

SHAKER JUNIOR HIGH SCHOOL

Latham, New York

2007 – 2008 School Year

Dear Shaker Junior High Student:

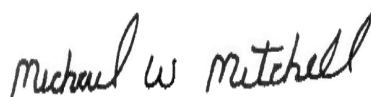
Welcome back to those of you who are returning to Shaker Junior High School and an especially warm welcome to those students who are entering the junior high for the first time.

We hope this handbook will be helpful to you. Be sure to read it through completely for it explains many of the things you should know about our school. In addition, it will give you guidelines to follow and will describe the expectations we hold for all of our students. Not every rule is mentioned here, but we have tried to include the major areas of responsibility. We want each student to learn self-discipline; we know this is possible through good judgment and sound decision-making.

Because we want each of you to succeed, we will do all that we can to make the 2007-2008 school year positive and enriching. We are certain that each of you will make every effort to be a positive, responsible member of the student body. If you work hard, follow rules, get involved in school activities and think before you act, the year should be a success.

Best wishes for the school year.

Dr. Russell B. Moore, Building Principal

A handwritten signature in black ink that reads "Michael W. Mitchell". The signature is written in a cursive style with a large, sweeping initial 'M'.

Mr. Michael Mitchell, Calhoun/Clay Hall Principal

Ms. Dawn Savery, Houston/Norris Hall Principal

Dear Parents:

It is always important for students and parents to be well informed about our programs, policies and expectations. To assist with this, we ask students and parents to read the **Shaker Junior High School Student Handbook** to become familiar with school and District policies and other key information relative to student life. While teachers review parts of the handbook with students, we feel that the contents serve as a basis for answering many questions parents may have in understanding our expectations.

We ask that you discuss the contents of this handbook with your child, particularly the section on student responsibilities, and keep it for further references. Also, your familiarity with the contents can be a helpful reference in discussions that you may have during the year with teachers and administrators. We ask you also to please complete the form below and return it to your child's homeroom teacher indicating that it has been reviewed.

Thank you in advance for working with your school to provide the best possible educational program for your child(ren).

Sincerely,

Russell B. Moore, Ph.D.
Principal

.....

I have reviewed and discussed the contents of this handbook with my child.

Child's Name

Parent/Guardian

Hall

Grade

Homeroom

Date

STUDENT HANDBOOK - SHAKER JUNIOR HIGH

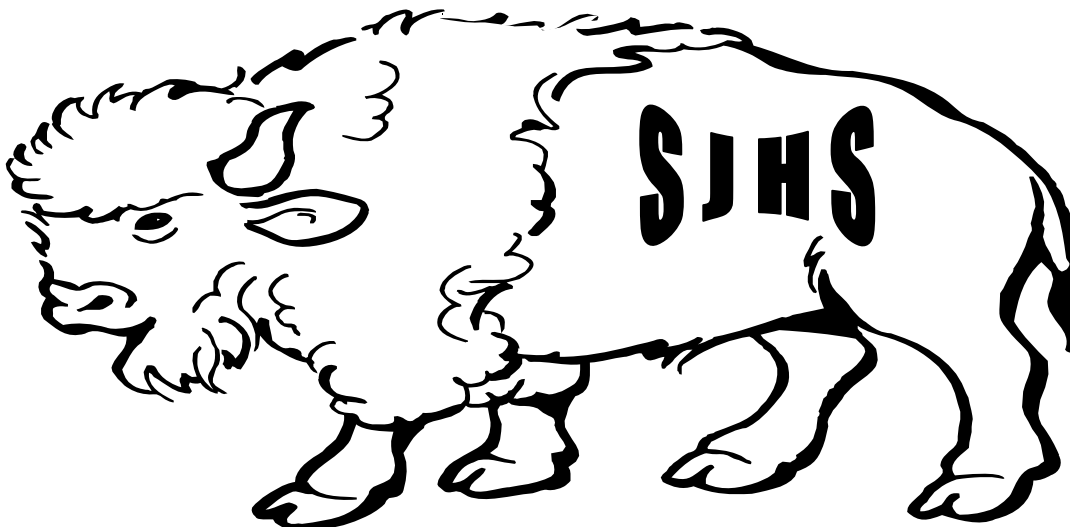
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Each student at Shaker Junior High School is assigned to one of four “halls” or little schools - Calhoun, Clay, Houston or Norris. Each hall functions as a school in itself with its own faculty, classrooms, services, secretary and administrator.

Each hall has a hall principal who is responsible for the daily administrative tasks of your hall. The hall principal will be happy to assist you in any way he or she can. One of the hall principal’s main tasks is to follow through on instances of misbehavior. If you have problems in one of your classes, you may be referred to the hall principal. The principal will work with a student to modify existing conditions as needed and help resolve the situation.

Another very important person whom you will meet is your guidance counselor. The counselor will help you plan your school career but more importantly, is always available to discuss problems or concerns you may have.

THE SCHOOL DAY

Students enter the dining room as they are dropped off from their buses. When the first bell rings at **7:30 a.m.**, students report to their scheduled homerooms. Students are to be in their homeroom promptly at **7:34 a.m.** If it is necessary for a student to go to a different office before homeroom, for example their hall office, the student must **first** check in with their homeroom teacher and be marked ‘present’ before leaving their homeroom.

Classes begin at 7:45 a.m. and end at 2:17 p.m. Each day at Shaker Junior High School begins with the salute to our flag and a short period of silence followed by morning announcements. The school day consists of nine 40-minute periods. The time schedule follows:

Homeroom	7:34	-	7:41	AM
Period 1	7:45	-	8:25	AM
Period 2	8:29	-	9:09	AM
Period 3	9:13	-	9:53	AM
Period 4	9:57	-	10:37	AM
Period 5	10:41	-	11:21	AM
Period 6	11:25	-	12:05	PM
Period 7	12:09	-	12:49	PM
Period 8	12:53	-	1:33	PM
Period 9	1:37	-	2:17	PM

Student lunch times are during periods 5, 6 and 7.

Note that there is a four-minute time difference between the end of one period and the beginning of the next. This is the passing time from one class to the next. To save time, have all needed books with you so that you do not have to return to your locker between each class. Four minutes is not a long period of time, but it is sufficient if you are organized. **Students who are not in their assigned classroom by the second bell will be given a warning.** Continued tardiness will then call for disciplinary action.

