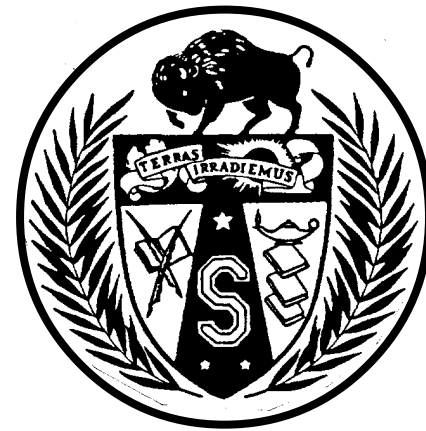


SHAKER HIGH SCHOOL

The Student Handbook



2009-2010

North Colonie Central Schools
Latham, New York

XI EQUAL OPPORTUNITY INFORMATION

The North Colonie Central School District hereby advises students, parents, employees and the general public that it offers equal employment and educational opportunities, including vocational education opportunities, without regard to age, race, creed, color, national origin, gender, sexual orientation, religion, disability, marital status, genetic disposition, or HIV or hepatitis carrier status. Equality of opportunity in employment shall include hiring, firing, wages and salaries, promotion or any terms, conditions or privileges of employment.

Inquiries regarding this nondiscrimination policy may be directed to Title IX (Discrimination) Compliance Officer, Joyce D. Horsman at Shaker High School, Latham, New York 12110, Telephone (518) 785-5511, ext. 3320; Employees contact Jenna Bongermimo, 91 Fiddlers Lane, Latham, New York 12110, Telephone (518) 785-8591; Section 504 (Disabled) Compliance Officer, David Semo at Shaker High School, Latham, New York, 12110, Telephone (518) 785-5511, ext. 3333.

Procedures and forms related to the established grievance procedures may be obtained from the appropriate compliance officer.

THE STUDENT HANDBOOK

North Colonie Central School District
SHAKER HIGH SCHOOL

2009-2010

Latham, New York 12110

785-5511

Shaker High School is accredited by the New York State Board of Regents.

Administration

Richard W. Murphy, Building Principal

Jan J. Zadoorian, Principal
LaFollette Hall

Jane W. Rose, Principal
Taft Hall

BOARD OF EDUCATION

2009-2010

NORTH COLONIE CENTRAL SCHOOL DISTRICT
LATHAM, NEW YORK 12110
Albany County

Mrs. Mary Nardolillo
President

Mrs. Linda Harrison
Vice President

Mrs. Paula D’Orazio
Mrs. Ann Foster
Mrs. Joan Hart
Mrs. Theresa Joslin

Mrs. Jaqueline Orr
Mrs. Sandy Pangburn
Mrs. Mary-Ellen Raup
Mr. Thomas J. Rybaltowski, Clerk

Randy A. Ehrenberg
Superintendent of Schools

Mr. D. Joseph Corr
Assistant Superintendent

X EMERGENCIES (continued)

C. Lockdown Drill (continued)

E-WING - Upper **E-WING** offices move to corners of rooms out of the line of sight from the door or to back rooms. Main office, supervisors’ office, nurse’s office and faculty lounge move to rooms without windows and away from the line of sight.

D. Shelter-in-Place Drill

1. An announcement will come from the main office over the PA system to **“IMPLEMENT SHELTER-IN-PLACE DRILL.”**
2. Check the corridor for any students in the hall. Bring students into your classroom. **LOCK CLASSROOM DOORS AND CLOSE ALL WINDOWS.**
3. Conduct a visual scan of the room for anything new or out of place. If something is found, use the emergency call button to contact the office.
4. Conduct business as usual until the “ALL CLEAR” is given via the PA from the Building Principal or designee.
5. **DO NOT ISSUE BUS PASSES TO THE BATHROOM, LOCKER, OFFICE** or other areas of the building.
6. Use the call button to contact the office for any student emergencies.
7. When “Sheltering in Place,” **IGNORE FIRE ALARMS AND CHIMES, DO NOT EXIT THE BUILDING** unless directed to do so by the Building Principal or designee.

E. Bus Drills

Section 3623 of the Education Law requires that emergency drills on school buses be held a minimum of three times per year. Instruction will take place on the school bus proper. Further information and direction will be given by the responsible individual.

F. Building Evacuation Procedure

1. Follow all procedures as if a **NORMAL FIRE DRILL.**
2. Teachers should take attendance – bring attendance rosters with you.
3. Students should be lined up, directed to remain quiet, and walk out in single file using both sides of the hall.
4. Once students and staff have evacuated the building, all students will move to Shaker Junior High School, **EXCEPT THE FOLLOWING, WHO WILL EVACUATE TO BLUE CREEK SCHOOL:** LOWER K WING, LOWER M WING, AND BOTH UPPER AND LOWER J WINGS.
5. Once at the destination, take attendance a second time and await instructions.

X EMERGENCIES

A. Fire Drill Regulations

The signal for a fire drill is the same as the signal for a fire alarm. It is, therefore, important that all rules are followed, since it is impossible to determine whether the signal indicates a drill or an alarm. The signal is continuous accompanied by flashing lights from the alarm box.

When the alarm sounds students are to pass quickly and quietly out of the building. Teachers must accompany the pupils outside, and they must see that no one stands less than 100 feet from the building.

THERE IS ABSOLUTELY NO TALKING DURING A FIRE DRILL.

When the corridor bells sound, pupils are to return to their classes using the same door for entrance that was used to leave the building. Pupils should pass quickly and quietly to their rooms unless directed otherwise.

IN THE EVENT YOUR REGULAR EXIT IS BLOCKED, STOP, TURN AROUND, WAIT, AND LISTEN FOR INSTRUCTIONS.

Look for special fire exit instructions in each of your classrooms.

B. Severe Weather Drill

- Teachers will close the blinds as students are exiting the room.
- Students and teachers should go into the hallway and line up against the walls away from any glass.
- Students should get down on their knees and lower their heads and remain quiet until the drill is lifted.
- Teachers will take attendance after their class is safely in place in the hallway.
- The nurse will be called if anyone becomes ill during the drill.
- Teachers will take attendance again after returning to class.

The National Disaster Preparedness Committee has reported that high roof areas, such as gymnasiums and auditoriums, are most susceptible to damage during weather storms such as hurricanes and tornados. Although the likelihood of such a storm striking this area is slight, we must be prepared for such an eventuality.

With prior warning and the necessary alerts, students will be directed into designated areas. When students arrive at their designated areas they are to stand, face the wall, and remove eyeglasses. Absolute quiet must be maintained.

C. Lockdown Drill

1. An announcement will come from the main office over the PA system to **“IMPLEMENT LOCKDOWN PROCEDURE.”**
2. Check the corridor for any students in the hall, bring them into your classroom and **LOCK CLASSROOM DOORS**. Once classroom door is **CLOSED** and **LOCKED**, do not open until told **ALL CLEAR** over the PA system.
3. Turn off **LIGHTS, CLOSE BLINDS/WINDOWS** and **LOCK ANY OPEN WINDOWS**. Students and teacher should gather in a safe area away from the line of sight of the corridor.
4. Maintain silence and stay calmly in place until you receive the **ALL CLEAR** announcement over the PA system.

Foreword

The handbook contains information that will be of value to all of the students at Shaker High School. Many questions will arise during the school year. This document will answer many of those questions. The handbook provides expectations, guidelines, and rules that insure students are provided a positive learning environment.

Please use this as a source of information. Administration, faculty, and staff are always available to provide further clarification.

Students and faculty will review the handbook annually in order to make revisions and additions in meeting the continuing needs of all Shaker High School students.

My best wishes for a productive and enriched school year.

Richard W. Murphy
Principal

VIII EXTRACURRICULAR PROGRAM (continued)

ATHLETIC AWARDS SYSTEM (continued)

I. Posters

Posters should originate from the students and illustrate neatness and good artistic qualities. All posters must be approved by the hall principal or a delegated representative. The only material used to fasten anything on the wall is masking tape which must be used on all edges. *Masking tape may not be used on glass.* Sponsors shall be responsible for removing their posters within one school day after the event.

J. National Honor Society

The Shaker High School Chapter of the National Honor Society of Secondary Schools has existed for over 40 years. The purpose of this organization is to create enthusiasm for scholarship; to stimulate a desire to render service; to promote leadership; and, to develop character in the students of Shaker High School.

To be eligible for membership, candidates must be fully enrolled students in the junior or senior class and be in attendance for the equivalent of one semester.

Senior candidates must have a cumulative average of at least 85%. Induction of seniors will take place annually in October.

Junior candidates must have a cumulative average of at least 90%. Induction of juniors will take place annually in March.

All students shall be evaluated on the basis of scholastic activities, service, leadership and character. The selection of members shall be by majority vote of the faculty selection committee.

K. Field Trips

All SHS Regulations and Board of Education Policies are enforced during field trips.

IX FINANCIAL POLICIES

A. Review Books and Instructional Materials

All review books and other instructional materials may be purchased through the school store.

B. Textbook Responsibilities

Textbooks for most subjects are provided by the Board of Education. These books are the responsibility of the students to whom they are issued. Each book is numbered and an identification sticker is provided. Students should write their names and indicate the condition of the book on this sticker. Any misuse of these books will result in a fine which is based upon the age of the book. Students must pay for damaged or lost textbooks before new or replacement texts will be issued during the current or subsequent school years. Seniors will not be issued a diploma until all fines are paid.

C. Financial Responsibility

Students will be responsible for all unpaid fines and expected to pay all fines for damaged or lost textbooks. Board of Education policy # 5151 states "Students failing to pay assessments by August 31st will *not be* loaned materials/equipment until such assessments are paid."

SHAKER HIGH SCHOOL VISION

Our enduring vision is, and will continue to be, to maintain a safe, wholesome school environment - one that constantly improves our comprehensive educational system, providing opportunities, services, and instruction of the highest quality and value for all students. Therefore, we have developed programs designed to enable all of our students to succeed academically and socially as well as be prepared for the demands of the global work place. To that end, students need to understand the fundamental principles of economics and economic systems. They must acquire this necessary knowledge in order to be contributing and successful citizens in a democratic society. To achieve these goals, they must become independent learners, mastering core academic and technological skills. This mastery will enable them to solve problems and communicate effectively, both orally and in writing. We must also encourage Shaker students to foster life-long reading and critical thinking habits, as well as gain knowledge of a foreign language and the fine arts. Lastly, they should learn to embrace healthy life styles and activities, exercise civility and self-discipline, demonstrate respect for others, make good decisions, and take reasonable responsibility for their education.

VIII EXTRACURRICULAR PROGRAM (continued)

7. Self-Reporting

An athlete who requests assistance with a problem prior to any reported violation will be directed to the appropriate pupil services staff. He/she will not be suspended from competition for seeking assistance. Any violations, however, will subject the student athlete to the normal penalty.

ATHLETIC AWARDS SYSTEM

8. General Requirements for All Awards

A player must complete the season. Although the coach may make exceptions in unusual cases, any exceptions must be discussed with the F.A.M. for his/her approval. The athlete must be a good representative of the school, and must display good sportsmanship. Letter awards will be made only upon recommendation by the coach. All players on a squad may qualify for a letter as members of a League, Section, or State Champion Team. A player moved from J.V. to Varsity during the season will be awarded a J.V. letter if he or she did not earn a Varsity letter. Only one J.V. or Varsity letter will be awarded to each participant; a metal sports pin (silver for J.V. or gold for Varsity), will be given each succeeding year for sports already "lettered" in.

Requirement By Sport

- A. Baseball, Basketball, Field Hockey, Football, Soccer, Softball, Volleyball, Wrestling, and Lacrosse.
These sports will be classified as Team Sports. For sports in this category, and with the Coach's discretion, an athlete who exhibits good character and sportsmanship during the course of the season will be eligible for a letter at the appropriate level he or she has been involved in.
- B. Bowling, Cross-Country, Golf, Indoor Track, and Tennis.
Varsity and J.V. - participate in $\frac{2}{3}$ of all scheduled meets.
Frosh - participate in $\frac{1}{2}$ of the total meets.
- C. Gymnastics, Track and Field, and Swimming.
Varsity and J.V. - Accumulate a minimum average of one point per meet, or participate in all the regular scheduled meets.
Frosh - Accumulate a minimum average of one point per meet or participate in $\frac{1}{2}$ of the total meets.
- D. All Managers
The Coach shall recommend letters for Managers who qualify under the general requirements, and who perform their duties willingly and efficiently.
- E. Cheerleading
At the beginning of each cheering season, a cheerleader will be given his/her letter corresponding to his/her squad level (unless he/she has already received the appropriate letter from prior participation) to be worn on his/her uniform. If during the course of the season, he/she either quits, or is suspended from the squad, he/she will forfeit his/her letter, and will not be eligible for any other team.

