PENALTIES FOR FAILURE TO FOLLOW SCHOOL RULES

A. Detention: A student may be assigned detention by any administrator or in a classroom by a teacher. He or she is to report promptly to the detention room or to a classroom as directed. After-school detention runs from 2:25-3:15 PM.

B. Suspension: Suspension from school indicates a more serious situation exists that cannot be immediately resolved between the student and school staff. A record of the incident or problem becomes a part of a case history in the event of continued problems.

INTERNAL SUSPENSION: The student may not attend regular classes or interscholastic or extra-curricular activities and must report to Room 101 for the entire day. The student may be required to write a **Plan to Correct Behavior** which must be found acceptable by an administrator. A guidance Counselor will confer with the student's parents in an effort to prevent recurrence.

EXTERNAL SUSPENSION: A student may be suspended for as long as five (5) days by the principal for: insubordinate conduct, endangering the safety of others, possession or use of alcoholic beverages or illegal drugs or drug paraphernalia, smoking, excessive tardiness or illegal absence, theft, fighting, use of profane language, threatening a teacher or other employee, or conduct detrimental to the educational process. In some cases a monitored external suspension may be served at an alternate site. A suspension for at least one (1) calendar year will occur for the possession of a weapon on school property.

Student Suspension

Education Law Section 3214 - Chapter 16, Title IV, Article 65, Part I

Education Law Section 3214 – Chapter 16, Title IV, Article 65, Park I

The principal has the power to suspend a pupil who is insubordinate or disorderly or violent or disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare of others. The principal shall have the power to suspend a pupil for a period not to exceed five school days. In the case of such a suspension, the suspending authority shall provide the pupil with notice of the

charged misconduct. If the pupil denies the misconduct, the suspending authority shall provide an explanation of the basis for the suspension. The pupil and the person in parental relation to the pupil shall, on request, be given an opportunity for an informal conference with the principal at which time the pupil and/or person in parental relation shall be authorized to present the pupil's version of the event and to ask questions of the complaining witnesses. The aforesaid notice and opportunity for an informal conference shall take place prior to suspension of the pupil unless the pupil's presence in the school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process, in which case the pupils notice and opportunity for an informal conference shall take place as soon after the suspension as is reasonably practicable.

No pupil may be suspended for a period in excess of five school days unless such pupil and the person in parental relation to such pupil shall have had an opportunity for a fair hearing, upon reasonable notice, at which such pupil shall have the right of representation by counsel, with the right to question witnesses against such pupil and to present witnesses and other evidence on his behalf. Where a pupil has been suspended in accordance with this subdivision by the superintendent of schools, the superintendent shall personally hear and determine the proceeding or may, in his discretion, designate a hearing officer to conduct the hearing. The hearing officer shall be authorized to administer oaths and to issue subpoenas in conjunction with the proceeding before him. A record of the hearing shall be maintained, but no stenographic transcript shall be required and a tape recording shall be deemed a satisfactory record. The hearing officer shall make findings of fact and recommendations as to the appropriate measure of discipline to the superintendent. The report of the hearing officer shall be advisory only, and the superintendent may accept all or any part thereof. An appeal will lie from the decision of the superintendent to the board of education that shall make its decision solely upon the record before it.

C. Permanent Suspension: A student whose conduct seriously endangers the safety or educational opportunity of others, or who refuses to comply with school regulations may be permanently removed

from school by action of the Superintendent and Board of Education. Such a student is entitled to a written statement of charges against him/her, is entitled to a hearing before school authorities, and is entitled to be represented by legal counsel.

STUDENT RIGHTS & RESPONSIBILITIES

The Burnt Hills-Ballston Lake Board of Education, recognizing that the achievement of a proper balance between responsibility and freedom is one of the more complex issues confronting secondary education today, wishes to establish policies that promote an orderly educational community, one which reflects democratic values, constitutional principles, and responsible citizenship.

We support the right of dissent and the expression of student opinion within accepted limits. Students are encouraged to express various points of view in a responsible manner. The right of free speech will be supported. Slander or vilification will not be tolerated.

