

First Day Registration
Watervliet City School District

Student Information

Student ID # _____

Student's Last Name _____ First Name _____ Middle Initial _____

Mailing Address _____ City _____ NY, Zip Code _____

Home Phone _____ Work Phone _____ Grade ____ DOB _____

Students Place of Birth: City _____ State ____ Country _____

Male Female Social Security Number (optional) _____

If Country of Origin is not the U.S.A.: Date of initial Entry into U.S. _____ Years in U.S. Schools _____

Ethnic Category: White (not Hispanic) Black (not Hispanic) Hispanic

American Indian/Alaskan Asian Pacific Islander

Students Home Language: English _____ Other _____

Residence Type: Own Rent Lease Unknown

Family History

Father's Name _____ DOB _____ Occupation _____

Address _____ City _____ Home Phone _____

Business Phone _____ Cell Phone _____ Place of Employment _____

Mother's Name _____ DOB _____ Occupation _____

Address _____ City _____ Home Phone _____

Business Phone _____ Cell Phone _____ Place of Employment _____

Family E-Mail Addresses _____

Babysitter: _____ Telephone (home): _____ Cell: _____ Relation: _____

Parents: Married Divorced Separated Widowed Single

If parents are separated, what legal arrangements are in place?

Joint Custody Sole Custody Visitation Rights Foster Students

NOTE: Custody documents are required to be on file in the guidance office.

If child is **NOT** living with a parent, please indicate guardian's name _____

Guardian's relationship to child _____

Home Phone _____ Business Phone _____

Guardian's mailing address _____

School child attended last year (if not in this school system) _____

Address _____

Mail from school should be addressed to (check one): Both Parents Mother Father Guardian

Brothers or Sisters in School

1 _____ Grade _____ School _____
 2 _____ Grade _____ School _____
 3 _____ Grade _____ School _____
 4 _____ Grade _____ School _____

Brothers or Sisters - preschool age

1 _____ Age _____ DOB _____
 2 _____ Age _____ DOB _____
 3 _____ Age _____ DOB _____

EMERGENCY DATA

In case of an emergency, illness, accident or removal from school due to discipline issues we will contact the parent/guardian first. If we are unsuccessful the following adults listed will be contacted. Please inform these people that are listed as emergency contacts for your child. If your child needs to leave school, only the following adults, including the parents, will be allowed to sign him/her out.

In case of early dismissal or a "go home" drill, where should your child go? If not dismissed to home, then please list the location and responsible adult's name. _____

PLEASE NOTE: Please indicate with your emergency contacts if the phone is home, work or cell.

1 Contact _____ Relationship _____ Phone# _____ (h)(w)(c)
 2 Contact _____ Relationship _____ Phone# _____ (h)(w)(c)
 3 Contact _____ Relationship _____ Phone# _____ (h)(w)(c)

Physician to Be Called in an Emergency _____ Phone # _____

Family Dentist _____ Phone # _____

In Case Of an Emergency, Hospital Preferred _____

Please list any serious illness such as Heart Disease, Diabetes, Epilepsy, severe allergies, eye or ear problems or any chronic condition, etc. Please include any operation or serious injury, eg. fractures, severe laceration requiring sutures, etc. _____

I understand that if I provide false information on the registration forms and/or on the supporting materials that I may be committing the crime of perjury in the third degree (a class A misdemeanor); if I provided false information on these forms to the Watervliet City School District with the intent to defraud the District, I may be committing the crime of perjury in the second degree (a class E Felony); and I may be prosecuted on criminal charges for such false information.

Signature of parent/guardian _____ Date _____

Class assigned _____ Bus# _____ Stop# _____ Date of Entry _____

*Please Note: All students who arrive late or leave early must have a written note signed by the parent/guardian.