H. Parties

Permission for parties after school must be obtained from your hall principal before planning begins. The consumption, in school, of food or beverages which are not prepared under the direction of school personnel or purchased commercially is prohibited. No parties may be held during *class time* without prior approval of the department supervisor and hall principal.

STUDENTS' RIGHTS AND RESPONSIBILITIES

The school has an obligation to educate students in the rights and responsibilities of citizenship. As part of their education, students should be made aware of, and should exercise, those rights and responsibilities as they exist within the school environment.

Students should strive for academic excellence. In doing so, students should:

- show respect for themselves and others;
- be regular and punctual in attendance;
- be self-controlled, participatory, reasonably quiet and non-disruptive in classrooms, buildings, school buses, and at school activities;
- be neat and clean in appearance while dressing in a fashion that will not be distracting or disrupt classroom procedure;
- strive for mutually respectful relationships with teachers and comply with directives of teachers and administrators;
- keep their language and gestures respectful and free of profanity or obscenities;
- respect private, public, and school property;
- be knowledgeable about and abide by rules and regulations of the district and school.

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VIII EXTRACURRICULAR PROGRAM (continued)

3. Athletic Training Rules Governing Interscholastic Participation, B.O.E. Policy 5135(a) (continued)

All rules and conduct codes are in effect during the entire school year, beginning with the first day of school or the first day of fall sports practice, and ending with the final day of June Regents examinations. The student becomes an athlete on the day he or she tries out for any interscholastic sport and continues as long as he or she actively participates during the junior high/high school years. The student is considered an active participant until he or she goes an entire year without participating in a school sport.

Reporting of violations must be submitted in writing to the Director of Athletics. Reporting is the responsibility of **all** community members.

Athletic Training/Conduct Rules and Penalties

Our rules and penalties apply during the school year, whether in season or out of season. Unfulfilled penalties will carry over into the athlete's next sport season. The athlete must complete that next sport season in good standing with the approval of the coach and Athletic Director to fulfill the penalty.

Training Rules Violations

- A. Possession, use of, or being under the influence of alcoholic beverage, drugs or tobacco products in or out of school
- B. Penalties
 - 1. First Offense
 - (a) Game suspension based upon sport season formula
 - (b) Seven (7) hour counseling course offered by NCCS Prevention Counselor
 - (c) One (1) year probation from date of violation
 - 2. Offense during Probation Period: Removal from all interscholastic athletic participation for one (1) year from date of violation

4. Games Suspension Formula

The following formula has been developed to define a "game suspension formula" based upon the number of games in a sports season.

- (1) 0 - 9 games - 1 game suspension
- (2) 10 - 14 games - 2 game suspension
- (3) 15 - 20 games - 3 game suspension
- (4) 15 - 21+ games - 4 game suspension

Tournament games are included in total games. Post-season games are not included in total games count. Double-dual meets count as one meet because they are on the same day.

5. Conduct Rule Violations

- A. Possession of unauthorized/stolen equipment
- B. Fighting in or out of school
- C. Conduct - Any behavior which reflects unfavorably on the school, the team, or the student, and/or which results in school suspension or criminal penalty or indictment.

A review of the student's record will be considered when establishing a penalty. School suspensions will be treated through the use of the games suspension formula as a minimum penalty.

VIII EXTRACURRICULAR PROGRAM (continued)

D. Student Activity Passes

Student Activity Passes are available to students in the fall of each year at a cost of \$25.00. The activity pass entitles the bearer to admission to all home inter-scholastic athletic events and designated events sponsored by the Student Board of Finance. Student Activity Passes may be purchased during lunch periods to home football games. A replacement pass will be \$1.00.

E. Ticket Sales for Athletic Events

The admission price for regular season home football and boys basketball games is \$3.00. Students can purchase a yearly pass for \$25.00. These prices are not valid for tournaments, post-season contests or special events.

F. Eligibility

All rules relating to inter-school athletics will conform to those which have been established by the New York State Public High School Athletic Association, the Suburban Scholastic Council and those rules deemed just and necessary by the administration.

Students participating in extracurricular activities who are failing academic work *from causes which show lack of effort, poor citizenship, or undesirable attitudes* may be asked to appear before a faculty committee of review. This committee will consist of the principal, hall principal, guidance counselor, academic teachers and coach or activity advisor. Parents may also be invited to sit with the committee. The determining factor in this consideration will be what is best for the student involved.

Eligibility meetings may be called by the hall principals, guidance counselors, or the principal.

G. Shaker High School Player Regulations & Training Rules

Athletes and their parents should be aware of the eligibility rules outlined in the current New York State Public High School Athletic Association's "Eligibility Booklet".

1. Appearance and Conduct

An athlete is expected to be clean and neatly dressed. Hair shall be trimmed and controlled so as not to cause safety or health hazards.

All players on traveling squads, not dressing at Shaker, will wear clothing approved by the coach and appropriate for our teams.

All athletes are expected to act as ladies and gentlemen. Unbecoming conduct will result in disciplinary action, and/or suspension from the team.

Failure to report for a scheduled practice, game, match, or meet without being excused by the coach may result in suspension or dismissal from the team.

2. Equipment, Training Rules, and Procedures

No athlete shall have unauthorized possession of athletic equipment, (from Shaker or other schools). Shaker practice or game-issued equipment shall not be worn except during practices and contests during that season. Missing or misused equipment will be charged to the individual.

3. Athletic Training Rules Governing Interscholastic Participation, B.O.E. Policy 5135(a)

Preface

Participating on an athletic team is a privilege which gives the athlete many positive outcomes. The athlete represents the team and Shaker High School. Thus, the athlete has a greater responsibility to uphold the school rules and conduct codes.

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XI. EQUAL OPPORTUNITY

LAFOLLETTE HALL FACULTY
Jan J. Zadoorian, Principal
Brian Spofford, Administrative Dean

English Department
Ms. Skeals, Supervisor

Mr. Basile
 Mr. Bell
 Ms. Clauder
 Mr. Desharnais
 Mrs. A. Gibson

Mrs. Harley
 Mrs. Lopez
 Mrs. Livingston
 Mrs. MacFawn
 Mrs. Wilson

Social Studies Department
Mr. Pollaro, Supervisor

Mr. Jackson
 Mrs. Martino
 Mr. Marx
 Mr. Massie
 Mrs. Palmateer

Mrs. Phoenix
 Mrs. Karen Ryan
 Mrs. Stanton
 Mr. Weaver

Mathematics Department
Mr. Verdile, Supervisor

Mrs. Battaglia
 Mr. Devendorf
 Mr. Eldridge
 Ms. Guilz
 Mr. Kaercher
 Mrs. Koch
 Mr. McDonald

Mrs. Meidenbauer
 Mrs. K. Morgan
 Ms. O'Donnell
 Mrs. Simkulet
 Mrs. Wells

Science Department
Mr. Bogert, Supervisor

Ms. Booth
 Mrs. Cole
 Mr. Covert
 Mrs. Hoffman
 Ms. Hurteau
 Mrs. Kowalski
 Mr. Rodewald
 Mrs. Kelly Ryan

Ms. Sanderson
 Mrs. Scism
 Mr. Seward
 Mrs. Singleton
 Ms. Slocum
 Mrs. Toth
 Mrs. Piper

Foreign Language Department
Mrs. Kats, Supervisor

Ms. Detmer
 Ms. Gauthier
 Mrs. Keegan
 Ms. J. Morgan

Mrs. L. Morgan
 Dr. Reale
 Mrs. Sheeler
 Mrs. Westergard
 Ms. Allers

TBD

Art Department
Mrs. Manzella, District Supervisor

Mr. Aubin
 Ms. Ehrhardt

Mrs. Lue
 Mr. Reilly

VIII EXTRACURRICULAR PROGRAM (continued)

B. Extracurricular Organizations

Extracurricular activities should have an educational value. When a group of students wishes to form an organization, they should secure a faculty sponsor, draw up a constitution, and petition the building Principal for recognition. No organization may hold activities or schedule formal meetings until their constitution is approved. The probationary period for new organizations is three years. If an established organization fails to be viable for three consecutive years, it will be dissolved and its funds will be forwarded to the Student Board of Finance.

The activities in which Shaker High Students may participate are many and varied. You are sure to find at least one organization out of the many that will satisfy your needs and interests. Further information about any of these may be obtained from the sponsor of the activity.

African American History & Culture Club	Language Clubs
AFS Intercultural Program	French
Amnesty International	German
Best Buddies	Latin
Biology Club	Russian
Bison (School Newspaper)	Spanish
Broadcast Club	LIFE
Business Club	Literary Magazine (Visions)
Chamber Players	Marching Band
Character Education	Math Club
Chess Club	Mock Trial
Clay Club (Ceramics)	Modern Dance
Class of 2009	Model United Nations
Class of 2010	National Honor Society (11th & 12th Graders)
Class of 2011	New Global Citizens
Class of 2012	Pep Band
Color Guard	Parking Lot Service Club
Creative Writing	SADD
Crew Club	Science Olympiad
English Council	Scrapbooking Club
Environmental Awareness Society	Select Chorus
Fantasy Problem Solving	Shaker Friends Bowling
Figure Drawing Club	Shaker Forum
Future Career and Community Leaders	Shaker Light and Sound Club
GLASS	Shaker Theatre
International Club	Shaker Yearbook
Jazz Band	Ski Club
Jazz Ensemble	Student Government
Key Club	Speech & Debate Club
	Students Organization for Service (SOS)
	Technology Club
	Water Polo
	World of Difference
	Young Adult (YA) Club

All extracurricular activities will take place after school hours. *No regular evening meetings are to be scheduled.*

C. Student Activity Accounts

Business with the Central Treasurer (Main Office) should be conducted between 2:17 and 3:08 P.M. Deposits and disbursements will be accepted only during the designated time. No student should expect to be reimbursed for any goods purchased by himself for school use unless the purchase is charged to the school through an official organization which has an activity account. Under no circumstances may a check be drawn to any individual except as the payment for a personal service rendered. Students desiring to purchase items for a school organization must have permission of the sponsor or the hall principal of the hall in which the account is located.

VIII EXTRACURRICULAR PROGRAM (continued)

A. Extracurricular Activities (continued)

- b. Spectators should at all times respect officials, visiting coaches, players and cheerleaders as guests in the community and extend all courtesies to them.
 - c. Enthusiastic cheering for one's team is encouraged.
 - d. Booing, whistling, stamping of the feet and disrespectful remarks shall be avoided.
 - e. There will be no ringing of bells, sounding of horns, or other noise makers at indoor contests during play. Anyone who does not abide by this rule will be asked to leave the premises.
 - f. Pep bands and school bands, under the supervision of school personnel may play during time outs, between periods, or at half time. Bands must coordinate their play so as not to interfere with a cheerleading squad on the floor or field.
 - g. The throwing of debris, confetti, or other objects from the stands is prohibited. Offending individuals will be asked to leave the premises.
 - h. During a free throw in basketball all courtesies should be extended.
 - i. Spectators should encourage each other to observe courteous behavior. Improper behavior should be reported to school authorities.
 - j. Spectators will observe the rules of the local school concerning smoking, food and drink consumption, littering, and parking procedures.
 - k. Spectators will respect and obey all school officials and supervisors at athletic contests.
4. Dances - General Responsibilities
- a. Before any class, club or other organization may use any of the school's facilities, the proper building requests must be obtained from the Main Office, filled out and returned to the Principal. Final approval is made by the Principal. Building request forms must be submitted seven days prior to the date requested with chaperone signatures and specified number of police.
 - b. In formal dances held in the school must conclude no later than 10:30 P.M., whereas, formal and semi-formal dances must conclude by 12 midnight. All participants and performers are expected to depart within 30 minutes of the conclusion of the dance.
 - c. At the conclusion of the dance, or at a previously agreed upon time indicated on the building request form, members of the class, club, or organization, who are on the clean-up committee, will report to the advisor in charge of the dance. It is the duty of the advisor in charge to see that the floor is cleaned properly, all decorations and other allied materials removed. Following this, the dining room chairs and tables must be moved back into the entrance of the dining room. The custodian on duty that night will rearrange the chairs and tables, as well as make any other final adjustments.
 - d. Advance sale of tickets should be strongly encouraged by the activity advisor. No tickets may be purchased at the door without producing proper identification. A student is entitled to have one non-Shaker High School student as his guest with advance permission of a Principal.
 - e. There must be a signed contract for all services provided.
 - f. No cash payment to performing groups will be made. A check must be made out prior to the event.
 - g. A "no re-entry" policy is in effect.