Students should not be in the school building before 6:50 a.m. or after 2:17 p.m. unless supervised by a teacher. Please note carefully: **Students are not to arrive early at school and then leave the school grounds. Students are not to stay after school without a reason and then plan to ride a late bus home.** Students who violate these rules will face disciplinary action.

PHONE CALLS

Minimize phone calls to deliver messages. This reduces class interruptions and the time/effort expended by staff to find students. Students, if you call to request a forgotten item, tell your parent/guardian to deliver the item to the main office, and to tell the main office you know the item is being brought in. (That way we won't have to interrupt a class to tell you something is in the main office for you.) You may check for the item between classes. If you make a phone call from school, **be sure and leave a message** for your parent/guardian; otherwise they may worry that a call was received from school, and think it may be an emergency.

SUBJECTS

In grades 7 and 8 you are part of a "block" of approximately 110-120 students. English, social studies, math, science and foreign language are each taught by different teachers and meet daily for the entire year.

In addition, exploratory courses in the field of art, home & career skills and technology education are studied at ten, fifteen or twenty-week intervals by all 7th and 8th graders:

- French, German, Russian and Spanish are offered on a semester basis in grade 7, and a full year of either conversational or high school Regents level language is mandated for qualified 8th graders.
- Physical education is offered on an every-other-day basis for 7th and 8th graders, coupled with health or music on the opposite day for one semester each.
- Band, chorus and orchestra are also available if you are interested in being part of a performing group.
- For students who need extra help in the basic skills of reading, writing and mathematics, remedial instruction is provided for the student in the daily schedule. These programs are not taught on a pullout basis. Students enrolled in remedial programs will not have time available to participate in performing groups.

BAND, CHORUS, ORCHESTRA

Band, chorus and orchestra are popular activities that attract several hundred students each year. Rehearsals for band, chorus and orchestra are held during **period 4 for 7th graders** and **period 2 for 8th graders**. Groups perform at assemblies, evening concerts and other venues. Students are encouraged to join one or more of these organizations.

ACADEMIC INTEGRITY

Violations of these expectations can result in lowering of conduct/achievement grade.

A. Eight Cardinal Rules of Academic Integrity

1. **BE RESPONSIBLE.** Do not let other students in your class diminish the value of your achievement by taking unfair advantage. Report any academic dishonesty you see.
2. **ACKNOWLEDGE YOUR SOURCES.** When writing a paper, whenever you use words or ideas that are not your own, use quotation marks where appropriate and cite your source in a footnote. Back it up at the end with a list of sources consulted or cited.
3. **PROTECT YOUR WORK.** In examinations, do not allow your neighbors to see what you have written. You are the only one who should receive credit for what you know.

Eight Cardinal Rules of Academic Integrity: (continued)

4. **AVOID SUSPICION.** Do not put yourself in a position where you can be suspected of having copied another person's work, or of having used unauthorized notes in an exam. Even the appearance of dishonesty may undermine your teacher's confidence in your work.
5. **AVOID SUSPICION.** Do not put yourself in a position where you can be suspected of having copied another person's work, or of having used unauthorized notes in an examination. Even the appearance of dishonesty may undermine your teacher's confidence in your work.
6. **DO YOUR OWN WORK.** The purpose of assignments is to develop your skills and measure your progress. Letting someone else do your work defeats the purpose of your education, and may lead to serious charges against you.
7. **NEVER FALSIFY A RECORD** or permit another person to do so. Falsifying records may be a criminal act.
8. **NEVER FABRICATE** data, citations, or experimental results. Many professional careers have ended in disgrace, even years after the fabrication first took place.
9. **DON'T DESTROY TRUST.** Tell the truth when discussing your work with your instructor.

B. Violations of Academic Integrity

1. **CHEATING:** (a) using unauthorized notes, study aids, or information on an examination; (b) altering a graded work after it has been returned, then submitting the work for re-grading (assuming that such revision has not been authorized by the teacher); (c) allowing another person to do one's work and submitting that work under one's own name; (d) submitting identical or similar papers for credit in more than one course without prior permission from the course instructors.
2. **PLAGIARISM:** (a) submitting material that in part or whole is not entirely one's own work without attributing those same portions to their correct source.
3. **FABRICATION:** (a) falsifying or inventing any information, data or citation; (b) presenting data that were not gathered in accordance with standard guidelines defining the appropriate methods for collecting or generating data, and failing to include an accurate account of the method by which the data were gathered or collected.
4. **OBTAINING AN UNFAIR ADVANTAGE:** (a) stealing, reproducing, circulating or otherwise gaining access to examination materials prior to the time authorized by the teacher; (b) unauthorized collaborating on an academic assignment; (c) retaining, possessing, using or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the teacher at the conclusion of the examination; (d) otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.
5. **AIDING AND ABETTING ACADEMIC DISHONESTY:** (a) providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above; (b) providing false information in connection with any inquiry regarding academic integrity.

ACTIVITIES AND INTERSCHOLASTICS

There are a wide variety of activities offered at Shaker Junior High School. Extra-curricular activities include all athletic teams (junior and senior high school level) dances, clubs, field trips, assemblies, inter-hall competitions, and any other event offered outside of the normal school program.

Activities and Interscholastics: (continued)

While we believe that all students need to be offered both academic enrichment and social activities for a well-rounded junior high school experience, participation in these events is not to be taken for granted.

Note that participation in any extra-curricular activity is a student privilege, not a right. An individual's academic performance and behavior will always be taken into consideration for participation in an extra-curricular activity.

Administrators and teachers will work together in considering a student's non-participation in a specific program or event. In particular, students can lose the privilege of participating in activities due to behavior. Students will be made aware of possible non-participation in advance of an event. **(See Behavior Incentives Program, page 18.)**

Privileges will be lost for continued discipline problems or for a problem that arises during an extra-curricular activity. Building administrators will determine the privilege of attending succeeding activities. We at the junior high feel positive citizenship and acceptable academic performance are the responsibilities of the individual student. Academic performance and consistent self-discipline on the part of each student is the first priority of the junior high school.