OFFICE USE ONLY:

HL _____ HS _____ D _____ M _____ English Language Learners: Number of Years in ELL program _____ Date of Entry in grade 9 _____ Immunization Date: (1 st Polio) _____ Does child have an IEP? _____ 504 _____ Type of disability: _____	PROOF OF RESIDENCY: ___ Property Tax Bill ___ Mortgage Statement ___ Lease Agreement ___ Certificate of Occupancy
--	--

WATERVLIET CITY SCHOOL DISTRICT
Office of Registration
1245 Hillside Drive
Watervliet, New York 12189
Phone (518) 629-3204
Fax (518) 273-4772

RELEASE OF RECORDS

DATE: _____

Attention Registrar/Guidance:

_____ has/will be registering at Watervliet City School District
(STUDENT'S NAME)

in grade _____. Please send us the following records:

- Academic records - transcript of grades, and regents test results.
- Transfer grades for (1st, 2nd, 3rd or 4th quarter)
- Health records (**HEALTH LAW REQUIRES IMMUNIZATIONS FOR ENTRY INTO SCHOOL**).
- Scores on standardized tests.
- Copy of High School science labs that are completed.
- Information on special education/504 needs or concerns.
- CSE classification and IEP/psychological evaluations if applicable.
- Court papers (custody or order of protection)
- Attendance Records
- Discipline Records
- Any other information that may be of value to us.

RECORDS RELEASE

DATE: _____

I give permission for _____ to release
(NAME OF SCHOOL)

the above requested information concerning my son/daughter to the Watervliet City School District.

(PARENT/LEGAL GUARDIAN)

WATERVLIET CITY SCHOOL DISTRICT REGISTRATION CHECKLIST

Student Name: _____ Grade: _____ Date of Entry _____

Previous School _____

School Phone #: _____ School Fax #: _____

Date information was received:

_____ Academic records- transcript of grades, and regents test results.

_____ Transfer grades for (1st, 2nd, 3rd, or 4th quarter)

_____ Health records (HEALTH LAW REQUIRES IMMUNIZATIONS FOR ENTRY INTO SCHOOL).

_____ Scores on standardized tests.

_____ Copy of science labs that are completed. (High School science lab courses).

_____ Information on special education/504 needs or concerns.

_____ CSE classification and IEP/psychological evaluations if applicable.

_____ Attendance Records

_____ Discipline Records

_____ Birth Certificate

_____ Social Security Number (optional)

_____ Court papers – custody order of protection

_____ Residency Questionnaire

_____ Home Language Questionnaire

_____ Right to withhold certain information (Military, etc. high school only)

_____ Student Racial and Ethnic Identification form

_____ Acceptable Use Form (Computer Coordinator)

_____ Free/Reduced Lunch Form (Cafeteria Supervisor)

_____ Proof of Residency

- Has other students in district
- Certificate of Occupancy
- Residential Occupancy permit
- Mortgage or property tax statement
- Signed lease agreement
- Notarized statement from landlord
- Statement from Watervliet Housing
- Statement from Menands School District

Administration
Principal
Ryan E. Groat
Assistant Principal
David J. Wareing
Athletic Director/Asst. Principal
Michael Foust

Watervliet Junior-Senior High School
1245 Hillside Drive
Watervliet, New York 12189-2499
Telephone (518) 629-3300
Fax (518)629-3330

Guidance Department
Kelly Creaser
Katelyn McAvoy
David Olszewski

**PARENTAL NOTIFICATION – RIGHT TO WITHHOLD CERTAIN
INFORMATION FROM MILITARY RECRUITERS AND INSTITUTIONS OF
HIGHER LEARNING.**

Dear Parents/Guardian,

Please read and return to the main office if you do not want your child's information released to the military and/or institution of higher learning. All forms must be received by Wednesday September 11, 2013.

Thank you,


Ryan Groat

Release of Certain Student Information Under the "No Child Left Behind Act."

Pursuant to the No Child Left Behind Act, the school district must disclose to military recruiters and institutions of higher learning, upon request, the names, addresses, and telephone numbers of high school students. The district must also notify parents of their right and the right of their child to request that the district not release such information without prior written parental consent.