LAFOLLETTE HALL FACULTY (continued)

Career and Technical Education

Mr. Arnone, Supervisor

Business

Mr. Heim
Mrs. Wendt

Technology

Mr. Barner
Mr. Smith

Family and Consumer Science

Mrs. Bessey

Mrs. Johnston

Health Education and Health Services

Mrs. Steffen, Supervisor

Mrs. Bogert

Ms. Rauche

Nurses

Mrs. Lindsay
Mrs. Mason

Music Department

Mrs. Keough, District Supervisor

Mrs. Kaplan
Mr. Lorini

Ms. Radez
Mr. Suzuki

Physical Education Department

Mr. Dapp, District Director

Physical Education and Athletics

Mrs. Guetti
Mrs. Kassel
Mr. Kinder

Mr. Ripepi
Mrs. Shortle
Mr. Stadlander

Pupil Personnel Services

Mr. Semo, District Director

Guidance Counselors

Mrs. Anderson
Ms. Birnbach
Ms. Camara
Mr. Collins

Ms. Gracon
Ms. Hayes
Mrs. Russell

Personal Improvement Intervention Counselor

Mr. Joyner

RISE (Response to Intervention for Successful Education)

Mr. Desmarais

Special Education

TBD, Supervisor

Ms. Debellis
Ms. Knise
Mrs. Muir

Mr. Reedy
Mr. Rodriguez
Mr. Taggart

Reading Specialist

TBD

School Psychologist

Dr. Horowitz

School Psychologist
Mrs. Carangelo
Mrs. Hefley

Media Center

Mrs. Horsman, District Director

Library - Audio-Visual Services

Mrs. Wetherbee

TAFT HALL FACULTY
Jane W. Rose, Ph.D., Principal

English Department
Ms. Skeals, Supervisor

Mrs. Burns
Mrs. Dils
Mr. Kerins
Mrs. Lanahan
Mrs. Matrose

Mr. Rispole
Ms. Rixman
Mrs. Stendardo
Ms. Wade

Social Studies Department
Mr. Pollaro, Supervisor

Mrs. Butry
Mr. Dolan
Mrs. Dolan
Mr. Finsel
Ms. Hill

Mr. Mion
Mr. Murray
Mr. O'Brien
Mr. Pallas
Mrs. Topian

Mathematics Department
Mr. Verdile, Supervisor

Mrs. Arthur
Mrs. Buck
Mr. Colton
Mrs. Dertadian
Ms. Gabriel

Mrs. M. Gibson
Mr. Lanahan
Mrs. McCarthy
Mr. McDonald
Mr. Palmateer

Science Department
Mr. Bogert, Supervisor

Mrs. Cost
Mr. Culp
Mr. Heller
Mrs. Kimbrough
Mr. Knight

Mr. LaGatta
Mr. Moore
Mrs. Nolett
Ms. Rosi
Mr. Sabine

Foreign Language Department
Mrs. Kats, Supervisor

Dr. Gomez
Mrs. Hawver
Mrs. Holland

Mrs. Misir
Ms. Muldoon
Mrs. Shkaf

Art Department
Mrs. Manzella, District Supervisor

Ms. Aldous
Mr. Doolittle
Mr. Hanley

Mrs. Homer
Mrs. Rankins

VII STUDENT USE OF SCHOOL FACILITIES (continued)

B. Dining Room

The Shaker High School dining rooms are well equipped in order to provide students with a comfortable and wholesome atmosphere while eating. Students will have the choice of a prepared dinner menu or an a la carte selection. *All food must be consumed in the dining room. Food, water bottles or open containers are not allowed outside the dining areas.*

Since all students use the dining room, a concerted effort should be made to maintain dining room neatness and cleanliness at all times. All persons eating in the dining room are expected to use one of the trays which are provided and to bus their trays and clean the table where seated.

Dining room supervision is the responsibility of those faculty members assigned and the noontime aides who have been hired for this purpose. Students and supervisors should work together in maintaining a healthy atmosphere during lunch hour.

C. School Store

The school store is available as a convenience to students. School supplies are on sale at a nominal cost to students. Regular store hours are posted at the beginning of each semester.

D. Lost and Found

A lost and found department is located in the hall and main offices. Articles found by anyone should be sent to the main office so that they may be turned over to "lost and found."

E. School Equipment

All school equipment is available for use by qualified students for school projects. Before using any equipment, students should check with their activity sponsor or hall principal. Special equipment in the art, homemaking, industrial arts, music, business and physical education departments must not be used without the specific permission of the supervisor of the department involved.

F. Telephones

The telephones in the school offices are available to students for emergencies.

VIII EXTRACURRICULAR PROGRAM

A. Extracurricular Activities

1. Athletic Contests

Information may be found on the Booster Club Website at www.shakerbison.com. Seasonal sport schedules are printed by the SHS Booster Club listing game dates and starting times.

2. Conduct at Athletic Events

For many years Shaker High School has enjoyed a reputation as a good host. This reputation can only be enhanced by courteous treatment of all our guests and game officials whether at home or away. The Section II code of conduct for spectators is in effect for all sporting events.

3. Section II Code of Behavior for Spectators

- a. Spectators are an important part of the game and are encouraged to conform to accepted standards of good sportsmanship and behavior.

VII STUDENT USE OF SCHOOL FACILITIES (continued)

A. Media Center (continued)

There is no cost to the student for the I.D. card. However, if a replacement is required the student must apply for one at the main charge desk. The first replacement costs \$5.00; a second one will cost \$10.00.

5. A student who must be requested to leave the Media Center because of inappropriate behavior might lose the Media Center privilege for a period of time. However, the Media Center will still be available during mid-morning and after school.

6. Students are to present the I.D. card each time materials are borrowed. The student is responsible for the use made of this card and for replacement costs if a new card is needed.

The student should bring materials and the I.D. card to the proper charge-out desk where a library clerk will complete the procedure.

7. No material may be taken from the Media Center without being charged.

8. Periodicals and reference books are to be used in the Media Center during the day and may be borrowed overnight. These materials must be returned to the circulation desk before the first period the following school day.

9. Reserve books may be borrowed for one period, or at the close of school for overnight use and should be returned before the homeroom period the following school day.

10. All other Media Center materials may be retained for two weeks with renewal privileges if there are no reserves on the materials.

11. Information about all of the books in the Media Center can be found in the online catalog. Instructions for use of the online catalog are posted above each bank of computers near the entrance and in the periodical area.

12. The electronic gates at the exits are intended to remind those people who have forgotten to charge materials. If the buzzer sounds, students are requested to show courtesy to the library clerk by returning to the desk *even if there seems to be no reason for the buzzer to have sounded.*

13. Students who have overdue materials will be contacted in the homeroom. Failure to attend to the overdue notices will result in a bill sent to the home address and may result in loss of borrowing privileges.

14. All materials are returned to the return unit in the main charge desk except overnight materials which should be handed to the clerk at the main charge desk.

15. **Use of computers.** The computers in the front of the Media Center are for independent use by students. The software is compatible with that used in the computer labs. Students sign at the desk for a specific computer and leave their I.D. card at the charge desk while using any computer.

16. Students who wish to use career materials, college catalogs and other guidance-related materials will find them located in the Media Center near the periodical desk.

17. A library-media specialist will gladly provide assistance in using the facilities and materials.

TAFT HALL FACULTY (continued)

Career and Technical Education

Mr. Arnone, Supervisor

Business

Mrs. Eldredge
Mr. Finck
Mrs. Frisone
Mr. Holtz
Mr. Mabey

Technology

Mr. Ashline
Mr. Baitinger
Mr. Bottini
Mr. Clayton
Mr. Phillips
Mr. Sidor

Family and Consumer Science

Mrs. DeSorbo

Health Education and Health Services

Mrs. Steffen, Supervisor

Nurses

Mrs. Lindsay
Mrs. Mason

Music Department

Mrs. Keough, District Director

Mrs. Amedio
TBD

Mrs. Scirocco-Rhodes

Physical Education Department

Mr. Dopp, District Director

Physical Education and Athletics

Mr. Cavotta
Mr. Couture
Mrs. Gansle

Mrs. Kippen
Mrs. Kohn
Mr. Sheeler

Pupil Personnel Services

Mr. Semo, District Director

Guidance Counselors

Mrs. Anderson
Ms. Birnbach
Ms. Camara
Mr. Collins

Ms. Gracon
Ms. Hayes
Mrs. Russell

Personal Improvement Intervention Counselor

Mr. Joyner

RISE (Response to Intervention for Successful Education)

Mr. Desmarais

Special Education

TBD, Supervisor

Mrs. Cook
Ms. DeSieno
Ms. Dischiavo
Mrs. Gold
Mrs. Haver

Mr. Hennessey
Mrs. Jeram
Ms. Lettko
Mr. Twinam
Mrs. Velazquez

E.S.L.

Ms. Fribourg

School Speech Therapist

Ms. Daniels

School Psychologist

Dr. Horowitz

School Psychologist

Mrs. Carangelo
Mrs. Hefley

Media Center

Mrs. Horsman, District Director

Library - Audio-Visual Services

Mrs. Royo

I HISTORY AND TRADITION

A. Philosophy and Objectives

We in the United States live in a dynamic, democratic society - a society with unique political, social, economic and cultural characteristics - existing in a world of many cultures. In this context, we at Shaker High School believe we have the responsibility for providing equal educational opportunities for the students of our community, for encouraging maximum development, and for providing leadership in an environment of growth so that our students will be prepared to live harmoniously and to contribute effectively to our society.

We believe that learning is a personal process for the acquisition of knowledge as a tool which will enable the students to grow, to evaluate, and to make choices beneficial to themselves and our society.

We believe that we must strive to inspire an affinity for learning which will bring continuing enjoyment and enrichment to the individual.

We believe that the role of the school must be one of providing, in its instruction and programs, the examples of high quality which will create a climate for learning and will engender in the student the motivation necessary to develop these attributes.

Above all, we so firmly believe in the dignity and the worth of each individual that we aspire to develop students' potential beyond their own awareness and instill the confidence that they need in order to view their world with reality and hope.

Objectives:

To implement this philosophy of Shaker High School, we believe the following objectives are vital. Therefore, to carry out our beliefs, we strive:

1. to use planned sequences of instruction, relevant to each discipline, built upon carefully selected, solid material which will challenge students to succeed to the limit of their abilities;
2. to provide close, continuous, and consistent guidance to help students make sound vocational and educational plans, to achieve to the level of their own capacity, and to gain personal satisfaction in as many aspects of their lives as possible;
3. to identify and develop those fundamental skills that can be used as a basis for future understanding and action;
4. to stress students understanding of concepts and reasoning processes, thus enabling students to transfer knowledge to new, but similar, situations;
5. to encourage logical, critical, and creative thought in the use of discipline relative to any program;
6. to develop skills of communication which will enable students to speak, to read, to write, and to listen with facility;
7. to transmit a knowledge, understanding, and appreciation of the literary, historical and artistic traditions and forces which have shaped our culture and which will give students a sense of pride in their heritage.

VI GENERAL INFORMATION (continued)

Z. Plagiarism Procedure (continued)

- repeated level one offences
- interspersing exact language from sources throughout the paper with no acknowledgement

Level Three

- purchased paper
- paper taken from another student/family member, etc.
- paper pieced together that is primarily from other sources
- repeated level two offences

Level Four

- a second level three offence

- phone call home (prior to the conference)
- teacher records the conference on form submitted to the English Supervisor
- record in discipline file

Consequences

- teacher gives the paper an automatic grade of zero
- conference with teacher, English Supervisor, supervisor in area where paper was written, hall principal, parents
- phone call home (prior to conference)
- teacher records the conference on form submitted to the English Supervisor
- record in discipline file

Consequences

- teacher gives the paper an automatic grade of zero
- conference with teacher, English Supervisor, supervisor in area where paper was written, hall principal, parents
- phone call home (prior to conference)
- the student is suspended for three days
- record in discipline file

VII STUDENT USE OF SCHOOL FACILITIES

A. Media Center

A well equipped Media Center is maintained for student use at Shaker High School. We urge you to make maximum use of its facilities. Guiding rules and policies are as follows:

1. Media Center hours are from 7:15 A.M. to 3:45 P.M., Monday-Thursday; 3:30 P.M. on Friday.
2. The Media Center is to be used for study, research, reading or use of computers. All students are responsible for their own behavior.
3. Taft Hall students may enter the Media Center without a pass unless coming from a class or a study hall.
4. LaFollette Hall students must have a pass obtained in the Media Center in order to use it during school hours. Mid-morning and after school are open times. Students who intend to use the Media Center should go there to request a pass during one of the following times **before their Study Hall period:**
 - a. After school the day before they would like to use the Media Center.
 - b. Any time during the day before the study hall period.