Compliance with the following guidelines established by the Committee on Student Freedom and Responsibility will be required and enforced:

- A. The Board of Education is the only group that may take a stand representing the school as an institution.
- B. The right to use school avenues of communication including newspapers, announcements, and bulletin boards is limited to student or staff personnel. The restrictions in Section C also apply to bulletin boards.
- C. Students have the right to publish materials provided they are (a) free of obscene language and reference, (b) accurate in fact, (c) free of personal attacks, (d) not advocating illegal action or violation of school regulations, (e) free of derogatory references to people of any race, sect, or religion, (f) not designed for the purpose of commercial venture or financial profit of any individual or non-school organization. Students shall be allowed to distribute leaflets, newspapers, and other literature with the prior consent of the building

principal at times and locations which in his opinion do not interfere with school operation.

- D. Students have the right to take action provided it does not create a public safety hazard, hinder the lawful rights of other persons, hinder access to any portion of the building and grounds, or interfere with the normal conduct of the school program.
- E. Absence from school or classes to attend special events must be arranged according to the usual procedures for excused absences.
- F. In the event that actions of pupils or others occur that in the opinion of the principal pose a threat to the personal safety of building occupants or risk of serious property damage beyond his ability to control, he will request immediate police assistance.

GRADING & SCHEDULING

- A. **Minimum Course Load:** A student is expected to carry a **minimum** of six (5) classes **including** physical education. Students enrolled in fewer than six (5) classes **must** request special status from the Principal. Except in unusual cases, student-initiated schedule changes will not occur during the first five weeks of school.

B. Graduation Requirements

Regents Diploma

English	4 credits
Social Studies	4 credits
Math	3 credits
Science	3 credits
Art/Music	1 credit
Health	0.5 credits
Foreign language	1 credit
Phys. Ed.	2 credits
Electives	3.5 credits

Total Credits 22 credits

- C. Grades are reported numerically. Quarterly grades are based on class average and test or assessment basis. Final grades are obtained by averaging the four quarterly grades and the final exam (school or Regents) in full-year courses. Grades for half-year courses are determined by doubling the two report card

grades, adding the final exam, and dividing by five. Exceptions to these procedures are made in those courses where the nature of the program requires a different method of evaluation. For such courses the instructor will inform his/her students within the first week of classes.

D. The Grade Point Average (GPA) will be computed by averaging numerical grades. Courses are averaged to calculate GPA, with half-year courses weighted appropriately. The GPA will be used to determine academic standing.

In re-computing the GPA when a **Regents exam** has been retaken, the higher score will be used. Incompletes will prevent calculation of a GPA. Incompletes must be made up within five (5) weeks.

E. Credits Needed for Class Placement:

The following are used to determine class placement:

- **5.5 credits** to be a Sophomore;
- **11 credits** to be Junior;
- **16 credits** to be a Senior.
- Advisement period / Homeroom placements are assigned according to grade-level determination. Credit status will be reevaluated after 1st semester with changes made and new Advisements assigned as appropriate. Students are not permitted to repeat a course for which they have already received credit for, with the intent of receiving a higher grade.
- Voluntary repeating of an entire grade is not permitted. Every effort will be made to ensure that students graduate with the cohort they entered high school with.

F. Program Changes: Requests for program changes will not be accepted until the Monday of the second week of school. Changes of sections cannot be made solely on the basis of personal preference or convenience. Changes which involve selection of different courses from those originally planned will require written parental approval and will be processed **only** during academic assistance periods. Schedule changes are strongly discouraged once the

school year is underway. However, there may be circumstances that precipitate a request to change courses. Below are the general guidelines. These guidelines may vary depending on the course and/or circumstance.

- The last day to switch or add a class is the Friday after the first full week of classes. Parent permission is needed for required courses.
- Level Changes - Students have until the end of Quarter 1 to change levels in a full year course (ex; Honors level to Regular level). Half-year course level changes should be made by the Friday after the first full week of classes.
- An elective course can be dropped for a study hall, as long as the student has enough credits in their schedule.
- All changes require counselor and administrative approval.

G. Withdrawing from a Course: A student may not withdraw from a course without the approval of the teacher, parents, and the guidance Counselor. Until the "Request to Drop a Course" form has been processed, the student remains a member of the class and must attend. Students will be notified when the drop is official by their guidance Counselor.