Parents wishing to exercise their option to withhold their consent to the release of the above information to military recruiters and/or institutions of higher learning must sign and return the attached form to the Building Principal by Wednesday September 11, 2013.

**Withholding Consent for the Release of Certain Student Information Under the "No Child
Left Behind Act."**

Please do not release the name, address, and telephone number of

(Name of Student)

to: _____ military recruiters and/or _____ institutions of higher learning (check all that apply).

(Parent Signature)

(date)

"Every Student...Every Day!"



Home Language Questionnaire (HLQ)

Dear Parent or Guardian:

In order to provide your child with the best possible education, we need to determine how well he or she understands, speaks, reads and writes English. Your assistance in answering these questions is greatly appreciated.

Thank You

TO BE COMPLETED BY SCHOOL PERSONNEL

Please print or type clearly

DISTRICT _____

SCHOOL WATERLIET GRADE _____

STUDENT NAME WHS

DATE OF BIRTH _____
Month: _____ Day: _____ Year: _____

STUDENT IDENTIFICATION NUMBER _____

COUNTRY OF BIRTH / ANCESTRY _____

NUMBER OF YEARS ENROLLED IN SCHOOL OUTSIDE THE U.S. _____

NAME/POSITION OF SCHOOL PERSONNEL COMPLETING THIS SECTION _____

DETERMINATION: Possible LEP
 English Proficient

(✓ boxes that apply)

1. What language(s) is spoken in the student's home or residence? English Other _____
specify
2. What language(s) are spoken most of the time to the student, in the home or residence? English Other _____
specify
3. What language(s) does the student understand? English Other _____
specify
4. What language(s) does the student speak? English Other _____
specify
5. What language(s) does the student read? English Other _____ Does Not Read
specify
6. What language(s) does the student write? English Other _____ Does Not Write
specify
7. In your opinion, how well does the student understand, speak, read and write English?

	Very well	Only a little	Not at all
Understands English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speaks English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reads English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writes English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signature of Parent/Guardian/Other _____

Date _____

Month: _____ Day: _____ Year: _____

Watervliet City School District – Office of Registration
1245 Hillside Drive, Watervliet, NY 12189
STUDENT RACIAL AND ETHNIC IDENTIFICATION

All students between 5 and 21 years of age have the right to a free public education. Children may not be refused admission because of race, color, creed or national origin, sex, citizenship, handicapping condition, or immigration status.

Name of School:

School District Student Identification Number:	Date of Birth (Month/Day/Year)
---	---------------------------------------

Student Name: Last, First, Middle:	Grade Level:
---	---------------------

Directions To Parent/Guardian

PLEASE ANSWER QUESTIONS (1) AND (2). PLEASE READ THEM BEFORE YOU RESPOND.
[For question (1) Check the box that best describes your child.] Check only ONE box.

<p>1. Is the student Hispanic, Latino, or Spanish origin? Hispanic, Latino, or of Spanish origin means a person of Cuban, Mexican, Puerto Rican, Central or South American, or other Spanish culture or origin, regardless of race.</p> <p><input type="checkbox"/> YES, Hispanic</p> <p><input type="checkbox"/> NO, not Hispanic</p>

<p>2. Select one or more races from the following five racial groups [For question 2 Check all groups that apply to your child; check at least ONE box.]:</p> <p><input type="checkbox"/> AMERICAN INDIAN OR ALASKA NATIVE: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.</p> <p><input type="checkbox"/> ASIAN: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.</p> <p><input type="checkbox"/> NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</p> <p><input type="checkbox"/> BLACK OR AFRICAN AMERICAN: A person having origins in any of the Black racial groups of Africa.</p> <p><input type="checkbox"/> WHITE: A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.</p>

(Signature of Parent/Guardian/Other)

(Date)

Relationship to Student (Please check one box below):