Students must exchange their picture I.D. card for a pass. They will report to the Media Center at the beginning of their Study Hall period on the date noted on their pass. The pass should be deposited in the designated box on the main desk. Students are permitted only one pass per day. Please note that the student I.D. card will be returned and a time-stamped pass will be given to the student for return to study hall. All students must be in Study Hall for attendance five minutes before the period ends.

VI GENERAL INFORMATION (continued)

Y. Withdrawal from Shaker High School (continued)

It should be understood that until the student re-enrolls at Shaker High School, Shaker is not responsible for supplying course curricula, outlines, assignment sheets, texts, assessments, or any other work related to courses from which the student has withdrawn. It is the responsibility of parents, students, and counselor at the new school to choose the most appropriate and best matched courses to insure as smooth a transition as possible in the student's academic work.

Any courses taught by a private tutor must appear on the student's transcript in order to receive Shaker credit if and when the student returns to Shaker High School. Additionally, if a tutor is utilized, the tutor must assign a numerical grade to the course taught. A grade of pass/fail is not acceptable.

The decision to withdraw a child from Shaker High School and re-enroll the same student later in the school year often results in academic difficulties, such as non-aligned curricula and inadequate preparation for current Shaker course topics. Upon a student's return, (s) he may require after school help, private tutoring, or, in some cases, attendance at summer school. Repeating a course may also be necessary in the following school year.

Z. Plagiarism Procedure

At Shaker High School, we promote an atmosphere of academic integrity. As such, we think it is important to define plagiarism and its consequences. According to the Modern Language Association, "plagiarism in student writing is often unintentional, as when an elementary pupil, assigned to do a report on a certain topic, goes home and copies down, word for word, everything on the subject in an encyclopedia. Unfortunately, some students continue to use such 'research methods' in high school and even in college without realizing that these practices constitute plagiarism" (Gibaldi 26).

Much of plagiarism has developed because of extensive access to the Internet. The school has developed a plagiarism procedure. This plan recognizes there are different degrees of plagiarism and as a result assigns different consequences.

Level One

- occasionally missing parenthetical documentation
- improper citations
- sources in works cited but not in paper
- relies too heavily on original language in a paraphrase
- uses a direct quote without proper punctuation

Consequences

- teacher intervention and remediation
- conference within seven days
- opportunity to rewrite and the paper will be regraded
- teacher records the conference on form submitted to English Supervisor
- original grade will stand if the student refuses to attend conference and make corrections
- phone call home (prior to the conference with student)
- record in discipline file

Level Two

- frequently missing parenthetical documentation
- failure to acknowledge sources for longer paragraph-length sections
- failure to acknowledge the source of a major idea
- using the exact thesis/argument from a source as the basis of the paper

Consequences

- remediation conference within seven school days
- the teacher regrades the paper – averages the two grades – the final grade should be no lower than a 65
- student who refuses to attend conference and make corrections gets a zero

I HISTORY AND TRADITION (continued)

8. to develop an understanding of, and an appreciation for, the cultures, motivations, and aspirations of other people;
9. to develop an appreciation for creative forms of self-expression and the potentiality for human achievement;
10. to encourage the student to look beyond the classroom situation and to explore independently new areas of interest;
11. to encourage students to adopt attitudes of self-disciplined, responsible citizens and to avail themselves of the opportunity for self-expression in all activities;
12. to develop simultaneously the resources of body and mind and to encourage students to understand so thoroughly the concepts involved in good physical and mental health that they will recognize the necessity for their continuing development.

B. History

Shaker High School was organized and opened to students of grades seven through twelve in September 1958. It derives its name from the early Shaker communities that flourished in this area of New York State.

Within one year after its opening, Shaker High School was accredited by the State Board of Regents. We at Shaker are proud to say our school was the first school in New York State ever to be so honored.

We are also proud that our school building was judged one of the ten best buildings constructed for school use during the year 1958. Innovations such as the first carpeted classrooms in the nation, "Little Schools", separate faculty office areas, and large-class instruction areas helped us to achieve this distinction.

In September 1961, hall names were adopted by the Board of Education. The names - - Robert Taft Hall, Robert LaFollette Hall and Daniel Webster Hall - represent outstanding United States Senators, who were chosen by the Senate as representing significant periods in the history of the Senate and the nation.

Shaker Junior High School opened in September 1963 and our present building became the district's Senior High School encompassing grades 10-12. "A" Wing formerly occupied by the Junior High School was renamed in memory of the late John F. Kennedy in December of that year.

Shaker High School became a four-year high school in September 1969. The school is divided into two Halls with LaFollette Hall housing the 9th and 10th grades and Taft Hall housing the 11th and 12th grades.

In the space of a few years, Shaker High School has achieved prominence in academic achievement, educational leadership, and extracurricular activities. It is our desire - students and faculty alike - that we continue to do so in the future. A new addition to Shaker High School opened in September 1971, creating a facility with the capacity to accommodate 2400 students.

In 1985 Shaker High School was selected as an exemplary school both nationally and in New York State. This honor was bestowed by the U.S. Office of Education, Washington, D.C.

I HISTORY AND TRADITION (continued)

C. Alma Mater

SHAKER HIGH to thee we promise
that we will be ever loyal and true.
Proudly always we'll defend thee
Thy colors wave white and blue!
May all our deeds be glorious,
and all our teams victorious!
Let us cheer our ALMA MATER
now and forever more.

D. School Motto

The Shaker High School Motto is "TERRAS IRRADIEMUS" which means- let us illuminate the earth.

E. School Colors

The Shaker High School colors are royal blue and white. The school colors originated with and were selected by the Student Coordinating Committee which met prior to the opening of Shaker High School.

F. School Mascot

The Shaker High School Mascot was chosen as a result of a contest held by the Student Coordinating Committee prior to the opening of Shaker High School in September 1958. The committee accepted the suggestion made by Charles Lewis, Class of '60, that the "Bison" be the Mascot of Shaker High School.

II STUDENTS

A. Role of the Student

Students should strive for academic excellence. In doing so, students should be in regular attendance and punctual. They should be self-controlled, participatory, reasonably quiet and non-disruptive in classrooms, buildings, study areas, school buses, on school property and at school activities; be neat and clean in appearance while dressing in a fashion that will not be distracting or disrupt classroom procedure; be reasonable, modest, self-controlled and considerate in their relationships with other students; strive for mutually respectful relationships with teachers and comply with directives of teachers and administrators; keep their language and gestures respectful and free of profanity, obscenities, ethnic or racial slurs; respect private, public and school property; and be knowledgeable, and abide by, rules and regulations of the district and school. When concerns or complaints arise, students should contact their teacher, counselor, department supervisor, hall or building principal.

B. Academic Achievement

Students are expected to maintain successful academic achievement. Parents are encouraged to review regularly their son's or daughter's academic progress and contact the school should achievement decline or remain below expected levels.

VI GENERAL INFORMATION (continued)

- c) No make up will be permitted and parents will be notified.
3. Improper Conduct (leaving seat or room without permission, pencil passing, etc.)
 - a) On any occasion when an examination is in progress, a student suspected of improper conduct will be warned once.
 - b) On a second occasion, or one occurring at the conclusion of the testing period, the student will be turned over to the hall principal.
 - c) The penalty will be determined by the hall principal, after consultation with the proctors involved and the department supervisor.

U. Electronic Devices (Walkmans, iPods, Portable Radios, Laser Pointers, Beepers, Pagers, Cellular Phones, Computers, and Other Such Devices.)

Walkmans, iPods, portable radios, beepers, pagers, cellular phones, and other such devices are prohibited during the school day, 7:30 A.M. - 2:17 P.M. All of these devices must be placed in the students' lockers prior to the start of homeroom. If used or carried, they will be confiscated. Progressive disciplinary consequences will occur. Failure to relinquish the device will result in additional consequences. Parents will be requested to pick up the student's electronic device on the second and subsequent occurrences. Laser pointers are prohibited at any time in school.

V. Skateboards, Scooters and Roller Blades are prohibited on all School Properties.

W. Lighters, matches and other incendiary devices are also prohibited.

X. Gold Card Program

Each quarter, students may earn incentives via The Gold Card Program. Criteria for earning the Gold Card are as follows:

I. Academic

Must achieve one from this column.

- a) One point (1.0) increase in GPA.
- b) Achievement on an Honor or Merit roll.

II. Social/Performance/Good Deeds

Must achieve two from this column

- a) Perfect attendance and two or fewer excused tardies/early dismissals.
- b) All 1's and 2's in effort/citizenship **and no** discipline referrals.
- c) Community service each quarter
 - active participation
 - brief description of service
 - signature of adult in charge with contact number (excluding summer)
 - extracurricular activities.
- d) Active participation in a club or sport
 - signature of coach or advisor required
- e) Award/Accomplishment
 - description
 - verified by an adult.

A suspension or a referral will revoke the Gold Card.

Y. Withdrawal from Shaker High School

When a student withdraws from Shaker High School, the student is officially no longer enrolled in the school. The student will be provided with the necessary information to facilitate his/her transfer to a new school.

VI GENERAL INFORMATION (continued)

3. Citizenship and Effort Grades

Each quarter students will receive a citizenship and effort grade in each course. These appraisals are based on teacher judgment and evaluation of student's inclass participation.

4. Honor and Merit Rolls

Grade level high honor, honor, and merit rolls are established each marking period. To qualify for the high honor roll a student must have an average of 93 in all courses with no grade less than 90. To qualify for the honor roll a student must have an average of 90 in all courses with no grade less than 85. To qualify for the merit roll a student must have an average of 85 in all courses with no grade less than 80. To qualify for high honor, honor, or merit roll a student must have effort and a citizenship grade of "1" or "2."

T. Guidelines for Student Conduct when Taking Examinations

a. Guidelines

1. Students must follow all directions given in the examination testing room.
2. Students may not talk while test papers are in their possession.
3. Students may not leave the testing area without proper supervision or until dismissed by the head proctor. During school examinations, students must stay the entire time. During Regents examinations, students must stay a minimum of two hours.
4. No student may give aid to or receive aid from other students.
5. Students may have only prescribed materials in their possession.

b. The following are three areas of negative student conduct.

1. Obvious Cheating (written and/or oral communication concerning subject matter of that specific test.)
 - a) A student who is providing or receiving unauthorized information.
 - b) Parents will be notified by the hall principal of the penalty for cheating. (A zero and no make up).
 - c) If a student has been found guilty of committing, or of attempting to commit fraud in a Regents examination, the Building Principal is authorized to cancel the student's examination and to exclude the student from subsequent Regents examinations until such time as the student has demonstrated by exemplary conduct and citizenship that he is entitled to restoration of this privilege.
2. Suspected Cheating (talking, looking on another paper, signals, etc.)
 - a) Written documentation signed by the proctor and the student will be forwarded to his hall principal.
 - b) If a second incident occurs, the student is to be removed from the examination room and the test is to be invalidated with a score of zero.

II STUDENTS (continued)

C. Suspension of Students from Regular Attendance

Suspension is a serious disciplinary action and will be invoked in all serious disciplinary matters. In case of suspension of five days or less parents or guardians must be notified by telephone immediately, if possible, and in writing within 24 hours with the reasons for suspension and procedural rights related to it.

The Board of Education, and the Superintendent of Schools, have delegated to the building principal the authority to suspend a student for a period of up to five (5) school days.

Suspensions in excess of five (5) school days may be imposed by the Superintendent of Schools or the Board of Education on a student who is insubordinate, disorderly, or whose conduct otherwise endangers the health, safety, morals or welfare of himself or others. A student may not be suspended for more than five (5) school days unless the student and the person in parental relationship to the student have had an opportunity for a hearing before the Superintendent of Schools or Board of Education. At such a hearing, the student has the following rights:

- 1) to be represented by counsel;
- 2) to present witnesses;
- 3) to testify regarding the subject of the charges; and,
- 4) to refrain from testifying.