School Attendance/Extracurricular Involvement

Our position has always been that the primary mission of our school is to provide a thorough, comprehensive education to our students. Other activities, such as clubs, athletic teams, school events, etc., are extra and available to students only if they meet our primary goal of receiving an education. Students must be in attendance at school for at least three hours during a school day to participate in any events or activities after school or the evening of that day. The three-hour time period could be any time during the day. That is, it could be early in the morning or afternoon, or a combination of the two. Students must be meeting the primary objective of our school in order to participate in extra school events and activities. There will be some exceptions to this rule. Often there are family or emergency events that require a student being absent from school for the entire day, such as religious observance, a funeral or other necessary family activity. These events, for the most part, can be planned ahead of time. If we know of a student's absence (due to family or emergency events) at least the day prior to the absence, and the student has received approval from his/her hall principal, then the student will be allowed to take part in after school and/or evening events the day that he/she is absent from school and does not meet the three hour requirement. Please plan ahead for any such eventualities.

Training Rules for Athletes (Please read very carefully):

Athletics are considered as extra-curricular activities; therefore, they follow the same guidelines. **Rules #4 and #5, which students tend to forget, are especially noteworthy for junior high athletes.** There are specific training rules in effect, by which students should abide if they wish to take part in athletics. The behaviors that could result in being dropped from a team are:

1. Smoking and/or use of smokeless tobacco.
2. Possession, use of, or being under the influence of alcoholic beverages or drugs.
3. Possession of unauthorized/stolen equipment.
4. Conduct - any behavior which reflects unfavorably on the school, the team, the coach, or the students, and/or which results in school suspension, criminal penalty or indictment.
5. Poor academic performance - it should be noted that poor academic performance could result in a student being dropped from an athletic team. Coaches, teachers, and administrators work together to monitor the behavior and academic performance of athletes to assure rules are being followed.

Training Rules for Athletes: (continued)

6. Accumulation of at least 20 points as defined under our Behavior Incentive Program on page 17.

Penalties for violation of the training rules range from being suspended from a team for a period of time, to being dropped from a team for the remainder of the season, to being suspended from athletics entirely for a period of time.

Student athletes who are suspected of having violated a training rule will be given the opportunity to meet with the coach, principal, and athletic director to discuss the infraction.

Activities

Clubs and other activities will be offered on a voluntary basis after school. Students may be informed of the activities available, meeting dates and times via morning announcements during homeroom, class announcements or on the informational bulletin board outside the health office. As with all extra-curricular activities, student participation is contingent upon academic achievement and/or behavior.

Field Trips and Assemblies

We have many field trips that take place during the course of the school year. Most field trips are free for students but some specific sites, such as a museum, art gallery, or privately owned building, require a fee. The students pay for the fee. A problem sometimes arises when a student has paid for a field trip and then, for any of a variety of reasons, he/she cannot attend. If we have already paid the entrance charges for the trip, we cannot refund the money because the site being visited that charges the fee will not refund the money to us. This is particularly true for students whose **behavior** precludes them from participating in a field trip. (It is expected that such students will attend school.) Regardless of the reason a student cannot attend a field trip, receiving a refund is doubtful. Refunds will be given to students for a cancelled field trip **ONLY** if the school receives a refund. This is true regardless of the reason for canceling a trip.

These events are scheduled periodically by teachers to enhance the curriculum. Students not attending the field trip will not be penalized academically. Providing it is fiscally possible, our goal is to provide each student with at least one enrichment experience during the school year. Students may be excluded from field trips and/or assemblies due to behavior.

Inter-Hall Competition

Various events such as the Quiz Bowl, or measuring criteria such as meeting an attendance goal, may be used throughout the school year for a hall to earn points. This competition, which culminates in early June with our annual inter-hall track meet, provides a fair amount of friendly competition among our halls. The winning hall is awarded a special event, which varies from year to year.

Dances

Dances for junior high students are held several times throughout the school year for Shaker Junior High students only. The Shaker Junior High School Council, Builder's Club, PTA, or other organizations interested in providing a social activity for our students sponsor these dances. The dances will be held only on nights prior to non-attendance days for students and will run from 7:00 p.m. to 9:00 p.m. Students should note the ending time of the dances and be sure to have transportation available as close to 9:00 p.m. as possible. The only exception is the 8th Grade End-Of-Year Dance. If it is held, it will be scheduled for June, and the beginning and end times announced closer to the actual event. All of the dances are for **Shaker Junior High School students only**. We cannot allow students who do not attend SJHS to attend our dances.

Dances: (continued)

Because of fire regulations and space restrictions, not all students who wish to attend a dance may be admitted. Students will be informed when and where tickets go on sale. Tickets are sold on a 'first come, first serve' basis. Each student may purchase one ticket.

When a student purchases a ticket, his/her name is recorded along with the ticket number. Upon entering the dance the student and ticket number will be checked. (No student will be admitted to a dance on a ticket not purchased by that student.) If for some reason a student cannot use a purchased ticket, the ticket should be returned to the selling organization, a refund will be given and the ticket will be offered to the next student on the closeout list. **Tickets may not be sold or given to other students.**

This system has been developed to provide fairness to the students of the junior high school and will be rigorously followed. Students who are found to violate the rules will lose the opportunity to attend subsequent dances.

As with all activities, attendance at any dance, including the 8th Grade Dance, is a privilege. Students with inappropriate behavior in school will have this privilege revoked.

STUDENT COUNCIL

Each hall is responsible for electing homeroom representatives and class officers. Students who serve on Student Council will be responsible for planning and organizing school-wide social and educational activities and may be asked to assist the administration in developing and implementing school policies. If you have an interest in school government activities, plan on getting involved in your hall's Student Council.

Criteria for Candidates to Student Council

There are certain qualifications needed for a student to be considered as a candidate for Student Council.

- Students must have received effort and conduct grades of E or G, and an A or B (if the A, B scale is used) in **all** subjects the previous year. This information was forwarded to all elementary principals for publication to grade 6 students. Please reference the last report card you received before completing and submitting a petition. Advisors will still verify your eligibility once your petition has been submitted.
- All officers must be willing to come in before school, stay after school, and work during activities to carry out the job to which they are elected.
- All officers must be willing to organize grade level, hall and school activities.
- The vice-president must be ready to work with the president on all designated activities.