Mother Father Guardian Other (Specify) _____

**See reverse for important message to
Parents/Guardians and Confidentiality Procedures and
Regulations.**

WATERVLIET CITY SCHOOL DISTRICT RESIDENCY QUESTIONNAIRE

Name of School: _____

Name of Student: _____
Last First Middle

Gender: Male Female Date of Birth: ____/____/____ Grades: ____ ID#: _____
Month Day Year (Preschool-12) (Optional)

Address: _____ Phone: _____

The answer you give below will help the district determine what services you or your child may be able to receive under the McKinney-Vento Act. Students who are protected under the McKinney-Vento Act are entitled to immediate enrollment in the school even if they don't have the documents normally needed, such as proof of residency, school records, immunization records, or birth certificate. Students who are protected under the McKinney-Vento Act may also be entitled to free transportation and other services.

Where is the student currently living? (Please check one box.)

- In a shelter
- With another family or other person (sometimes referred to as "doubled-up")
- In a hotel/motel
- In a car, park, bus, train, or campsite
- Other temporary living situation (Please describe): _____
- In permanent housing

Print name of Parent, Guardian, or Student
(for unaccompanied homeless youth)

Signature of Parent, Guardian, Student
(for unaccompanied homeless youth)

(Date)

If the student is **NOT** living in permanent housing, please ensure that a Designation Form is completed.

HEALTH CERTIFICATE / APPRAISAL FORM

Name: _____ Date of Birth: _____

School: _____ Gender: M F Grade: _____

IMMUNIZATIONS / HEALTH HISTORY

Immunization record attached
 No immunizations given today
 Immunizations given since last Health Appraisal:

Sickle Cell Screen: Positive Negative Not done Date: _____
 PPD: Positive Negative Not done Date: _____
 Elevated Lead: Yes No Not done Date: _____
 Dental Referral Yes No Not done Date: _____

Significant Medical/Surgical History: See attached _____

Allergies: LIFE THREATENING Food: _____ Insect: _____ Other: _____
 Seasonal Medication: _____

PHYSICAL EXAM

Height: _____ Weight: _____ Blood Pressure: _____ Date of Exam: _____

Body Mass Index: _____ Weight Status Category (BMI Percentile): <input type="checkbox"/> less than 5 th <input type="checkbox"/> 5 th through 49 th <input type="checkbox"/> 50 th through 84 th <input type="checkbox"/> 85 th through 94 th <input type="checkbox"/> 95 th through 99 th <input type="checkbox"/> 99 th and higher	Vision - without glasses/contact lenses	R	L	Referral
	Vision - with glasses/contact lenses	R	L	
	Vision - Near Point	R	L	
	Hearing <input type="checkbox"/> Pass 20 db sc both ears or:	R	L	

EXAM ENTIRELY NORMAL Tanner: I. II. III. IV. V. Scoliosis: Negative Positive: _____

Specify any abnormality (use reverse of form if needed): _____

MEDICATIONS

Medications (list all): None Additional medications listed on reverse of form

Name: _____ Dosage/Time: _____

Name: _____ Dosage/Time: _____

If AM dose is missed at home: _____

I assess this student to be self-directed Yes No Student may self carry and self administer medication Yes No

Note: Nurse will also assess self-direction for the school setting. Please advise parent to send in additional medication in the event that emergency sheltering is necessary at school or if the morning medication has not been given.

PHYSICAL EDUCATION / SPORTS / PLAYGROUND / WORK QUALIFICATION / CSE CONSIDERATION

Free from contagions & physically qualified for all physical education, sports, playground, work & school activities OR only as checked:
 ___ Limited contact: cheerlead, gymnastics, ski, volleyball, cross-country, handball, fence, baseball, floor hockey, softball
 ___ Non-contact: badminton, bowl, golf, swim, table tennis, tennis, archery, riflery, weight train, crew, dance, track, run, walk, rope jump.