A record of the hearing must be made by stenographic transcript or tape recording.

D. Student Leaders - Ethical Guidelines

Statement of Ethics for Student Leaders

"A student leader occupies a position of responsibility and high visibility in Shaker High School and the community. All elected or appointed student leaders must conduct themselves in a manner that brings credit to their office and their school. It is their responsibility to act as role models, setting a good example for their peers while acting in the best interest of the student body, the faculty and the administration, without fear of loss of popularity or peer approval. Any act that would bring discredit to the office, the organization, or the school should carry with it the penalty of removal from office. In recognition of this, all student leaders accept this *Code of Ethics for Student Leaders*, and subscribe to the following standards of exemplary behavior and conduct."

The Leader:

- 1) Avoids infractions of the rules of conduct of Shaker High School as stated in the Student Handbook.
- 2) Avoids infractions of local, state and federal laws.
- 3) Carries out responsibilities of his/her office in a conscientious manner. For example:

II STUDENTS (continued)

- a) Is punctual and reliable in his/her obligations to attend meetings, conferences, etc.
 - b) Fulfills the stated and/or implied duties of his/her position.
 - c) Is courteous, honest and respectful of his/her dealings with members of the school community and the community as a whole.
 - d) Does not ask for, or accept special treatment, consideration or favors because of his/her position.
- 4) Behaves with integrity and honesty in his/her academic performance.
For example:
- a) Student does not give or receive assistance on tests.
 - b) Student does not plagiarize.
- 5) Makes every effort to successfully meet academic expectations.
- 6) Behaves with courtesy, integrity and honesty in all extracurricular athletic and school-related activities.

All students running for leadership positions, and those appointed to such positions, will be asked to review these guidelines before accepting the position.

III ATTENDANCE PROCEDURES

A. Attendance

The school laws of New York require all children to attend school on a regular basis until the completion of the school year in which they become 16 years old. A school year begins on July 1 and concludes in June of the following year. Beyond this age students are not required to attend public school, but if they do attend they are to observe the attendance rules of their school. Telephone contact will be made daily to verify student absence.

B. Class Attendance

Students are expected to attend all classes for which they are scheduled. When half or more of the class period is missed, the student will be registered as absent. A grade of zero (0) will be recorded for tests, quizzes, or assignments missed. The cutting of a class will result in appropriate disciplinary action. On the first class cut, the student will be assigned two days after-school detention or loss of prep. On the second class cut, the student will be assigned three after-school detentions or loss of prep. On the third class cut, the student will either be internally restricted for one day, be assigned six after-school detentions or lose six preps. On the fourth class cut, the student will either be internally restricted for two days, be assigned twelve after-school detentions or lose twelve preps. For five or more cuts, or failure to adhere to the conditions of the restriction will result in an external suspension for insubordination. Parents/guardians will be notified of the cuts.

Students lose credit for courses due to excessive absences. The following chart indicates the number of absences at which students lose credit (NC).

Full Year Course 30
Semester Course (not P.E.) 15
Physical Education 10

VI GENERAL INFORMATION (continued)

tests on given dates and given times. The scheduling of personal appointments, vacations, or meeting obligations other than those of an emergency nature shall not constitute a valid reason for missing an examination and **will result in a grade of zero.**

Valid reasons include: illness or injury confirmed by a physician's note; death in the family; court appearance confirmed by court documentation; or placement in a facility. Notification to the Hall Principal and/or Supervisor is mandatory. Eligibility for make-up examinations will be determined by the Hall Principal and Department Supervisor.

Once the absence has been approved, the Department Supervisor will contact the student to reschedule the exam.

For security reasons, valuables should **not** be brought to any examination room during formal and/or in-class exam periods. Valuables may include, but are not limited to, hats, books, purses, backpacks, coats, and electronic devices. Shaker High School is not responsible for lost or stolen items, therefore, we recommend that only items needed for the specific exam be brought into the testing area.

The following will be read to all students prior to all midterm and final exams: "You may not use any communications device while taking an examination, either in the room, during the test administration or during a supervised break. Such devices include, but are not limited to, CD and audiocassette players, radios, cell phones, pagers, MP3 players, Personal Digital Assistants, video devices, and associated headphones, headsets, microphones, or earplugs. If your cell phone rings, you may not look at it or answer it. If your pagers beeps or vibrates, you may not look at it. **You must, therefore, turn off these devices right now and secure them underneath your desk, away from you and your desktop. No cell phones or other electronic devices may remain on your person. If a cell phone should ring or a pager should beep during an examination, you must raise your hand to indicate to a proctor that the phone or pager needs to be turned off by the proctor. You may not, under any circumstances, touch or look at the cell phone or electronic device. Doing so will be considered use of the device and your examination may be invalidated.**"

S. Grade Reporting

Course grades are a means of evaluating each student's academic progress, and achievement. The school year is divided into four marking periods. Course grades are based primarily upon teacher judgment. Tests are constructed on judgment. Credit is given on judgment and recommendations are made based upon judgment.

1. Final School Mark (FM)

The final school mark is the average of the first and second semester averages. Any semester average or FM which computes as .5 or higher will automatically be raised to the next higher whole digit.

2. Interim Progress and Complimentary Report

Interim Progress Reports and Complimentary Reports, for students who are failing, working below expected levels or doing exemplary work, are mailed home mid-way through each marking period. *Parents and students should contact their teacher immediately upon receiving an Interim Progress Report if there are questions or concerns.*

VI GENERAL INFORMATION (continued)

4. Students must understand that where request is being made for permission to be absent from class, that make-up work may be necessary since the teacher may elect to proceed with class work for those who remain in class.
5. Students who avail themselves of the opportunity to attend a voluntary assembly must bear responsibility for their attendance and adhere to established policy. Students must be punctual in arriving for the program, fully cooperative and attentive toward those presenting the program, and courteous in remaining until the program has been concluded.
6. Initiation of either type of program may be made by students and/or teachers working in conjunction with the hall or building principal as appropriate.

N. Public Display of Affection

The private aspects of a personal relationship should be kept private and treated with the respect they require. The intimacies of a mature relationship are not theatrical in nature. Therefore, any dramatic, indiscreet display of affection will not be condoned. Repeated violators will be reported to the hall principal for appropriate disciplinary action.

O. Public Address Announcements

In general, the PA system will be used to maintain quiet and control during fire and civil defense drills, explain new regulations and procedures, and to announce priority sources of information deemed necessary by the administration.

However, if you feel that an announcement for a particular hall should be read, it must be submitted by 7:30 A.M. to the hall principal for his approval. General school announcements, if appropriate, must be submitted to the main office by 7:30 A.M. and must be approved by the building principal.

All announcements must be signed by the responsible faculty member. Announcements must be *typed* or *printed* and indicate the day they are to be read. *Announcements will be read only during homeroom.* If an announcement is to be given for more than one day, it must be rewritten and submitted each day. Avoid repetition and nonsensical promotionals. Clarity and brevity are most important.

P. School Sign

The Student Government manages the use of the school sign. School organizations wishing to publicize special events must submit a written request on the appropriate form to the main office. Requests must be submitted at least three (3) days in advance.

Q. Information Center

Information boards are available for student organizations to publicize activities, events, accomplishments and plans. Interested clubs or activities should submit inquiries to the main office.

R. Student Attendance in Examinations

Shaker High School has two major testing periods every year. The first is for midterm examinations in January and the second is for final examinations in June. Student attendance is mandatory for all examinations including those given in class. Students are required to take

III ATTENDANCE PROCEDURES (continued)

Students who "NC" will not be eligible to take the corresponding Regents or Final Examination(s). Parents will receive written notices indicating the number of absences accrued in courses prior to the loss of credit and when credit has been lost. At sixty (60) absences from a full year course, students will not qualify for summer school.

C. Excused Absence

Excused absences and tardies are those due to illness or injury, death in family, medical appointments, appearance in family court, take your child to work day (with completed essay), suspension during which a student of compulsory school age attends tutoring, internal restriction, military obligations, religious observances, and school sponsored or school authorized activities. An excused absence is still considered an absence for purposes of the attendance policy.

D. Unexcused Absence

All absences and tardies other than those described under Excused Absences, (Section C) even with the permission of a parent/guardian, are considered unexcused absences. An excuse is to be brought from the parent acknowledging the absence. The school has no authority to excuse the students for this type of absence. A student having habitual absences will be called to the office of the hall principal for investigation or referred to the Pupil Services Department.

E. Readmission Following Absence

On the morning following absence, the student must bring a written excuse from home signed by his/her parent or guardian stating the reason for the number of days of absence. The written excuse will be given to his/her homeroom teacher.

F. Absentee Assignments

If a student is to be absent from school for three or more school days, he/she may request absentee assignments through his/her hall office. Home instruction shall be furnished to pupils whose physical condition necessitates absence from school exceeding ten school days. All home instruction will be approved by the Director of Pupil Services. The school shall have the right to require examination by the school physician. Home instruction will normally be provided by tutorial instruction when feasible. Home instruction should be requested by parents through the student's guidance counselor.

G. Tardiness

1. School Tardiness

Students arriving at school after 7:45 AM must report directly to their hall office. Excessive unexcused tardiness will be considered a sign of a lack of responsibility and maturity. This will result in removal of privileges, detention, and/or suspension from school. The fourth illegal tardy, and every one thereafter, detention will be assigned. A parental note is required for each tardy.

2. Class Tardiness

Students will be counted tardy if they are not in their homerooms or classrooms on time. If for some unavoidable circumstance a teacher should cause a student to be late for class, a pass should be presented by the student to his/her teacher explaining the reason for his/her tardiness. This pass is issued by the teacher responsible for the student's tardiness. There is a five minute time interval for the changing of classes.

III ATTENDANCE PROCEDURES (continued)

H. Truancy

Truancy is absence without the knowledge or consent of the parent or the school. Such absence is a serious infraction of school regulations and will result in disciplinary action. Detention will be assigned and a grade of zero will be recorded for tests, quizzes or assignments missed. Failure to attend assigned detention will result in an external suspension for insubordination.

I. Leaving the Building/Early Dismissal

Since the school is responsible for all students during school hours, *no student will be allowed to leave the building without permission from the Hall Principal* and the student's parent/or guardian. To obtain an early release, present a note to the hall office stating when and why you wish to be excused. Your note will be verified and an early dismissal pass written by the hall office. If you return before the end of the period or school day REPORT TO YOUR HALL OFFICE where you will be given an admission slip to the class in session. Leaving Shaker High School property without first receiving permission will be considered TRUANCY. Taft Hall students may leave the school building following their last scheduled class.

J. Early Release (Seniors Only)

Seniors may request early release with parental permission. It will be available only if it does not conflict with the student's academic program and the specified guidelines are met.

K. Inclement Weather

In the event of heavy snow or impassable roads necessitating the closing of our schools, an announcement to this effect will be made over local radio stations, and will be posted on the Website: www.ncolonie.org.

L. Illness or Injury

Students who are ill or suffer an injury are to report immediately to the nurse. Cots are available in the Health Suite for necessary rest periods. If the health office staff considers the illness or injury serious, parents will be notified and provision for medical attention will be made. Students who are ill, do not attend class, or fail to report to the nurse, may be considered irregularly absent; therefore, subject to disciplinary action.

M. Administration of Medication During School Hours

Occasionally a pupil is able to attend school only if medication can be administered during school hours. In such cases, the school nurse or a member of the school staff who has been properly instructed, may administer the medication as long as all of the following conditions are satisfied: (1) a written request from the family physician must be on file in the school indicating an emergency, and the duration of the order; (2) a written request must also be on file in the school from the person in parental relationship to the child requesting the administration or the medication as specified by the family physician; (3) an adequate supply of medication, syringes and needles must be delivered directly to the nurse by the person in parental relationship to the child; (4) the medication must be kept in the health room, in a locked drawer of file, completely separated from any supplies used for emergency care; (5) a periodic evaluation of procedures must be made regarding the administration of medication in general and a periodic evaluation must be made of the specific procedure for each individual pupil receiving medication.

N. Participation in Extracurricular Activities

In order to be eligible for participation in extracurricular activities on a school day, students must be in attendance prior to the beginning of third period (9:27 A.M.). Students suspended from school may not participate in any extracurricular activities during the suspension.

VI GENERAL INFORMATION (continued)

J. Fraternities and Sororities

Shaker High School does not sponsor fraternities or sororities. No activities of this nature should be organized.