Elections are held in the beginning of the school year, at which time more detailed information will be publicized. At that time, petitions will be available in your hall office. Officers or representatives may be removed from office for academic reasons or for misbehavior that is not consistent with the standards of the Student Council. Officers and representatives must serve as role model citizens; continual misbehaviors of a minor nature or a single more serious incident may result in a student forfeiting his/her position.

ATTENDANCE

Parents/guardians are asked to try to schedule appointments, vacations, etc., around the school calendar. This will interrupt your child's educational life as little as possible. If a student is ill or going to be absent from school, the parent/guardian should phone the attendance office. Otherwise the attendance secretary will contact the parent/guardian at home or work during the

Attendance: (continued)

day to check on the reason for absence. Students **must** be in attendance for at least three hours during the day to participate in extra-curricular activities, such as club meetings, field trips, athletic practices or contests, musical rehearsals, etc.

Excused Absence

An excused absence is one for unavoidable cause such as illness. On the morning following an absence, the student must bring a note from home stating the reason and number of days absent, and give the note to their homeroom teacher.

Unexcused Absence

An unexcused absence is generally one that is avoidable but with the knowledge and consent of your parent/guardian; however, the school has no authority to excuse you.

When Your Child Is Absent

Please keep in mind that every day we attempt to make contact with the parent/guardian of each child who is absent from school. We need to make sure that we know the whereabouts of all of our students. This is sometimes a difficult task. Your assistance is greatly appreciated if you call school the morning of your youngster's absence. You can let us know at that time if the absence will be for more than one day. If we do not receive a call from you, the attendance secretary will attempt to contact you. We call home first; if we receive no answer we next try to call you at work, and then on your cell. We realize that some people do not like to be called at work but we are obligated to determine where our students are. If you can, please call us with absence information.

Illegal Absences

Often classroom teachers are requested to put homework packages together for children who have been home ill for **three** days. We will gladly assist in this manner. However, we may not be able to provide specific assignments for students who are to be absent as a result of a family trip that takes place during school time. It may be possible that we can indicate topics that will be covered during the absence and provide some assignments. Students are requested to contact each teacher directly in this event. The reason for this is very simple - as a public school we are charged with enforcing the State's mandate that children attend school. Thus, we would be condoning and encouraging absence from school if we were to make a practice of providing school work for children visiting out of town during the time when school is in session. If school is indeed important, and I know that we all agree that it is, then we should make every effort to see that our children are present. Please plan family trips so that they coincide with regular school vacations. Our children will all benefit from this approach.

The hall principal will investigate habitual unexcused absences. Absence from school without the knowledge and consent of your parent/guardian is **truancy**, an infraction of school regulations and New York State Law. **The school will call the parents/guardians of every student absent.** Excessive absences of any kind are always a concern; instructional time in the classroom can never be replaced. Periodically, letters are sent to parent/guardian regarding excessive absences. Students who are absent from school on a regular basis for other than certifiable reasons will face action in Family Court. **It is in your best interest to be in school every day possible.**

Tardiness

Unless there is a legitimate reason or unforeseen circumstance, students are expected to attend school on time. This means all students must be in their homeroom by 7:34 a.m. for attendance. In the event you are tardy, you **must** report to the attendance secretary, (up the stairs by the main office) with a written excuse for being tardy. You will be issued a tardy pass. As noted

Tardiness: (continued)

on page number one, chronic tardiness will result in disciplinary action by the hall principal. The homeroom teacher and the hall principal will handle excessive homeroom tardiness.

Early Dismissal

If you are required to be excused early any reason, including medical/dental visits, personal reasons, year-end guidance appointments at the high school for 8th graders, participation in school events including athletics, etc., **you must bring a note** from your parent/guardian and present it to the attendance secretary during homeroom. The attendance secretary is in the 2nd floor center hall office. You will be given a pass. At the time of dismissal show your pass to your teacher, and bring it to the main office where your parent/guardian is expected to meet you and sign you out of the building. If you return to school before the end of the day, report to the main office for a pass to your class.

Parent/guardian, giving your child a note to excuse them is **very** important to assure your child's attendance records are accurate and to assure your child is ready to be picked up in the main office. When listing the dismissal time, please allow time for the student to leave class, stop at his/her locker, and get to the main office. If you arrive earlier than the time you stated on the note, you may wait in the main office until your student arrives.

In the event of an early dismissal due to illness, the nurse will issue the early dismissal pass. Should the parent not be able to pick up the sick student, please note that New York State Education Law mandates that **schools may only release a child to a parent or person whose name has been designated on the Emergency Procedure Card.**

Attendance Policy For Courses Earning High School Credit

The awarding of academic credit will be partly based on class attendance. Students who do not attend a minimum of 80% of the classes offered in a given subject, regardless of the reasons, will be denied academic credit. Students must attend a minimum of 60% of all classes in order to qualify for summer school or tutorial remediation of a subject in which credit is lost due to violation of Board of Education policy #5100 and #5100R.

Non-adherence to the attendance policy for courses earning high school credit can result in the loss of course credit when absences reach a certain point. What many parent/guardian and students don't realize is that students can be in attendance at **school** yet still accrue absences in specific **classes**.

Board of Education policy stipulates that students will fail to qualify for credit if their absences in a specific course total 20% or more of the classes held. Absences from a class will not 'count' if the absence is for a school-related reason. It is also completely normal for every student to miss some classes over the course of the year. While there may be very legitimate reasons for these absences, we want to be proactive and prevent the possible loss of credit in a high school level course. We want everyone to be aware of the policy; your assistance to avoid any future problems related to class absences will be very much appreciated.