A student who withdraws in the first 10-week period from a full-year course (or in the first 5 weeks of a one-semester course) will be removed from the rolls, and the course will not show on the student's transcript. For those withdrawals that occur after the first 10-week period of a course, a Drop/pass (DP) or a Drop/Fail (DF) will be recorded on the student's transcript at the time of withdrawal. No student may withdraw after 15 weeks for a one-semester course or 35 weeks for a full-year course without a recorded Drop/Fail (DF).

H. Honors: Students with failing or incomplete grades are not eligible for the honor roll. **Honors** recognition requires an **85** average. **High Honors** recognition requires a **90** average. **Principal's** recognition requires a **95** average. In order to be considered as Valedictorian or Salutatorian, a student must be enrolled at Burnt Hills-Ballston Lake High School for four years. Valedictorian and Salutatorian rankings are based on GPA

calculations through the end of the 3rd Quarter / Marking Period a student's Senior Year. **Please note - final class rankings may change with the completion of the 4th quarter.**

SPECIAL SERVICES & PROGRAMS AT BH-BL

- A. Academic Intervention Services:** Academic Intervention Services will be provided to those students who need assistance in passing required courses and/or state exams. Parents of students who qualify for these services will be notified.
- B. Academic Support Center:** The Academic Support Center provides academic assistance to students across the disciplines. Students can obtain individual help with academic courses during non-class time. The center is open throughout the day. Teacher referrals, parent requests, less than satisfactory academic performance, and self-referral are avenues by which students receive this assistance.
- C. Pupil Assistance Team:** The Pupil Assistance Team is composed of the principal, two assistant principals, counselors, the school nurse, school social worker, psychologist, special education department representative, and AIS coordinator. They meet every Monday to share information concerning students who may be experiencing unusual situations in their lives. Students with problems are referred to the proper resource, and when appropriate, teachers are made aware of the problem. Questions regarding the Pupil Assistance Team should be directed to the student's Assistant Principal or Guidance Counselor.
- D. Work Experience Program:** The BH-BL Work Experience Program provides work experience for those students who could benefit from assistance in making the transition to the world of work. The program includes both on-site supervision and classroom seminars.
- E. Driver Training:** A Driver Education course is offered after school during the Fall and Spring

semesters. Drive Education is also available during Summer School. Seniors are given priority in each session. The cost is \$300.00 per student.

- F. Job Match** (funded through Community Human Services - CHS): Job Match is a youth employment service which helps students find temporary short-term jobs by putting them in touch with people interested in hiring teenagers for such work as baby-sitting, snow shoveling, lawn care, etc. Job Match is located in the Counseling Center every Thursday.
- G. Mandatory Assistance Period (MAP):** The goal of the MAP program is to allow students to develop the skills they need to be successful, to encourage students to make the necessary effort to pass their classes and to seek additional help as it is needed. MAP follows the same procedures as a Study Hall (students are expected to report on time and attendance is checked). This program is held each Academic Assistance Period. Students may leave with a pre-signed pass, by teacher request, or through confirmation that a teacher is available. Students with academic difficulties or concerns are assigned to MAP by their Assistant Principals based on recommendations from classroom teachers and Guidance Counselors. Students who have demonstrated significant progress may be removed from the MAP program.

STUDENT ACTIVITIES, CLUBS & ORGANIZATIONS

Any group of students wishing to form a club or organization should (1) identify the number of students interested (2) obtain a faculty advisor (3) obtain approval from the principal after stating and explaining the purpose of the organization and (4) complete the New Club Proposal form and apply for approval from the Student Government Organization.

Groups wishing to meet for short-term activities may do so with the approval of the principal. Presently established organizations include:

BH-BL National Honor Society - Mr. DiPrimio:

Students are elected to the National Honor Society in limited numbers during their junior year. Eligibility requires a **90** average in all courses and election on the basis of leadership, character, and service. Additional information and applications are distributed each spring.

BH-BL World Languages Honor Society

Mrs. Dann, Mrs. Shanholtz: Students enrolled in a Level 3 language course are selected to the World Language Honor Society during their 10th or 11th grade school year. Eligibility requires a commitment to the study of at least one language in the school district with an 85 or above average, and an active involvement in the language community, inside and outside of the school.

Tri-M Music Honor Society

Mr. Caswell, Mrs. Derrick: Tri-M, or Modern Music Masters is a music honor society in which students may gain membership for a combination of music-related and academic accomplishments. Tri-M members are selected for their exceptional scholarship, leadership, service, and character. Chapter goals and areas of focus include drawing positive attention to our music department through community service, helping members reach their full musical potential, and providing performance opportunities outside of the curricular music ensembles.