Specify medical accommodations needed for school: _____ None

Known or suspected disability: _____ Please monitor

Restrictions: _____ Please monitor

Protective equipment required: Athletic Cup Sport goggles/impact resistant eyewear Other: _____

OPTIONAL INFORMATION, if known

Specify current diseases: Asthma Diabetes: Type 1 Type 2 Hyperlipidemia Hypertension
 Other: _____

Provider's Signature _____ Phone: _____ (Stamp below)

Provider's Name/Address: _____ Fax: _____

Parent Signature _____ Date: _____

SAMPLE

Dental Health Certificate- Optional

Parent/Guardian: New York State law (Chapter 281) permits schools to request a dental examination in the following grades: school entry, K, 2, 4, 7, & 10. Your child may have a dental check-up during this school year to assess his/her fitness to attend school. Please complete Section 1 and take the form to your dentist for an assessment. If your child had a dental check-up before he/she started the school, ask your dentist to fill out Section 2. Return the completed form to the school's medical director or school nurse as soon as possible.

Section 1. To be completed by Parent or Guardian (Please Print)

Child's Name: Last First Middle

Birth Date: / / Sex: Male Female Will this be your child's first visit to a dentist? Yes No
Month Day Year

School: Name Grade

Have you noticed any problem in the mouth that interferes with your child's ability to chew, speak or focus on school activities? Yes No

I understand that by signing this form I am consenting for the child named above to receive a basic oral health assessment. I understand this assessment is only a limited means of evaluation to assess the student's dental health, and I would need to secure the services of a dentist in order for my child to receive a complete dental examination with x-rays if necessary to maintain good oral health.

I also understand that receiving this preliminary oral health assessment does not establish any new, ongoing or continuing doctor-patient relationship. Further, I will not hold the dentist or those performing this assessment responsible for the consequences or results should I choose NOT to follow the recommendations listed below.

Parent's Signature Date

Section 2. To be completed by the Dentist

I. The Dental Health condition of _____ on _____ (date of exam) The date of the exam needs to be within 12 months of the start of the school year in which it is requested. Check one:

- Yes, The student listed above is in fit condition of dental health to permit him/her attendance at the public schools.
- No, The student listed above is not in fit condition of dental health to permit him/her attendance at the public schools.

NOTE: Not in fit condition of dental health means that a condition exists that interferes with a student's ability to chew, speak or focus on school activities including pain, swelling or infection related to clinical evidence of open cavities. The designation of not in fit condition of dental health to permit attendance at the public school does not preclude the student from attending school.

Dentist's name and address (please print or stamp) Dentist's Signature

Optional Sections - If you agree to release this information to school, parent please initial here.

II. Oral Health Status (check all that apply).

- Yes No **Caries Experience/Restoration History** - Has the child ever had a cavity (treated or untreated)? [A filling (temporary/permanent) OR a tooth that is missing because it was extracted as a result of caries OR an open cavity].
- Yes No **Untreated Caries** - Does this child have an open cavity? [At least 1/2 mm of tooth structure loss at the enamel surface. Brown to dark-brown coloration of the walls of the lesion. These criteria apply to pits and fissure cavitated lesions as well as those on smooth tooth surfaces. If retained root, assume that the whole tooth was destroyed by caries. Broken or chipped teeth, plus teeth with temporary fillings, are considered sound unless a cavitated lesion is also present].
- Yes No **Dental Sealants Present**

Other problems (Specify): _____

III. Treatment Needs (check all that apply)

- No obvious problem. Routine dental care is recommended. Visit your dentist regularly.
- May need dental care. Please schedule an appointment with your dentist as soon as possible for an evaluation.
- Immediate dental care is required. Please schedule an appointment immediately with your dentist to avoid problems.

**WATERVLIET CITY SCHOOL DISTRICT
WATERVLIET HEALTH SERVICES
WATERVLIET, NY 12189**

Dear Parent/Guardian:

Please review the following policy regarding the administration of medication to students during school hours. This policy applies to all prescription and non-prescription (over the counter) drugs.

PLEASE NOTE: Information must be documented on the District's Medication Form.