HOMEWORK ASSIGNMENTS

Homework, an important part of the education program that contributes to the academic development of each student in the classroom, gives pupils an opportunity to apply the skills learned in class. Homework 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 follows in the administrative regulations:

Homework Assignments: (continued)

- Homework shall be defined as **that activity which is intended to extend beyond the time of the instruction period**, and is completed in a study hall and/or out of school.
- Teachers should assign homework with the following purpose in mind:

a. Practice and drill on work recently learned	g. Promptness
b. Review of work learned over longer periods	h. Neatness and orderliness of work
c. Research and discovery	i. Planning of time
d. Creativity	j. Development of good study skills
e. Preparation of class activities	k. Development of responsibility
f. Adherence to form	
- Assigned homework shall involve material that **must** be reviewed by the teacher. Homework assignments are expected to be collected and returned in a timely manner. Attention should be paid to quality and usefulness of assignments.
- Attention to individual differences among pupils is to be considered in making assignments. It is inappropriate to assume that all students can successfully complete the same assignment.
- The concept of homework will be introduced as early as kindergarten, with proper planning, communication and involvement of parent/guardian.
- Throughout the primary grades (K-3), assignments to be done out of school are to be gradually increased in terms of frequency and length of time required.
- In order to avoid overload situations when assigning homework, teachers should adhere to the following minimums and maximums: grades 4 through 6 - 30 to 60 minutes daily; **grades 7 and 8 - 60 to 120 minutes daily**; grades 9 through 12 - homework will be assigned in English, social studies, mathematics, science, language, and business, with a maximum of 45 minutes per class lesson. Within this guideline, other departments may assign homework where appropriate.
- It is desirable to make some homework assignments on a long-range basis to give students experience in scheduling their own time.
- **Homework assigned for a weekend will equal no more than that which would normally be considered for a night's work.**
- Homework assigned for a vacation period should be of reasonable length. Students may be expected to use time during vacation periods for review and long-range assignments.
- The principal and/or department supervisor shall monitor the implementation of the policy and regulations governing homework to insure full compliance by teachers.

Board Of Education Policy On Homework

Homework is an important part of the educational program contributing to the educational development of each student in the classroom. It gives students 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.

Policy #4730**Policy Adopted: January, 1965****Amended: June 23, 1997****HOMEWORK REGULATION**

1. *Homework shall be defined as that activity which is intended to extend beyond the time of the instructional period, and which is to be completed in the study hall or out of school.*
2. *Teachers should assign homework with the following purposes in mind:*
 - a. *Practice and drill on work recently learned*
 - b. *Review of work learned over longer periods*

Homework Regulation: (continued)

- c. *Research and discovery*
 - d. *Creativity*
 - e. *Preparation of class activities*
 - f. *Adherence to form*
 - g. *Promptness*
 - h. *Neatness and orderliness of work*
 - i. *Planning of time*
 - j. *Development of good study habits*
 - k. *Development of responsibility*
3. *Assigned homework shall involve material which ultimately will be reviewed by the teacher.*
 4. *Attention should be paid to quality and usefulness of assignments.*
 5. *Attention to individual differences among students is to be considered in making assignments.*
 6. *The concept of homework will be introduced as early as kindergarten, with proper planning, communication, and involvement of parents.*
 7. *Throughout the primary grades (K-3), assignments to be done out of school are to be gradually increased in frequency and length of time required.*
 8. *In order to avoid overload situations when assigning homework, teachers should adhere to the following minimums and maximums: Grades 4 through 6 - 30 to 60 minutes daily; Grades 7 and 8 - 60 to 120 minutes daily - homework will be assigned in mathematics, English, science, social studies, and foreign language, any potential problems will be reviewed and addressed by the Building Principal; Grades 9 through 12 - homework will be assigned in English, social studies, mathematics, science, language, and business, with a maximum of 45 minutes per class lesson. Other departments may assign homework where appropriate within this guideline.*
 9. *It is desirable to make some homework assignments on a long range basis to give students experience in scheduling their own time.*
 10. *Homework assigned for a weekend will equal no more than that which would normally be considered for a night's work.*
 11. *Homework assigned for a vacation period will equal no more than one normal night's work. Students may be expected to utilize time during vacation periods for review and long-range assignments.*
 12. *The Principal and/or department supervisor shall monitor the implementation of the policy and regulations governing homework to insure full compliance by all teachers.*
 13. *The homework policy and a summary of these regulations shall be included in all student handbooks.*

Policy #4730-R**Policy Adopted: January 15, 1975****Amended: June 23, 1997****Absentee Assignments**

Students are given time to make up work when absent. If you are to be legally absent from school for **three** or more school days, your parent/guardian may request absentee assignments, providing there is **one day's prior notice**. Arrangements for delivery of absentee assignments will be made through the hall secretary. No absentee assignments will be given if you are illegally absent. If your parent/guardian calls **early** in the morning on the third day of your absence, your collected work is normally available by 3:30 p.m. in the main office.

INSTRUCTIONAL TECHNOLOGY AND NETWORK USE

The Board of Education is committed to providing maximum opportunities for students to learn. Locating and sharing of research information and ideas is encouraged. The Board considers instructional technology, including computer networks, valuable tools for education, providing for local, statewide, national and international collaboration on curriculum related projects.

Student and staff use of school computers is for school related use only. The Internet and other electronic research materials are available to teachers and other staff solely for the purpose of completing curriculum requirements. Students are also permitted to complete electronic research under certain conditions. Internet use is a privilege, not a right. **The District takes no responsibility for losses sustained by staff or students as a result of system or network failures.** Users must comply with Board of Education Policy and Administrative Regulations.

Instructional Technology and Network Use: (continued)

Failure to comply with District Policy and Administrative Regulations for use of these technologies and networks will result in disciplinary action up to and including alternate assignments and loss of school privileges (including computer privileges), detention, suspension from school, and, where warranted, other civil and/or criminal proceedings.

Students and parent/guardian should read the entire Board of Education policy related to this topic. Following are **portions** of the policy:

Use of Electronic Research Activities

*All materials over the Internet should be assumed to be copyrighted for citation purposes but the North Colonie School District has no responsibility for the accuracy or the quality of information obtained through Internet services. Any Internet security problems must be reported **immediately** to a supervising adult. E-mail is not confidential and messages related to or in support of illegal activities will be reported to the authorities. Use of another individual's account without written permission from that individual is strictly prohibited. Student account numbers are confidential to the student and should not be revealed to other students.*

General Guidelines

*Student and staff use of school computers is for school related use only. Foreign or home software is prohibited on school computers only with the **expressed** permission of a **building principal, librarian, technology staff member or computer room aide**. The district retains the right to review the contents of disks and E-mail of any users. Network etiquette, consistent with expected school behavior should be observed, e.g. no abusive language, inappropriate behavior or illegal activities.*

Students may not misrepresent themselves or North Colonie Central Schools. Real time conference uses must be approved and supervised by an adult. Students should never give out personal identifying information such as home addresses, age, telephone number, or physical location in an E-mail message or on-line post without approval of parent or teacher. They should also never arrange a face-to-face meeting with the Internet user without parental permission. They should never respond to E-mail messages that are threatening or obscene. Student should seek the supervising adult if any inappropriate messages are received. Students should remember that on-line users may or may not be who they say they are. The anonymity of the net allows some users to cloak themselves in fictional personas. Students may participate in only those Internet exchanges approved by school personnel.