K. Visitors, Board of Education Policy #1240

Students who wish to bring guests to Shaker High School must obtain written permission from the hall principal and all teachers involved at least three school days prior to the visitation. Visitors must be currently enrolled in a high school program and have the day off from school. The Shaker High student and guest should report to the hall office in order to receive a visitor's pass on the day of the visit. No other visitors are allowed during school hours except by appointment. No visitor passes will be issued on the last school day before Thanksgiving, winter, mid-winter, and spring vacations, or during intensive study. No visitor pass will be issued to a student who has school himself or herself that day unless prior arrangements are made with the visitor's school and the hall principal.

Parents are encouraged to visit the schools as a means of gaining greater understanding and knowledge of the school program. All visitors shall register at the front entrance before being permitted to contact any person in school. A visitor's pass will be issued. Violators may be prosecuted as provided under State statutes.

L. Working Papers

Working papers should be obtained through the guidance secretaries in the guidance office.

M. Assembly Procedures

Assembly programs are considered an integral part of a student's educational program at Shaker High School. So that such activities may be introduced into the regular on-going school program with the maximum educational benefit being realized, the following procedures have been established .

MANDATORY ASSEMBLIES

1. Where a particular program is deemed by the principal to be of sufficient importance to a definable part of the student body, attendance shall be made mandatory. Mandated assemblies may be scheduled for a particular hall or department or part thereof. The hall or department who is sponsoring the program will be responsible for the distribution and collection of tickets.

VOLUNTARY ASSEMBLIES

1. On other occasions where the type of program may be of value to individual students within a particular grade, course, class, etc. the assembly will be designated as voluntary in nature and open to interested students within the physical capacity of the assembly room. Such audiences will not necessarily be inclusive of all students within that designated group.
2. Where assemblies are voluntary, student passes of admission are made available through the hall office principal.
3. In such instances it shall be the responsibility of the student to:
 1. Obtain the pass.
 2. Present the pass to the teacher from whose class he will be absent. Teacher must sign denoting approval.
 3. Present the pass for admittance to the assembly.

VI GENERAL INFORMATION (continued)

I. After School Guidelines/Late Bus Privileges

After School - Students who remain after school are expected to respect all school property and use it accordingly. Daily rules of conduct are in effect. The privilege of remaining after school may be denied whenever misconduct or misuse of the school facilities is noted.

Pass System

The following guidelines are for students in the building after 2:17 P.M.

1. The Activity Period (2:17-3:08) will be considered part of the regular school day.
2. Daily rules of conduct will be in effect during this period of time.
3. All corridors and lobby areas must be free of students unless they are moving to a scheduled activity or are leaving the building.
4. Students must request a pass from the teacher/coach who is supervising their after school activity. This pass will give them access to the 4:05 P.M. and 5:00 P.M. bus runs.

Student Responsibilities

1. No student is to remain in Shaker High School after the buses leave except those students who have a valid responsibility involving an after school activity;
2. No students are to loiter in any wing of Shaker High School after 2:25 P.M.
3. All students who have legitimate reasons for staying after school must go to their assigned wing locker to get the clothing and books necessary and then go directly to the designated area of activity, or dining room;
4. All students who participate in late practice must go directly to the LaFollette Dining Room until it is time for their scheduled activity;
5. Those students who begin an activity immediately after school but whose participation in such an activity ends prior to their actual leaving time from Shaker must report to the LaFollette Dining Room until they leave the building (A) to go home by one of the late buses; (B) to go out to their cars; or (C) to walk home;
6. Students waiting to attend an athletic event must remain in the LaFollette Dining Room until 3:30 P.M.

The privilege to use the bus transportation provided at 4:05 and 5:00 P.M., is extended to all students in good standing who are PARTICIPATING IN A SCHOOL SPONSORED ACTIVITY. The general bus regulations apply. Students riding a 4:05 or 5:00 P.M. bus will be expected to present to the bus driver a pass. Students who do not have a pass must receive one from their hall principal. Students will not be allowed to ride the late buses without a pass.

Penalties

Students who ignore these guidelines or fail to carry out their responsibilities as defined will receive an appropriate discipline or loss of after school privileges. (Ex., mid-morning, prep period, or the privilege of regular dismissal, or loss of after school privileges.) Continued violation of after school rules will result in parental notification and/or suspension.

IV SCHEDULES

A. Class Schedule

The master schedule consists of eight (8) periods. A normal school day will have seven (7) teaching periods. Periods 1- 7 will occur at the same time each day they meet. Period eight (8) rotates through the schedule changing each day in sequential order. Each period will occur seven times in eight days as illustrated below.

	Subject Periods							
	1st Day	2nd Day	3rd Day	4th Day	5th Day	6th Day	7th Day	8th Day
1st Class	1	(8)	1	1	1	1	1	1
2nd Class	2	2	(8)	2	2	2	2	2
3rd Class	3	3	3	(8)	3	3	3	3
4th Class	4	4	4	4	(8)	4	4	4
5th Class	5	5	5	5	5	(8)	5	5
6th Class	6	6	6	6	6	6	(8)	6
7th Class	7	7	7	7	7	7	7	(8)

Each subject meets 7 times every 8 school days as the notations on period one illustrate. Physical education classes meet every other time a subject period occurs. Science laboratories meet every fourth time a subject period occurs. Since physical education classes and science laboratories are scheduled for the same period each 8 period segment is assigned a letter; A, B, C, or D to identify these classes.

Each student is assigned to either the A/C rotation or the B/D rotation for physical education. Science labs, study halls and preparation periods are assigned during the alternate rotations.

Illustration:

Rachel Carson, Grade 9 takes Biology and is assigned to a laboratory first period. Rachel's program for first period might be as follows:

Bio Lab	A	Study Hall	C
Physical Education 9	B	Physical Education 9	D

Following an 8 day period schedule, she would meet these classes as shown below.

1st Class	1 ^A (lab)	(8A)	1 ^B (P.E.)	1 ^C (S.H.)	1 ^D (P.E.)	1 ^A (lab)	1 ^B (P.E.)	1 ^C (S.H.)
2nd Class	2A	2B	(8B)	2C	2D	2A	2B	2C
3rd Class	3A	3B	3C	(8C)	3D	3A	3B	3C
4th Class	4A	4B	4C	4D	(8D)	4A	4B	4C
5th Class	5A	5B	5C	5D	5A	(8A)	5B	5C
6th Class	6A	6B	6C	6D	6A	6B	(8B)	6C
7th Class	7A	7B	7C	7D	7A	7B	7C	(8C)

IV SCHEDULES (continued)

A. Class Schedule (continued)

If Rachel were not taking Biology, her program for first period might be as shown below:

Study Hall	- A
Phys. Ed. 9	- B
Study Hall	- C
Phys. Ed. 9	- D

Copies of the daily schedule will be prepared in advance and made available to faculty and students.

The official school day for all students begins at 7:34 A.M. with homeroom and concludes at 2:17 P.M. If students have no obligations to faculty or activities they must leave the building after the last class period at 2:17 P.M.

B. Daily Time Schedule

**	7:30 - 7:34	Pass to Homeroom
*	7:34 - 7:40	Homeroom
	7:40 - 7:45	Pass to First Class
*	7:45 - 8:31	First Class
	8:31 - 8:36	Pass to Second Class
*	8:36 - 9:22	Second Class
	9:22 - 9:27	Pass to Third Class
*	9:27 - 10:13	Third Class
	10:13 - 10:23	Mid-Morning
**	10:23 - 10:28	Pass to Fourth Class
*	10:28 - 11:14	Fourth Class
	11:14 - 11:19	Pass to Fifth Class
*	11:19 - 12:05	Fifth Class
	12:05 - 12:10	Pass to Sixth Class
*	12:10 - 1:26	Sixth Class (Lunch Period)

Lunch Group A

12:10 - 12:40	30 minutes lunch
12:40 - 1:26	46 minutes class

Lunch Group B

12:10 - 12:33	23 minutes class
12:33 - 1:03	30 minutes lunch
1:03 - 1:26	23 minutes class

Lunch Group C

12:10 - 12:56	46 minutes class
12:56 - 1:26	30 minutes lunch

1:26 - 1:31	Pass to Seventh Class
* 1:31 - 2:17	Seventh Class
2:17 - 3:08	Extra Help/Teacher Prep/Class Activities

2:25	Buses Depart from Shaker High School
4:05	Activity Buses Depart from Shaker High School
5:00	Activity Buses Depart from Shaker High School

* Chimes will ring at the beginning and end of each class period.

** Chimes will ring at 7:30 A.M. and 10:23 A.M.

VI GENERAL INFORMATION (continued)

3. Areas of prep:

- Taft Dining Room
- Media Center

4. Taft Hall students are accorded the privilege of a snack bar which they may frequent during their preparation period. It is supervised by the snack bar committee, and it operates between 7:30 and 10:30 A.M. Its menu is prepared through a cooperative effort between the Student Snack Bar Committee and the Taft Dining Room staff.

Students on prep period are not to be loitering in the halls. Traffic in areas of the building other than those outlined as designated prep areas will not be permitted without a pass signed by a staff member.

D. Student Government

The Student Government represents the student body before the administration and faculty. It assists in the maintenance of the parking lot, snack bar, and school sign while also managing the student finances. Each spring five governors are elected from next year's 10th, 11th and 12th grades. Ninth grade governors are elected in the fall. Open elections are held for chairman and vice chairman, and each year a new six member executive committee is selected through application.

E. Facilities

- Pool** - The pool is not to be used without prior supervision. Students found in this area without proper authorization may be suspended.
- Courtyards** - The upper and lower courtyards are for student use. Quiet activities should take place without disturbance to classrooms adjacent to these areas.
- Outside areas** - Students are only able to use outside areas supervised. The bus canopy area is an area off limits to students, unless administrative permission has been given, or at dismissal time.

F. Junior High School

Shaker High School students are not to enter the junior high school while it is in session. Arrangements to visit the junior high school must be made in advance through the principal's office. The junior high school dismisses at 2:17 P.M. and all Shaker High School students are expected to honor the junior high school rules when in the area of that building.

G. Lockers

Lockers are assigned as a convenience. To insure their usefulness, locker combinations should be kept secure and lockers should be closed when not in use. The district will not be financially liable for loss of items from school lockers. Lockers come under school jurisdiction and may be searched with reasonable cause. Lockers must be cleaned out at the conclusion of classes in June, prior to the start of formal final examinations.

H. Bus Regulations

The rules of common sense and courtesy are to be followed when riding on our school buses. Riding the school bus is a privilege extended to students and conduct which endangers the health and safety of others will cause removal of the objectionable student from the bus. The bus driver's directions are to be followed at all times. *Smoking is not permitted on school buses.* Serious bus problems will be referred to the hall principal.

V BOARD OF EDUCATION POLICIES (continued)

- Garments that are extremely brief, such as (but not limited to) tube tops, net or mesh tops, garments with plunging necklines (front and/or back), cutoff shorts or “short” shorts, extremely short skirts or dresses, low-rider pants, sleeveless athletic shirts, sleep wear, garments that expose a large portion of the back or chest, the midriff or under-garments and see-through garments are prohibited.
- Messages of any kind across the rear end are prohibited.
- Items that digitally display messages (LCD belt buckles, etc.) are prohibited.
- Sunglasses and hoods worn on the head are prohibited.
- Items of clothing such as (but not limited to) chains longer than 6", spiked bracelets or necklaces or sharp items protruding from the skin are prohibited.
- All coats and jackets must be put away in the lockers upon entering school and may not be worn during the school day.
- Shirts and shoes must be worn at all times.

Students are reminded that the wearing of body jewelry (brow, lip, tongue, belly, etc.) during sports and physical education classes is a safety hazard. Students are reminded to either remove or tape down the jewelry. This is to protect the student wearing the jewelry and others. Students refusing to comply with this procedure will be prevented from participating in the activity and will be marked unprepared.

VI GENERAL INFORMATION

A. Identification Card

All students grades 9-12 must be photographed each year for an identification card that the school will issue. Students should have the card with them at all times. They will be expected to show their card upon request of a staff member. Students may be asked to present their cards in order to participate in certain school functions, or to access after school transportation.

B. Corridor Passes - LaFollette Hall

Students using the corridor during class periods unless going to the Media Center, must have a properly completed corridor pass indicating their destination.

C. Preparation Period - Taft Hall

Taft Hall students have unscheduled time in place of the traditional study hall assignment. It is expected that this time will be used by each student to enhance his educational program. Students who misuse their unscheduled time will be disciplined and assigned to a formal study hall.