School personnel may administer medication to students when provided with the following:

1. A written request from the physician indicating the diagnosis, name of medication, the frequency and dosage of the prescribed medication. **New request needed each school year.**
2. A written request from the parent to administer the medication as specified by the doctor. **New request needed each school year.**
3. The medication should be delivered to the nurse by the parent or guardian. **UNDER NO CIRCUMSTANCES SHOULD THE MEDICATION BE DELIVERED BY THE STUDENT.**
4. Medication must be in a pharmacy container that clearly indicates the **DATE, NAME OF STUDENT, NAME OF PHYSICIAN, DOSAGE AND FREQUENCY.**

RE: Inhalers in the High School – If a student is to carry an inhaler with him/her, the physician must provide documentation indicating this. The student should then use the inhaler in the Health Office, if possible or report to the nurse that the inhaler was used.

If there are any questions, please call the school nurse at the following numbers:

Suzanne Vogel 629-3402

Suzanne Bradley 629-3304

**WATERVLIET CITY SCHOOL DISTRICT
WATERVLIET HEALTH SERVICES
WATERVLIET, NEW YORK**

MEDICATION FORM (INCLUDING TYLENOL)

Student: _____ Grade: _____
Address: _____ Date: _____
Parents: _____
Home Phone: _____ Work Phone: _____

TO AUTHORIZED SCHOOL PERSONNEL:

I hereby request and authorize you to give: _____
(Name and Dose of Medication)

as prescribed by Dr. _____ and I release school personnel from liability should reactions result from medications. In case of an anaphylactic reaction, follow-up care and transportation are to be as follows:

Parent/Guardian Signature

PLEASE NOTE: The parent or guardian must deliver the medication (including Tylenol) to the Health Office in a properly labeled original container.

.....

I prescribe _____ to be given to:

_____ by school personnel during school hours for reasons stated:

Physician Signature

Date

**SUBJECT: STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES
(ACCEPTABLE USE POLICY)**

The Board of Education will provide access to various computerized information resources through the District's computer system ("DCS" hereafter) consisting of software, hardware, computer networks and electronic communications systems. This may include access to electronic mail, "on-line services" and the "Internet." It may include the opportunity for some students to have independent access to the DCS from their home or other remote locations. All use of the DCS, including independent use off school premises, shall be subject to this policy and accompanying regulations. Further, all such use must be in support of education and/or research and consistent with the goals and purposes of the School District.

Access to Inappropriate Content/Material and Use of Personal Technology or Electronic Devices

The policy is intended to establish general guidelines for acceptable student use of the DCS and also to give students and parents/guardians notice that student use of the DCS will provide student access to external computer networks not controlled by the School District. The district cannot screen or review all of the available content or materials on these external computer networks. Thus some of the available content or materials on these external networks may be deemed unsuitable for student use or access by parents/guardians.

Despite the existence of District policy, regulations and guidelines, it is virtually impossible to completely prevent access to content or material that may be considered inappropriate for students. Students may have the ability to access such content or material from their home, other locations off school premises and/or with a student's own personal technology or electronic device on school grounds or at school events. Parents and guardians must be willing to establish boundaries and standards for the appropriate and acceptable use of technology and communicate these boundaries and standards to their children. The appropriate/acceptable use standards outlined in this policy apply to student use of technology via the DCS or any other electronic media or communications, including by means of a student's own personal technology or electronic device on school grounds or at school events.

Standards of Acceptable Use

Generally, the same standards of acceptable student conduct which apply to any school activity shall apply to use of the DCS. This policy does not attempt to articulate all required and/or acceptable uses of the DCS; nor is it the intention of this policy to define all inappropriate usage. Administrative regulations will further define general guidelines of appropriate student conduct and use as well as proscribed behavior.

The following types of conduct are not permitted:

- a) Using another's password/account and/or sharing a password/account
- b) Sending or displaying offensive messages or pictures
- c) Using obscene language
- d) Harassing, insulting or attacking others
- e) Damaging computers, computer system or networks
- f) Violating copyright laws
- g) Trespassing in another's folder, work or files
- h) Intentionally wasting limited resources
- i) Employing the network for commercial purposes

This is not intended to be comprehensive, but to illustrate the expectations set for the by the District.