No photographs of students will be displayed on the Internet without the permission of a parent or guardian. Student names should not be provided.

Procedures

Staff may access personal accounts for school related purposes if the hardware used is not in demand by another staff or student pursuing a curriculum or school related project. 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.

Computer Viruses

Computer viruses are very easily spread and can cause a great deal of problems to PC's and the network. They can be downloaded from bulletin boards, obtained on new equipment's original software disks, and from disks shared by users. Not all viruses immediately cause damage and some are programmed to delay the attack so as to contaminate as many machines as possible before causing damage. Each computer and the network have anti-virus software installed. Do not attempt to disable or remove this software for any reason.

*If you think your PC has been infected with a virus, stop your work, but **DON'T TURN OFF** the PC or perform any other functions, and notify a teacher or other adult.*

Prohibited Activities

Prohibited use of the computers and computer service includes:

- *Theft, vandalism or other malicious acts involving school district hardware or software.*
- *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.*

Prohibited Activities: (continued)

- Attempts to access passwords of others, to access the system's 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 materials of another user including the uploading or creating of computer viruses.
- Unauthorized copying of software.
- Revealing student account numbers to other students.
- Harassment of others by E-mail or any other means.
- For private purposes such as marketing and business transactions.

Consequences of Inappropriate Use of District Hardware and/or Software

Failure to comply with any portion of these Administrative Regulations will result in disciplinary action including but not limited to:

- loss of school privileges including computer privileges
- detention
- suspension from school
- where warranted, other civil or criminal proceedings

Policy # 4550R

Policy Adopted: June 21, 1999

NOTE: All students will be required to sign an agreement form, indicating they have been advised of the regulations governing instructional technology and network use and that they agree to abide by these same regulations. Students will not be allowed to use any instruction technology assets without signing this agreement.

LOCKERS

Shaker Junior High School provides an individual locker for your convenience in your hall; you will be assigned another in the locker room for use during phys. ed. classes. To insure its security, the locker combinations must be kept confidential and the lockers should be closed securely when not in use. **It is imperative to follow these two guidelines.** Each student will be responsible for keeping his assigned lockers neat and orderly.

It should be understood that the lockers are the property of the school and the administration reserves the right to examine them and their contents at any time with reasonable suspicion. It is unfortunate but in every school there are some people who steal. **Each of you is encouraged to make sure your lockers are kept locked at all times and to share your combinations with no one. The school or District is not responsible for lost or stolen property.**

Lockers are narrow, not very deep, and get jammed when filled with too many items or when items aren't behind the threshold. Keep non-school items to a minimum. Magnetic pencil holders will jam a locker if placed on the inside of the door. If used, they can be placed on the sides or back of the locker. Locker ladders can be used to help keep lockers organized. Locker measurements are as follows: 70¾" long, 8½" wide, and 12½" deep. There is one shelf 9" down from the top of the locker and three hooks below the shelf.

SECURITY OF PERSONAL PROPERTY

A topic we need to stress with students throughout the year is to avoid bringing unnecessary valuables to school. It is also most important that students take the necessary precautions for securing their belongings by making certain their lockers are properly closed. Locker combinations for hall and gym lockers should never be shared, nor should students allow friends to use their lockers.

Even with these precautions, some items are lost and others are stolen. We make every effort to find and return items to their rightful owners; however, if possessions are not found, the school

Security of Personal Property: (continued)

cannot reimburse parent/guardian for lost items. We discourage students from bringing valuable items to school; support of this rule from parent/guardian would be helpful and appreciated. During physical education classes, any personal items of value should be locked in your locker or given to the P.E. teacher for safekeeping.

Students are reminded to check the Lost and Found when they lose items: For clothing check in the Health Office, for books, planners, folders and papers, check the Attendance Office, for small and/or valuable items such as purses, cell phones, glasses, jewelry, etc., check the Main Office or the Nurse's Office.

LOST AND FOUND

Found articles should be sent to the main office so they may be turned over to the appropriate Lost and Found location (see section **Security of Personal Property** above). Periodically clothing not claimed is donated to area charities. Students are responsible for checking the Lost and Found for personal items. The school will not attempt to find the owners of the many unclaimed items.

LUNCH TIME

Since all students use the dining room, a concerted effort should be made to maintain neatness and cleanliness at all times. Everyone eating in the dining room is to use a tray and observe the rules that are posted.

A breakfast snack program is available to those students who arrive at school early. Students can purchase bagels, donuts, breakfast pizza, milk, juice, etc. from 6:55 a.m. until 7:15 a.m.

During lunch, there is a self-serve line that has numerous items available to choose from. In addition, those students who bring their own lunch may purchase juice, milk and snack items. Vending machines for approved drinks are also available.

We offer a prepaid meal system to our students. Any amount can be added to your student's account. For every \$35.00 deposited, a student receives 21 lunches. This is a bonus of one meal. Students who do not prepay may purchase a lunch for \$1.75. Students are allowed to place one lunch on credit when they forget their lunch money or their lunch. They must bring the money to the cafeteria the following day. **A second lunch credit cannot be given until the previous one has been paid.** Borrowing money from other students is discouraged.

We employ lunchroom aides to assist in supervision during the lunch times. These aides are here to insure that we have a safe and orderly dining area; their instructions are to be obeyed.

Each student will have a 20-minute lunch period. Staff members will be supervising at all times and students who cannot behave properly will not be allowed to eat lunch in the dining room with their friends.