1. All students must carry ID cards at all times and produce them upon the request of a staff member.
2. A student will forfeit prep for any *disciplinary referral* that warrants the loss of prep as determined by the Taft Hall Principal. Students may be assigned to Prep/Study Hall by Teachers or the Hall Principal for academic deficiencies (homework, grades, etc.).

IV SCHEDULES (continued)

C. Time Schedule for School When Opening One Hour Late

1. Mid-morning will be available from 8:15 - 8:30 A.M.

8:34 - 8:40	(6)	Homeroom
8:45 - 9:21	(36)	First Class
9:26 - 10:02	(36)	Second Class
10:07 - 10:43	(36)	Third Class
10:48 - 11:24	(36)	Fourth Class
11:29 - 12:05	(36)	Fifth Class
12:10 - 1:26	(76)	Sixth Class (Lunch Period)
1:31 - 2:17	(46)	Seventh Class
2:25		Buses Depart

C. Time Schedule for School When Opening Two Hours Late

2. Mid-morning will be available from 9:15 - 9:30 A.M.

9:34 - 9:40	(6)	Homeroom
9:45 - 10:09	(24)	First Class
10:14 - 10:38	(24)	Second Class
10:43 - 11:07	(24)	Third Class
11:12 - 11:36	(24)	Fourth Class
11:41 - 12:05	(24)	Fifth Class
12:10 - 1:26	(76)	Sixth Class (Lunch Period)
1:31 - 2:17	(46)	Seventh Class
2:25		Buses Depart

D. Emergency School Closings

If school closes early due to an emergency situation, the rotating schedule will be continued the next day as originally printed.

E. Mid-Morning

Mid-Morning is a 10 minute block of time between periods 3 and 4 to afford students an opportunity to have a snack, meet with faculty, to socialize with peers or to take care of school business that cannot be taken care of during the school day. The dining rooms, media center and counseling center will be open for student use. Mid-morning is a privilege and may be revoked by an administrator or teacher for disciplinary reasons.

V BOARD OF EDUCATION POLICIES

A. Attendance Policy, B.O.E. Policy #5100

“Because of the importance of regular school attendance to academic achievement, high school credit will be granted only to students who are in attendance for at least 80% of the classes offered in a given subject.” Students and parents will be notified according to a predetermined schedule as absences accumulate in each course. Every absence from class, excused or unexcused, is counted except those related to a school sponsored or school authorized activity provided the student performs any assigned make-up work. In order to receive credit for a class a student must be present in class for more than half of the class. In order to qualify for summer school a student who has lost credit must continue to attend that course for at least 60% of the classes.

V BOARD OF EDUCATION POLICIES (continued)

B. Conduct and Discipline

Disciplinary Overview: The consequences listed are options and not necessarily sequential, depending on the seriousness of the offense. They will be applied at the discretion of the administrator. Discipline may result in any one, or combination of consequences, depending upon the seriousness of the act. Additional athletic penalties will be determined by the District Director of Physical Education and Athletics.

Student Misbehavior	Rule Violation	Possible Consequences
Academic Fraud and Cheating	Admin. Regulation/ Regents/ Regulation	Reduce grade or 'O', parental contact
Threat of/or Assault of school personnel or other students	BOE Policy #1520 Admin. Regulations	Superintendent Hearing, suspension, internal restriction, parental contact, warning, probation
Attendance/Truancy	BOE Policy #5100 Commissioner's Reg.	Family Court, internal restriction, detention, loss of course credit, loss of participation in school activities, parental contact
Bus Discipline	Extension of all school rules	Suspension, internal restriction, loss of bus privileges, detention, parental contact, warning
Class Cutting	Admin. Regulation	Suspension, detention, parental contact, internal restriction
Tardy	Admin. Regulation	Internal restriction, detention, parental contact, warning
Conduct Endangering Safety, Morals or Welfare of Self or Others	Admin. Regulation BOE Policy #5300	Family Court, police involvement, Superintendent Hearing, suspension, internal restriction, detention, parent contact, warning, probation
Disruptive Action	Admin. Regulation	Suspension, internal restriction, detention, parental contact, warning, probation
Dress - Inappropriate	Commissioner's Decisions	Suspension, removal from class, parental contact, warning
Discrimination and/or Slurs Based on Race, Religion, Color, Sex, Sexual Orientation, National Origin, Age, Marital Status, Disability, Genetic Status, HIV or Hepatitis Carrier Status	BOE Policies #5010 or #5020.1	Superintendent Hearing, suspension, internal restriction, detention, parental contact, probation
Electronic Devices	Admin. Regulation	Suspension, internal restriction, detention, parental contact, warning
Field Trips - Misconduct	Admin. Regulation	Suspension, detention, loss of trip privileges, parental contact, warning
Fighting	Admin. Regulation BOE Policy #5300	Superintendent Hearing, automatic suspension, internal restriction, probation, parental contact

V BOARD OF EDUCATION POLICIES (continued)

- is obscene or libelous, contains objectionable message, graphic, or language, including insults, whether directed to themselves or others;
- advocates prejudice toward race, color, religion, national origin, disability or any group;
- is sexually harassing;
- displays or advocates the use of alcohol, tobacco, or controlled substances, or
- displays known gang colors or identification.

Certain categories of clothing have been held to be impermissible by the Commissioner of Education on the basis of factors other than appropriateness of style, fashion or taste. These categories are those constituting:

1. Health and safety to the wearer and others (e.g., long-haired sweaters worn near open flames and heating elements, or loose parts of clothing worn near machinery).
2. Possibility of damage to school property (e.g., metal cleats on shoes, long chains or straps, or clothing containing hardware which may scratch or gouge furniture).
3. Indecency.
4. Distraction so as to interfere with the learning and teaching process (e.g., noise producing adornment or appearance or clothing so bizarre or revealing to be distracting to other students).

Students will be asked to change their appearance to conform to these regulations. A student may be barred from regular classroom attendance until the matter has been resolved.

Classroom teachers have an educational obligation to encourage neat, clean, appropriate dress. Students may be prohibited from wearing hats or sunglasses in the classroom. Students shall be asked to wear appropriate protective gear in certain classes (i.e., Family and Consumer Science, Technology Education, Science, Art, P.E.). Students also may be excluded from field trips and extracurricular activities and programs due to inappropriate dress or appearance as determined by school administrators.

School Regulation

All students are expected to dress in a safe, appropriate manner that does not disrupt or interfere with the educational process as determined by teachers and administration. Students not dressed appropriately will be asked to modify their appearance by covering the offending item or replacing it with an acceptable item. Students may be asked to return home for a change of clothing or have parent/guardian bring alternative clothing to school. A student may be barred from regular class attendance until the matter is resolved. Continued violation of the student dress code will result in more serious disciplinary action as deemed appropriate by administration.

Visitors are expected to abide by the school dress code; those who do not may be asked to leave the premises.

- Examples of prohibited articles of clothing include (but are not limited to) items that promote alcohol or drugs, jewelry, that contains comments or illustrations that are sexual in nature, obscene or pornographic; e.g., Johnson, Coed Naked, Hooters shirts, Cocks hats. Clothing that contains messages, suggestive or otherwise, or illustrations depicting violence, hate and denigration of a particular race, ethnic or religious group are prohibited.

V BOARD OF EDUCATION POLICIES (continued)

K. Student Use Of Technology and Networks (continued)

4. Students should never give out personal identifying information or arrange a face to face meeting with the Internet user without parental permission or respond to E-mail messages that are threatening or obscene and should seek the supervising adult if any inappropriate messages are received.
5. Students may engage in electronic searches if supervised by a responsible adult. Use of on-line services should be preceded by a search plan defining the problem or study and reflecting efforts to use other available sources.
6. All materials over the Internet should be assumed to be copyrighted for citation purposes.

Prohibited Activities

Prohibited use of the computers and computer services includes:

- Subscriptions to listservs using school accounts without authorization.
- Hosting of usernet groups and listservs without authorization.
- Lending or selling of software copies without express written permission from the copyright holder with the exception of shareware or public domain software.
- Unauthorized downloading of information onto district owned hard drives.
- Unauthorized attempts to access passwords of others, to access the systems programs and/or computer equipment of the district or others, to harass others by E-mail and other such actions.
- Any malicious attempt to destroy material of another user including the up loading or creation of computer viruses.
- Unauthorized copying of software.
- Revealing student account numbers to other students.
- Harassment of others by E-mail or any other means.

Consequences of Inappropriate Use of District Hardware and/or Software

Failure to comply with any of the rules about use of technology and networks will result in disciplinary action including but not limited to loss of school privileges including computer privileges, detention, suspension from school and where warranted other civil or criminal proceedings.

L. Guiding Principles for Student Dress

The Board of Education agrees strongly with the State Commissioner of Education that school boards of education have the power and obligation to make reasonable rules concerning the dress and appearance of children while in school. The Board believes that among its educational responsibilities is included that of guiding pupils in the matter of appropriate dress and appearance. Defiance of rules regarding dress, or of other reasonable rules, is detrimental to the overall discipline of the school, to the morale of the student body and faculty, and to the educational process in general.

Student Dress Code, Board of Education Policy 5311.5

While the Board of Education does not establish a specific dress code, students will be expected to maintain dress and appearance which is appropriate for school in this community. Students are required to attend school in appropriate dress that meets health and safety standards and does not interfere with their or other's education.

The use of any attire bearing an expression (phrase, word or words) or insignia (picture, symbol, patch or pin) which can be interpreted to be in any of the following categories is forbidden:

V BOARD OF EDUCATION POLICIES (continued)

Harassment	BOE Policies #5010 and #5020.1	Superintendent Hearing, suspension, internal restriction, detention, parental contact, warning, probation
Homework - Failure to Complete	BOE Policy #4730	Grade reduction, detention, deny privileges, parental contact, warning
Inappropriate Language	Admin. Regulation	Superintendent Hearing, suspension, internal restriction, detention, parental contact, warning, probation
Insubordination	Admin. Regulation	Superintendent Hearing, suspension, internal restriction, detention, parental contact, warning, probation
Misuse of Technology	BOE Policy #5300	Superintendent Hearing, police involvement, suspension, loss of use of technology, detention, warning, probation
Privileged Activities - Violations	BOE Policy #5210.1 Admin. Regulation	Suspension, internal restriction, detention, parental contact, warning, verbal explanation, loss of future privileged activities
Public Display of Affection	Admin. Regulation	Internal restriction, detention, parental contact, warning
Sexual Harassment	BOE Policy #5020.1	Superintendent Hearing, suspension, internal restriction, detention, parental contact, warning, probation
Smoking/Tobacco Products	BOE Policy #5312.3	Superintendent Hearing, suspension, probation
Substance Abuse: Under the Influence of, Use, Sale, Possession	BOE Policy #5312.1	Superintendent Hearing, police involvement, suspension
Theft	Admin. Regulation	Police involvement, restitution, suspension, Superintendent Hearing, parental contact, probation
Vandalism	Admin. Regulation	Restitution, police involvement, suspension, internal restriction, detention, parental contact
Weapons	BOE Policy #5312.2	Police involvement, Superintendent Hearing, suspension

NOTE:

EVEN WHERE SUSPENSION IS NOT LISTED, A SINGLE FLAGRANT VIOLATION OR CONTINUED VIOLATION CAN RESULT IN IMMEDIATE SUSPENSION OR REFERRAL TO POLICE, FAMILY COURT, OR THE SUPERINTENDENT. A SUPERINTENDENT HEARING MAY RESULT IN A LONG-TERM SUSPENSION OR EXPULSION.

B.-1 Mid-Morning and After School Detention

Students may be required to attend mid-morning and/or after school detention for failure to meet school rules. Students who fail to meet a detention assignment will be considered insubordinate.

C. Smoking and Tobacco Products, Board of Education Policy #5312.3

The Board of Education recognizing health hazards associated with smoking prohibits possession of tobacco products, smoking, or any other use of other tobacco products on school premises and school sponsored activities.

For the purpose of this policy, school premises shall mean any building, structure and surrounding grounds contained within the District's legally defined property boundaries, and vehicles used to transport children or school personnel.