New York State Mathematics Honor Society -

Ms. Litynski, Mrs. Golden: Students are selected in their 10th grade year after completing three semesters of math at the high school. Eligibility requires a math average of 85 or higher in all semesters of high school math. Students must also exemplify exemplary character, leadership, and service.

New York State Science Honor Society -

Mr. Watts: Students are selected in their 10th grade year after completing three semesters of science at the high school. Eligibility requires an average of 85 or higher in all semesters of high school science and an average of 80 or better in all semesters of high school math. Students must also exemplify exemplary character, leadership, and service.

Art Club - Ms. Buhner, Mrs. Layden: Students help to raise funds for and participate in a variety of art-related activities including workshops and projects, school and community mural painting, a spring trip, Arts Fest, and local and regional exhibits and competitions.

Book Club - Mrs. Heiner: Members of the club select novels / stories to read over the course of the school year and meet on a regular basis to discuss these books. All are welcome!

CIVITAS (History and Debate Club - Ms. Fay and

Mrs. Tolan: Open to students who want to learn formal debate procedures for a variety of topics. A goal of this group is participation annually in the Model United Nations competition each spring.

Coding Club - Mrs. Clapper: Coding Club is open to all students who have an interest in computer programming and software development. This club provides students with the opportunity to collaborate with each other on projects of their own interest as well as those that serve the community. Students have opportunities to compete in coding competitions with other high school students. No programming experience is required.

Drama Club - Mrs. Lindholm-Herron, Mr.

Lombardi: Students interested in performing, acting, or working behind the scenes sponsor a fall play, a spring musical, and a student production. Students may also learn lighting and technical aspects of performing.

Future Business Leaders of America (FBLA) -

Mrs. Wheeler: This is a very active club which is affiliated with both NYS and National F.B.L.A. organizations. Students engage in a variety of activities every year including NYS and national competitions. Emphasis is placed on developing leadership skills.

Green Club - Mrs. Adams, Mr. Kowalski: An environmental awareness group open to all students.

Interact - Ms. Bach: Interact stands for International Action. It is a service organization sponsored by the Burnt Hills Rotary. This group prides itself on helping others and raising funds for

worthwhile causes in the community, nationally and internationally.

International Club - Mrs. Zaderej: Students who have participated in A.F.S. or other exchange programs share activities with students interested in promoting international understanding.

Jazz Ensemble - Mr. O'Shea: Students who are already members of the Concert Band, Symphonic Band, or Symphony Orchestra are eligible to audition for this select group. Exceptions may be made for guitar and piano, but are strictly at the discretion of the director / advisor. The Jazz Ensemble performs at two evening concerts throughout the year, the annual Arts Festival, and at selected venues and festivals off campus.

Leadership Training Program (LTP) - Ms. Kersch, Mrs. North: Students are selected for this program following their 10th grade or 11th grade year in order to provide guidance, leadership, and mentoring for 9th grade students. LTP students are expected to work closely with their assigned advisement period students throughout the year.

LeFont - Mr. Reach: LeFont is our annual literary magazine. It includes collections of essays, short stories, poems and artwork contributed by students. Editors read and appraise the material that is submitted and choose the features for publication.

Masterminds - Mrs. Erickson: Masterminds is a quiz-bowl competition for high school students. Masterminds is open to all students interested in competing "Jeopardy-style" in academic trivia-based matches. Members of the team are selected and spend time practicing and preparing for matches and competitions with area high schools.

Math Club - Ms. Litynski: This club is open to all students in geometry or higher who are interested in mathematics. We have monthly math contests and plan math-related activities. Emphasis is on having fun while working math problems.

NERD Club - Mr. Mosall: NERD Club is for students who enjoy working with computers and are interested in creating movies. Interested students need not have computer experience to join.

Pep Band - Mr. O'Shea: Open to all band students. Members of the Pep Band perform at all home football games. Rehearsals are two or three times before the first game and again prior to each game performance.

PRIDE - Ms. Bach: Students in this club raise awareness and promote the acceptance of diversity across the high school and the district.