District students shall also adhere to the laws, policies and rules governing computers including, but not limited to, copyright laws, rights of software publishers, license agreements, and student rights of privacy created by federal and state law.

**SUBJECT: STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES
(ACCEPTABLE USE POLICY) (Cont'd.)**

Students who engage in unacceptable use may lose access to the DCS in accordance with applicable due process procedures, and may be subject to further discipline under the District's school conduct and discipline policy and the District Code of Conduct. The District reserves the right to pursue legal action against a student who willfully, maliciously or unlawfully damages or destroys property of the District. Further, the District may bring suit in civil court against the parents/guardians of any student who willfully, maliciously or unlawfully damages or destroys District property pursuant to General Obligations Law Section 3-112.

Student data files and other electronic storage areas will be treated like school lockers. This means that such areas shall be considered to be School District property subject to control and inspection. The District Network Administrator may access all such files and communications without prior notice to ensure system integrity and that users are complying with the requirements of this policy and accompanying regulations. Students should **NOT** expect that information stored on the DCS will be private.

Notification/Authorization

The District's Acceptable Use Policy and Regulations will be disseminated to parents and students in order to provide notice of the school's requirements, expectations, and students' obligations when accessing the DCS.

Regulations will be established as necessary to implement the terms of this policy.

NOTE: Refer also to Policies #3121 -- Use of Social Media Policy
#8271 -- Internet Safety/Internet Content Filtering Policy
District Code of Conduct on School Property

Adopted: 6/19/12

Policy 3121
Community Relations

SUBJECT: USE OF SOCIAL MEDIA POLICY

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

The Watervliet City School District "Use of Social Media" policy encourages employees and students to participate in the use of social computing for school-based learning and strives to create an atmosphere of trust and individual accountability, keeping in mind that information produced by the Watervliet City School District teachers and students is a reflection of the entire District and is subject to the District's Acceptable Use Policy. By accessing, creating or contributing to any Web 2.0 (blogs, wikis, podcasts, sites using digital or video imaging or other social media) for classroom or District use, all employees and students are required to abide by these guidelines.

Therefore, the Board of Education will direct the Superintendent of Schools to establish appropriate guidelines that will be used as a model for all employees and students, parents and community members in using the social media sites that may affect our students and the School District.

This policy will be revisited every year in approving the School District's *Code of Conduct on School Property* in order to ensure the compliance of this policy or changes that may be necessitated by advancements in digital media.

SUBJECT: USE OF SOCIAL MEDIA POLICY (Cont'd.)

Definitions

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

Personal Responsibility

- a) Watervliet City School District employees and students are legally and personally responsible for the content they publish online.
- b) Online behavior should reflect standards of honesty, respect, and consideration.
- c) When posting to a blog relating to the District or education, it is to be stated at the beginning of the posting that the information is representative of the author's views and opinions and not necessarily the views and opinions of the Watervliet City School District.
- d) Social media, when used in a constructive manner can be an extension of the classroom. What is inappropriate in a classroom should be deemed inappropriate online.
- e) Employees should ensure that content associated with them is consistent with the goals of the Watervliet City School District.
- f) All School Board members, educators, teachers and staff members are reminded that they are expected to abide by all applicable state and federal laws, professional and ethical codes of conduct, Board of Education Policies, administrative regulations, the District Code of Conduct, applicable employment handbooks/policies, and collective bargaining agreements. This statement does not replace or supersede any existing policy or procedure.
- g) Confidential student and employee information may not be posted online on any social media tool.
- h) Social media will not be used to harass or bully others in any way.
- i) Individuals' privacy shall be respected in the use of social media.

Copyright and Fair Use for Employees and Students

- a) Respect copyright and fair use guidelines.
- b) Hyperlinking to outside sources is recommended. When hyperlinking be sure that the content is appropriate.
- c) Be sure to always give credit where it is due (proper attribution) and not to plagiarize.