First Violation	Second Violation (same school year)
1. 3-day external suspension;	1. 5-day external suspension;
2. Reinstatement conference with student, parent(s), and student assistance counselor, principal, and guidance counselor	2. Reinstatement conference with student, parent(s), building principal/hall principal, guidance counselor, and student assistance counselor or counselor
3. Recommend one-hour instruction session, with student assistance counselor to discuss the harmful effects of using tobacco; and	3. Probation-conditions set by building principal; and
4. Recommend counseling sessions with student assistance counselor	4. Recommend weekly counseling sessions with student assistance counselor or counselor

Third Violation (same school year) **OR Violation of Probation Conditions**

Disciplinary hearing before the Superintendent

THERE WILL BE NO SMOKING ALLOWED IN THE BUILDING OR ON THE GROUNDS AT EVENING OR WEEKEND ACTIVITIES.

D. Student Parking

Driving to school is a senior privilege and those students with fewer than twenty tardies in the junior year will be eligible for a permit.

1. Student parking will be allowed in the student parking lot by permit only. Cars without permits or student cars parked in the visitors', staff, Junior High, or Blue Creek will be towed away at the owner's expense.
2. To register a vehicle, the car must be registered either in the name of the student or another member of the family. A student must also have a valid driver's license. The transference of permits from one student to another is not allowed.
3. Students should notify the Taft Hall Office immediately if their parking permits are no longer needed.
4. If a student's parking permit is suspended he/she must not park on streets adjacent to school property. Parking permits will not be renewed for students who violate this rule.

Should the offending individual be a school employee, appropriate disciplinary measures will be applied.

Procedure for Filing Complaints Related to Sexual Harassment

Students may bring any concerns about sexual harassment to school psychologists and counselors who are prepared to advise the student about the procedures to follow and to provide counseling and support.

Sexual harassment complaints can be handled informally as an option. However, any student can use the formal hearing process at any time.

A student who believes that he or she has been subjected to sexual harassment or has observed an incident of sexual harassment should report the incident to the Principal. A counselor or other resource person can accompany the student making the complaint during the process. If the student is uncomfortable making the informal complaint to the Principal, she or he may make a formal complaint to the Title IX Officer. All complaints are taken very seriously and all statements and conversations rendered during the (Level I) informal complaint procedure will be handled confidentially to the fullest extent permitted by law with only those persons who have a need to know being informed of the conversation. Student complainants will be told that their parents or guardians will be notified and invited to attend all interviews related to the complaints.

An informal meeting will be held between the student complainant and the Principal or a school district administrator of the same sex if the student prefers. The purpose will be to discuss the allegations and what redress the student complainant would want. Parents or guardians of the student complainant and of the alleged harasser will be notified of their right to attend the meeting(s) with their child.

The complaint will then be discussed with the alleged harasser in an attempt to resolve the problem. Should the alleged harasser acknowledge the inappropriate behavior, written assurances that such conduct will stop will be obtained. Other appropriate corrective/disciplinary action may also be taken. Should the student (or his or her parents or guardian) be dissatisfied with attempts to resolve the complaint at Level I, a Level II (formal) written complaint may be filed with the District Title IX Compliance Officer.

J. District Homework Policy

Homework is an important part of the educational program contributing to the educational development of each student in the classroom. It gives pupils an opportunity to apply the skills learned in class, develops the habit of effectively organizing the use of time, provides an opportunity to find practical applications of knowledge learned in school, and **assists in preparation** for further learning. It is, therefore, expected that appropriate homework will be assigned to North Colonie students as set forth in the administrative regulations developed under the direction of the Superintendent of Schools.

K. Student Use Of Technology and Networks, Board of Education Policy #5300

1. Student use of school computers is for school related and curriculum use only. Foreign or home software is permitted on school computers only with the express permission of a computer room aide, teacher or librarian. The district reserves the right to review the contents of disks and E-mail of any users.
2. Network etiquette, consistent with expected school behavior should be observed, e.g. no abusive language, inappropriate behavior or illegal activities.
3. Students may not misrepresent themselves or North Colonie Central Schools. Real time conference uses must be approved and supervised by an adult.

V BOARD OF EDUCATION POLICIES (continued)

The court in Goss also stated that those students whose presence poses a danger to person or property may be immediately removed from the school.

I. Prohibition of Sexual Harassment, Board of Education Policy #5020.1

Sexual harassment is a violation of the law and stands in direct opposition to District policy. The Board, therefore, prohibits all forms of sexual harassment by employees and students on school district premises or during school district-related activities.

Sexual harassment is any unwanted or unwelcome verbal, non-verbal or physical sexual advance, sexually explicit derogatory statements or sexually discriminatory remarks made to or about a person by another person in the school district which a reasonable person would find to meet any of the following conditions:

- is offensive or objectionable to the person who is the object of the advance, statement or remark,
- causes that person discomfort or humiliation or interferes with his/her academic or professional performance, or
- creates a hostile educational or employment environment.

Sexual harassment can be initiated by persons of either sex, by peers as well as by supervisors, and can be directed towards a person of either the opposite or the same sex.

The confidentiality of the reporting party will be observed provided it does not interfere with the institution's ability to investigate or take corrective action or the due process rights of the accused.

Any student who believes that he/she has been subjected to sexual harassment or who believes that sexual harassment has occurred shall be encouraged to report all incidents of such conduct to the Hall or Building Principal. In the event that the district complaint officer is the offender, the complainant shall report his/her complaint to the next level of supervisory authority.

Upon receipt of a formal complaint (Level II), the District will conduct a thorough investigation of the charges. If the District has knowledge of or has reason to know of any incidents or allegations of sexual harassment, however, the District is obligated, even in the absence of a complaint, to investigate such conduct promptly and thoroughly.

The Board prohibits any retaliatory behavior directed against complainant, accused and/or witnesses.

If, through investigation, a charge of sexual harassment is determined to be false or fabricated, it will be treated as a serious offense. Charges may be brought against the person who has made the false or fabricated accusation.

If the District's investigation concludes that harassment has occurred, immediate corrective action will be taken. Although the first goals shall be to stop the offending behavior and educate the harasser, depending upon the severity of the charges, the administrator will impose appropriate sanctions in a manner consistent with the North Colonie discipline code.

Should the offending individual be a student, appropriate disciplinary measures will be applied, up to and including suspension, subject to the provisions of Section 3214 of the Education Law. Students with disabilities are not exempt from discipline if they have engaged in sexual harassment. If the sanctions would potentially involve a suspension of more than 5 days, the Superintendent will recommend a student disciplinary hearing to determine the findings of guilt and the recommended punishment.

BOARD OF EDUCATION POLICIES (continued)

Student Parking Regulations

5. Students must be in the parking lot by 7:25 A.M. Twenty (20) unexcused tardies to school will lead to the revocation of a student's parking permit.
6. Students must proceed directly to and from their automobiles. No loitering is allowed in the student parking lot.
7. All traffic rules must be obeyed, including, but not limited to, the posted speed on all school roadways.
8. No student's automobile may be moved from the lot before the official close of school unless the student has an early dismissal, early release or has been given written permission from a hall principal or the Building Principal. Students who violate this rule will lose their parking permit.
9. Violation of any of the parking rules will lead to the immediate suspension of the student's parking permit. The suspension of a parking permit may be appealed within three days, after the rules violation, in writing to the Hall Principal. If a permit is suspended or revoked, there will be NO REFUND of parking fees.

E. Privileged Activities

The Board of Education recognizes that students in the North Colonie Central Schools shall, as a natural outgrowth of their education and training, have the right to express their opinions and ideas orally and in writing. They should be encouraged to take stands and support policies and programs both publicly and privately.

These actions, on the part of our students, shall be known as privileged activities and shall not be denied solely because they may include unpopular viewpoints.

Privileged activities shall be those forms of personal expression which do not include obscenity, disruptive activities which deny the rights of others, false statements about persons or groups and the advocating of the violation of the law or official school regulations.

F. Pledge to the Flag

The pledge to the flag will be conducted during homeroom. Students have four options for participation as defined by law. The four options are:

1. A student may stand and pledge.
2. A student may stand and be silent.
3. A student may leave the room.
4. A student may remain seated and be silent.

Note: Students are expected to remove hats, stop walking in the hallways, and remain silent during the pledge.

Under no circumstances shall the option selected interfere with the right of others to pledge the flag.

V BOARD OF EDUCATION POLICIES (continued)

G. Students - Drugs and Alcohol, Board of Education Policy #5312.1

1. (Shaker High School is designated as a Drug Free Zone.) The possession of controlled substances, derivatives, or prescription drugs on school premises by a student with intent to sell or distribute shall subject the offender to immediate suspension from school pending a Superintendent's hearing which could result in a long-term suspension. (Medication prescribed by the student's physician must be kept in the nurse's office except that students who are asthmatic or have allergic reactions may self-administer medication so long as Board policy conditions are satisfied.)
 2. If a student who is found to be under the influence of or in possession of controlled substances, imitation controlled substances, marijuana or its derivatives, drug paraphernalia, alcohol or prescription drugs (except when taken as directed by a physician), will be suspended immediately for a five day period. Counseling with the student assistance counselor will be recommended. Reinstatement conference with the student and parent(s)/guardian(s) will be held.
 3. Subsequent offenses for use, under the influence of, or possession of controlled substances, imitation controlled substances, alcoholic beverages, prescription drugs (except when taken as directed by a physician), marijuana or its derivatives, by a student on school premises shall subject the offender to immediate suspension from school, pending a disciplinary hearing before the Superintendent which could result in a longterm suspension.
 4. Possession with intent to sell or distribute. The possession of controlled substances, imitation controlled substances, alcoholic beverages, marijuana or its derivatives, or prescription drugs on school premises by a student with intent to sell or distribute shall subject the offender to immediate suspension from school pending a Superintendent's hearing which could result in a long-term suspension.
 5. The police will be contacted in all drug related cases.
- - Definition of controlled substances, or imitation controlled substances - (See Sec. 200.00 NYS Penal Law). Any narcotic drug or prescription drug, depressant or stimulant drug or hallucinogenic drug.

H. Students - Possession, Use or Threatened Use of Weapons, Board of Education Policy #5312.2

No person shall bring, possess or use a weapon on school premises, any rifle, shotgun, pistol, revolver, other firearm, knife, dangerous or defensive chemical sprays, explosive or any object which is not necessary for school activities and which could be used as a weapon. A weapon is defined as any instrument capable of inflicting bodily harm or which might be used or threatened to be used to cause physical injury in offensive or defensive conduct against another person.

V BOARD OF EDUCATION POLICIES (continued)

Possession of Weapons

Firearms

No student shall bring or possess a firearm on any portion of the premises of a school owned or controlled by this school district. A firearm is defined, consistent with Section 921 of Title 18 of the United States Code, as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of such weapon; any firearm muffler or silencer; or any destructive device.

The first offense for bringing or possessing a firearm on school property shall subject the offender to immediate suspension from school, pending a disciplinary hearing before the Superintendent, which may result in a long term suspension from school.

The Superintendent shall refer any student under the age of 16, who has been determined to have brought or possessed a firearm on school property to the Colonie police and Family Court; students over the age of 16 will be referred to the Colonie police.

Other Weapons

The first offense for bringing or possessing any weapon other than a firearm on the person of a student or on the premises of a school but not on the person shall subject the offender to a minimum of an immediate suspension from school for a five day period for grades 7-12 and two to five days for grades K-6. The Superintendent of Schools will determine whether the student will receive long-term suspension. Reinstatement will occur only after a reinstatement conference with the student and parent(s)/guardian(s) is held. The Family Court or Colonie police will be notified if appropriate, so that criminal proceedings may be instituted. Subsequent offenses for bringing or possessing a weapon shall subject the offender to immediate suspension from school, pending a disciplinary hearing before the Superintendent, which could result in a long-term suspension. The Colonie police will be notified so that criminal proceedings, if appropriate, may be instituted.

Use of Any Weapons

The use or threat of use of any weapon other than a firearm shall subject the offender to immediate suspension from school, pending a disciplinary hearing before the Superintendent which could result in a long-term suspension. The Colonie Police will be notified, so that criminal proceedings, if appropriate, may be instituted.

Students with disabilities can be suspended consistent with the provisions of the Individuals with Disabilities Education Act and Article 89 of the Education Law. (Reference: Board of Education Policy # 5312.2)

Due Process

Due process requires that the student be given oral or written notice of the charges against him/her and, if he/she denies them, an explanation of the evidence the authorities have and an opportunity to present his/her side of the story. There need not be a delay between the time notice is given and the time of the hearing. The school administrator may informally discuss the alleged misconduct with the student minutes after it has occurred. In being given an opportunity to explain his/her version of the facts at this discussion, the student must first be told what he/she is accused of doing and the basis of the accusation. (Goss vs. Lopez, 419 U.S. 565, 1975)