RISE - Mr. Harrington: RISE (Reforming Inequities through Student Empowerment) is open to all students in grades 9-12. The group focuses on community service events and opportunities, and raising student awareness on multiple social issues. The group is also focused on peer mediation and restorative justice practices. Members of the group may also serve on the District-wide Diversity Committee and the High School Anti-Bullying Committee.

SGO - Mrs. Lavertu, Mrs. Summersell: Student Government Organization is the umbrella group for an active program of student activities. S.G.O. serves as an advisory board to the principal on matters of general concern. It meets regularly to study school problems and make recommendations for procedure or policy change.

Science Club - Mr. Watts: Open to all students wishing to explore their interests in science. This club allows students to further their knowledge in all avenues of science, including technology, engineering, and electronics beyond what is taught in the classroom. Members have the opportunity to compete in several events during the year against other area schools,

Select Choir - Mrs. Derrick: Students currently enrolled in Concert Choir, Mixed Chorus, Orchestra, Symphonic and Concert Band are allowed to audition for this group.

Ski / Snowboard Club - Mr. O'Shea, Ms. Rossi: Day trips are planned to regional ski centers. Participation is open to all students.

Spartan Buddies - Mrs. Collins, Mrs. Raucci, Mrs. Tallman, Mr. Brunson: This club is dedicated to providing friendship and activities for students in

grades 9-12 in our Special Education program. All students are welcome to become involved.

Spartan News / Spartan Spirit - Mr. Reynolds:

The high school announcements slideshow is published daily by this group. In addition, students compose weekly video announcements and a monthly newsletter to be shared with students and faculty.

The Spartan (Yearbook) - Mrs. Fay, Ms. Watts:

The Spartan is our Yearbook, which is published annually. It is divided into many departments / sections. Any student in grades 9-12 may work on copy layout, photography, advertising or business.

Wellness Club - Mrs. J. Austin: This club promotes projects and activities that encourage positive choices and decision-making.

World Language Club - Mrs. Dann, Mrs.

Shanholtz: This club is open to all students interested in expanding their knowledge and use of world languages and cultures.

Principal's Advisory Council - Mr. Brunson: This group consists of 20-30 students appointed by the principal. This council meets regularly in order to provide an independent voice in matters of student concern.

2023-2024 Student Government Officers

President: Sawyer Brannigan
Vice President: Natalie Jensen
Secretary: Brooke Felix
Treasurer: Miles Bechtel
Delegates: Sabine Adams, Megan Emerich, Violet Schultz, Jack Wheeler
Advisors: Mrs. Lavertu, Mrs. Summersell

Senior Class Officers (Class of 2025)

President: Grant Connelie
Vice President: Lily Morse
Secretary: Maddie Gregg
Treasurer: Jack Sunkes
Class Senators: Lilly Caccamo, Anna Darling, Caden Maggs, Alyssa North
Advisors: Mrs. Chesley, Ms. Rossi

Junior Class Officers (Class of 2026)

President: Alizee Cluzel
Vice President: Addisyn Knapik

Secretary: Carter S. Louis
Treasurer: Avery Broadbent
Class Senators: Gianna DeMartino, Elizabeth Kubik, Carter Short, James Vilics
Advisors: Mrs. Collins, Mrs. Jones

Sophomore Class Officers (Class of 2027)

President: Stella Kibler
Vice President: Lydia Koivula
Secretary: Elijah Rosendo
Treasurer: Arden Heiner
Class Senators: Lucy Capo, Emme Fischer, Levi Yaconis
Advisors: Ms. Passante, Ms. Weed

Freshman Class Officers (Class of 2028)

President: TBD
Vice President: TBD
Treasurer: TBD
Secretary: TBD
Senators: TBD
Advisors: Ms. Austro, Mrs. Grassmann

TITLE IX OF THE 1972 AMENDMENTS

The Burnt Hills-Ballston Lake Central School District does not discriminate on the basis of sex, race, national origin or handicap, in employment practices or the educational programs it operates. Complaints should be sent to:

Burnt Hills-Ballston Lake CSD
Human Resources
P.O. Box 1389
Ballston Lake, NY 12019

LIBRARY/MEDIA CENTER

The Library Media Center is open to all students and teachers on Mondays and Fridays 7:40 AM - 2:20 PM and on Tuesday, Wednesdays and Thursdays 7:40AM - 3:20PM, when school is in session.