Alternate Lunch

Students who cannot behave appropriately and follow the dining room guidelines or directions of the cafeteria supervisors will be removed from the dining room for a specified period of time. (Days absent do not count toward the specified period of time removed from the cafeteria.) Upon referral, the hall principal will assign the alternate lunch for a specified number of days and expectations will be reviewed. Students who accumulate 15 points will be assigned to alternate lunch until their points are worked down to zero points. If assigned to alternate lunch, students report directly to another location designated by the hall principal. Students must then bring a bag lunch, including a drink, from home, or order a bag lunch from their hall office by 9:00 a.m. (This precludes choice of menu.)

SILENT READING/GRADE 7 ADVISORY PROGRAM

Daily Sustained Silent Reading Grades 7 and 8

In addition to the 20-minute lunch period, most 8th grade students are assigned with a teacher for 20 minutes of silent reading, thus completing a 40-minute period. Students are required to report daily with a book to read, which should be completed before making another selection. Books may be signed out from the library, brought in from your own collection or signed out from a classroom library. During the 20-minute reading time, students will not be allowed to go the library to sign out a book. This time is intended to give students time to read books of their own choosing in a leisurely manner. Reading is a life skill that can bring enjoyment to all. It is also the most important learning skill that students should master.

Advisory Program-Grade 7 Only

All students in grade 7 will participate in an advisory/leisure reading program during a 20-minute period before or after lunch. Staff members are advisors to a group of approximately 10-12 students assigned randomly. During this time, the teachers and students will have an opportunity to get to know one another and form a peer group relationship. The advisory program gives students a forum to discuss school concerns in a non-threatening environment, learn problem-solving skills, receive information about school policies and practices, and discuss relevant topics that affect adolescents. The advisor will develop a schedule for advisory group meetings; students will report to their reading class when their advisory group is not meeting.

MEDICATION

State Requirements for Administration of Internal Medication require that the school nurse must have on file a written request from the parent/guardian to administer the medication as specified by the family physician. A verbal or telephone request from the parent/guardian or physician is not acceptable. **The medication should be delivered to the school nurse by the parent/guardian.** The parent/guardian contact enables the school nurse to discuss the pupil's problem and assess any changes in the condition or in the treatment. No medication should be sent to the school nurse with the child. The temptation to 'share' a single dose or multiple doses is a real danger.

TRANSPORTATION

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 you; conduct that endangers the safety of others will result in removal from the bus. The bus driver's directions are to be followed at all times. Violations of the rules will result in the following actions being taken:

- The bus driver/aide will first warn the student to stop the inappropriate action immediately. The driver may need to stop the bus to get the situation under control. Failure to stop the action will result in the student being assigned to a front seat on the bus.
- A second violation will be written up by the driver and turned over to the Director of Transportation and forwarded to the hall principal for action. After consultation between the director and hall principal, a decision will be made as to who will contact the parent/guardian by telephone or letter to inform them of the problem. The parent/guardian will be notified that the student is in danger of losing transportation privileges for up to five days. A copy of the action taken will be forwarded to the director or hall principal as needed.
- A third violation will result in automatic suspension for up to five days. Parent/guardian will be notified and invited in for consultation with District administrators.

Transportation: (continued)

- A fourth violation will result in a meeting with the parent/guardian, student, driver (if necessary), hall principal and Director of Transportation. Determination of 'long term loss' of transportation privileges will be recommended to the Superintendent and/or School Board.

Some behaviors are totally unacceptable on/off school buses at any time. **Students who violate these rules will lose their transportation privileges for up to five days for the first offense and receive more stringent discipline for subsequent offenses.** These are:

- Fighting
- Vandalism (i.e., cutting seats or seat belts - all damages will be billed at cost of parts and labor to the families of the students involved in vandalism)
- Opening and/or leaving through emergency exits
- Throwing objects in or at the bus
- Smoking
- Drug/alcohol possession
- Bringing weapons on bus
- Sexual harassment
- Intimidation
- Insubordination

Bus runs are available from the junior high school at 3:40 p.m. and from the high school, for athletics, at 4:05 p.m. Students will not be allowed to ride any of the late bus runs unless they have stayed after school for a teacher or school activity. The 3:40 p.m. bus for junior high students requires a bus pass completed by a teacher or administrator.

HIGH HONOR, HONOR AND MERIT ROLLS

Grade Conversation Chart

Numerical	Alpha	GPA
90 and up	A	4.0
87-89	B+	3.5
80-86	B	3.0
77-79	C+	2.5
70-76	C	2.0
68-69	D+	1.5
65-67	D	1.0
less than 65	F	0.0

HONOR ROLLS CRITERIA

High Honor Roll = All Achievement grades are A (4.0 average)
 = All Effort and Conduct grades are E or G
 = Of the total of Effort and Conduct grades, at least 6 must be E

Honor Roll = Achievement grade average of 3.6 or higher
 = No achievement grade less than B
 = All Effort and Conduct grades are E or G
 = Of the total of Effort and Conduct grades, at least 4 must be E

Honor Rolls Criteria: (continued)

Merit Roll	=	Achievement grade average of 3.2 or higher
	=	No achievement grade less than C
	=	All Effort and Conduct grades are E or G

EFFORT/CONDUCT GRADES

Following are guidelines for the Effort/Conduct ratings. While there are clear delineations among the ratings, individual judgment also plays a role. A student's grade should not be based on any one factor; instead it should reflect an overall assessment of the student's effort and/or conduct. Each teacher should develop and share with students his/her criteria for determining effort and conduct grades. Anything that reflects on conduct, such as plagiarism, integrity, or citizenship, will/can effect grade.