Profiles and Identity

- a) Be cautious on how you set up a profile, bio, avatar, etc. No addresses or phone numbers of students, employees, parents or community members should appear on school-based social media, including blogs or wikis.
- b) In accordance with the District's opt out of directory and media policy- {Check with the Building Principals for the list of parents who have chosen to have their child opt out} pictures, videos, audio or digital reproductions of students, employees, parents or community members can be displayed on any school-based social media site without the consent of the individual student (if 18 or older, i.e., "eligible student") or the parents or guardians of students (less than 18 years of age) unless the eligible student or parent/guardian chose to sign.

SUBJECT: USE OF SOCIAL MEDIA POLICY (Cont'd.)

Requests for Social Media Sites

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

- a) If you would like to request that an online site (including one of your own creation) be accessible to use for teaching and learning, please fill out the Social Media Request Form and submit it to District Director of Curriculum and Instruction for review.
- b) Requests will be reviewed and the District social media guidelines will be updated periodically.
- c) A description should be provided of the intended use of the site and what tools on the site match your needed criteria.
- d) A link to the site's privacy policy should be included if possible.

Social Media Policy for Students

- a) A student will not post identifying information such as address, age, email address, or telephone number.
- b) The School District's *Code of Conduct on School Property* applies to the use of District technology and Social Media.
- c) A student may not use the school-based social media, including blog/web 2.0 tools, to violate the Watervliet City School District's *Code of Conduct on School Property* by plagiarizing, cheating, forging, or using copyrighted material without permission.
- d) A student may not publish links to inappropriate websites.
- e) A student will use appropriate language. Offensive language will not be accepted.
- f) A student will not use social media, including blogs/web 2.0 tools, to harass or bully others in any way.
- g) A student must respect the privacy of others at all times.
- h) A student must understand that there will be consequences for misuse of the school- based social media, including blogs/web 2.0 tools, as per the Acceptable Use Policy and the School District's *Code of Conduct on School Property*.
- i) The misuse of personal or home-based social media, depending on its potential effect on the health, safety and welfare of students/others and the maintenance of the educational setting in school, may result in referral to law enforcement and/or student or employee discipline in accordance with law and regulation.

Social Media Policy for Teachers

- a) A teacher will register his/her social media for school-based learning with the Watervliet City Office of Technology by contacting the Director of Curriculum and Instruction.
- b) A teacher will provide students with the Watervliet City School District's Use of Social Media Policy and actively review the policy several times during the school year.
- c) Students must read and sign the Watervliet City School District's Use of Social Media Policy before participating in any social media activity.
- d) A teacher will teach students safe and appropriate behavior as social media authors and readers.

SUBJECT: USE OF SOCIAL MEDIA POLICY (Cont'd.)

- e) A teacher will recognize the social media as a closed conversation for members of the class and will not open the site to any person who is not a participant in the class, except for others whose presence on the site supports the educational goals and objectives of the lesson who have been pre-approved by the teacher.
- f) A teacher will actively monitor the social media for cyber-bullying, offensive language or images, and other material that violates the Use of Social Media Policy or other policies of the District.
- g) A teacher will protect student privacy at all times by not publishing identifying information such as address, email address, or telephone number.
- h) All social media must have a direct correlation to subject material taught in class and will not be used for personal social networking.
- i) Teachers must enforce consequences for social media misuse. They must report violations to the Building Principal.

SUBJECT: USE OF SOCIAL MEDIA POLICY & STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES (ACCEPTABLE USE POLICY)

ACKNOWLEDGMENT AND SIGNATURE PAGE

I have read and understand the Watervliet City School District's Use of Social Media Policy and Student Use of Computerized Information Resources (Acceptable Use Policy).

_____ Student _____ Grade _____
Printed Name _____
Signature _____
Date _____

_____ Parent
Printed Name _____
Signature _____
Date _____

(For Staff Only)

_____ Teacher/Staff
Printed Name _____
Signature _____
Date _____