Students may use the library before school, during study halls, and after school during academic assistance period. A study atmosphere is encouraged. Students using the library are expected to have work to do, be considerate of others, and act appropriately. Cell phone use and food are restricted.

The high school library has a collection of more than 13,000 items selected to supplement and reinforce the curriculum. Along with books, we offer an extensive database collection, which includes access to academic journals, periodicals, newspapers, reference books, images and videos. In addition, the library has a growing collection of ebooks and audiobooks available for borrowing using the OverDrive platform. Students can use their own device, such as a laptop, tablet, MP3 player, smartphone or e-reader, to borrow and download items. The library also can loan students an e-reader or MP3 player. All electronic resources, including Destiny, the library's catalog, are accessible from computers in school and at home by going to the library homepage. To access many of these resources remotely, however, passwords are required. Students can pick up a password sheet in the library.

A Librarian or clerk is available at all times, and students are encouraged to ask for assistance in finding and using materials and digital resources. Research lessons are given to students throughout the school year: individually, on an as-needed basis, or for a class, in conjunction with a specific teacher assignment. Library orientations are given to all ninth grade students in September.

REQUIRED NOTIFICATIONS

As provided by state and federal regulations, at the beginning of each school year district parents/guardians are hereby notified of their rights under FERPA (Family Educational Rights and Privacy Act of 1974) regarding access to student records. Parents of students and eligible students may inspect and review the student's education records upon written request. Access will be provided within 45 days of the date the written request is received. Further information about this procedure is available from the student's guidance Counselor.

Certain information in student records is considered directory information and may be released as appropriate unless objection is indicated in writing. This includes: name, address, telephone number, date of birth, school awards and recognition, participation in student activities and athletics, weight and height of members of athletic teams, and dates of attendance.

The purpose for release of directory information is to allow its use in school publications or local news media. Examples include: A playbill, yearbook, honor roll and other recognition lists, graduation program, sports activity sheets, and the District website.

Parents/guardians who do not want their child's directory information disclosed or their child's likeness to be used on the district website or in photos or film taken by district staff or the media for school-related purposes should notify the Principal in writing by October 4, 2024.

The Congress of the United States mandates release of student directory information to military recruiters. Information is limited to student names, addresses, and telephone listings. Parents who do not want such information released should notify the Principal in writing by October 4, 2024.

All other information is confidential and will not be released without authorization. This paragraph constitutes required FERPA notification.

COMMUNICATIONS WITH PARENTS

High School parents are urged to pay attention to all communications that come from our school and our school district. Here are some key information sources for parents:

- A. Calendar:** The printed district calendar that is mailed to each BH-BL household in late August contains much more than dates. The calendar contains the day/letter rotation for the high school for the entire year. Please look through the 10 pages of prose at the front of the calendar too. There is much information here of value to parents.
- B. Website:** Please check the district website at www.bhbl.org often, especially the High School homepage. The website is a great information source for everything from bus routes to the High School Daily Announcements. Also, please note that the website can be your BEST information source in an emergency or unexpected situation because we can post updated announcements there as often as necessary.

C. School Closings: When circumstances require that classes be canceled or delayed due to bad weather or an emergency, announcements are posted on our website at www.bhbl.org and on local TV stations. Announcements will normally first be given between 6:00AM and 6:45AM. Unless otherwise noted, all scheduled use of the schools is canceled on a day when schools are closed for emergency or weather-related reasons. Parents may find that our website provides more information than the TV stations since there is no space limitation on the website. Also, although we rarely need to do this, all parents should instruct their children where to go if schools are dismissed unexpectedly during the day.

D. BH-BL School News Notifier: Please consider signing up for our “School News Notifier” email service through the website. SNN emails are currently the only means that the district is using to notify parents when the police inform us that a level 2 or level 3 sex offender has moved into our district. You can also sign up to receive automatic SNN emails to whatever email address(es) you provide when school is closed unexpectedly. Go to www.bhbl.org and click on the SNN logo on the right-hand toolbar to sign up or get more information. (Note: parents without email are welcome to view sex offender notices received to date in a notebook in the principal’s office.)

E. Parent Portal: Parents can utilize the BH-BL Parent Portal to help monitor student progress. The portal can be accessed at <https://esd-parentportal>.