EFFORT

- E = Excellent Effort:** These students show effort that is beyond the normal effort expected of them based on their ability. Homework, class work and projects are consistently on time and demonstrate superior scholarly endeavor, generally exceeding prescribed criteria. Participation is enthusiastic, inquisitive, and attentive and the student demonstrates an exemplary work attitude. Can be used when achievement is better than expected based on ability.
- G = Good Effort:** These students meet the normal or typical expectations for effort. Average effort when compared to individual ability. Homework, class work and projects are done to teacher's satisfaction and are rarely late or deficient. Work generally meets required criteria, but infrequently exceeds them or shows an effort to go beyond what is required. Participation and attention is evident and positive. Appropriately used when a bright student is doing well, but could do better.
- N = Needs Improvement:** These students fall short of meeting expectations for effort. Substandard effort when compared to individual ability. Any factor, including homework, class work and/or project quality or punctuality, may be deficient. Work may frequently fall short of established criteria. Other factors independently justifying this designation would be lack of positive participation and/or attention. This rating may also be used to indicate lower achievement than ability would suggest, such as when a capable student's shortfall in any of these categories has been detrimental to an achievement grade (i.e.: an 'A' student getting a 'B' due to missed or late obligations).
- U = Unacceptable:** These students fail to meet their obligations. Homework, class work and projects repeatedly are not done to satisfaction. Student may have a poor attitude toward making up missed work. Interventions have failed to foster improvement. May be inattentive in class or frequently off task.

CONDUCT

- E = Excellent Conduct:** Student exhibits conduct that is '**Beyond the Norm**' for an adolescent. Student is extra courteous, mature, helpful, sharing and respectful. Meets the expectation of a role model for behavior and participation in academics. Student does not need redirection, is attentive and does not break school rules. "Stands out from the crowd."

Conduct: (continued)

- G = Good Conduct:** Normal adolescent conduct observed. This student generally behaves appropriately with only minor transgressions of standards and policies. Exhibits normal age-appropriate levels of courtesy and respect. Need for redirection is minimal. Generally on task, but minor errors may be evident and the student exhibits normal, good citizenship, but not outstanding.
- N = Needs Improvement:** This student needs more direction than the average student. May communicate inappropriately, including minor transgressions of inappropriate language. May be occasionally disrespectful of adults, peers or school property. Student may exhibit a moderate level of off-task, inattentive and non-participatory behavior. The student may occasionally break school or class rules and/or may exhibit disruptive behavior.
- U = Unacceptable:** Student exhibits behavior that is noticeably inappropriate. Student may be any of the following: off-task, disrespectful, has poor peer or adult relations, requires persistent redirection, does not respect or observe rules, brings negative attention to self, and/or may be non-participatory.

VISITORS

Generally, out-of-town guests are not allowed to spend the day at Shaker Junior High School. If special circumstances exist, students should check with the hall principal at least two days prior to the visitation. If permitted, guests should check in with the hall principal to receive a visitor's pass. Guests will not be permitted on days when other area schools are not in session. If the school is in session, students from area schools will not be allowed at Shaker Junior High School without the written permission of their parent/guardian and school principal. Visitors will **not** be allowed during the final month of school.

CITIZENSHIP

An important part of your educational responsibility is to learn to conduct yourself appropriately within the school setting. Improving the school atmosphere is not a job of only the staff - it is also your responsibility. You can make Shaker Junior High School a very pleasant place. The staff asks for your cooperation and support in making this year a truly exceptional one.

Student Rights

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

Students have a right to:

- A meaningful learning experience
- An appropriate and challenging curriculum
- Protection from physical and verbal abuse
- Assistance in making decisions on educational goals
- The opportunity to practice decision-making within the democratic process
- Be disciplined in private, if possible
- Be disciplined in a humane and appropriate manner
- A school climate free of violence and disruption
- A written code of discipline – clear and concise

Student Rights: (continued)

- Knowledge of the reasons for any discipline which may be administered, and be heard in matters of disciplinary action
- Participate in constitutionally protected prayer that does not interfere with or disrupt regular school activities

Student Responsibilities

Students should strive for academic excellence within the limits of their capabilities. In so doing, attendance should be regular and punctual. Students 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, controlled and considerate in their relationship with other students; strive for mutually respectful relations with teachers and comply with all directives of teachers and administrators; keep their language and gestures respectful and free of profanity or obscenities; respect private, public, and school property; and be knowledgeable of, and abide by, all rules and regulations of the district and school. Students are held responsible for their assigned textbooks, which must have the same identifying number when returned in June as when issued in September. Fines for lost or damaged books must be paid before new textbooks are issued.

Peer Mediation

Kids helping kids? Shaker Junior High School students will have an opportunity to do just that through a Peer Mediation Program. Such a program offers students a positive alternative for dealing with conflict situations. It has been found that students who make use of peer mediation services not only resolve the school conflict but also learn skills for handling future conflicts. Resolution skills encourage a pattern of dispute resolution without violence. Mediation also provides positive leadership experiences for student mediators.

In mediation, disputing parties who can be influenced by fellow students or staff, agree to sit down with two mediators and go through a step-by step process of exploring and working toward a mutually agreed upon resolution. Dispute hearings referred to mediation typically last about 20 minutes and are bound by confidentiality. Successful student mediation often ends in a written binding agreement that includes an apology and a promise to cease future confrontations.

Junior high school age students often engage in a lot of "He said/She said" rumors and gossip, which left unaddressed, lead to more serious conflicts. Conflict resolution, through peer mediation, gives students ownership of their behavior and allows fellow students to help one another. A peer mediation program can indeed enhance a positive climate for the entire school community. Adults or other students may refer students for peer mediation. Students embroiled in a dispute can self-refer. Referral forms are available in the main and hall offices.

Behavior Incentive Program

As a method of rewarding students who consistently follow school rules and demonstrate appropriate behavior, there is a point system in effect at Shaker Junior High School. It is also designed to eliminate negative behaviors that result in referrals and suspensions. Throughout the year students with few or no points will be invited to participate in special events such as mid-morning breaks. Students with excessive amounts of points will lose various school privileges. As a school, we recognize that students will misbehave occasionally and make mistakes. Students who wish to lower their number of points can perform 'services' for adults in the building as a way to reduce the number of points they have. There are two ways students receive points:

Behavior Incentive Program: (continued)

1. White cards are given for breaking minor rules such as lateness to class, gum chewing, loudness in the halls, etc. White cards are given in addition to other consequences and can be given by any adult in the building. Each white card given to a student counts as **1** point.
2. Disciplinary referrals to principals and suspensions also count as points for students. Each referral to a principal counts as **2** points; internal suspensions count as **4** points and external suspensions count as **5** points.

How Points Are Earned

Each misconduct card, called a 'White Card', earns:	1 point
Each discipline referral from a staff member earns:	2 points
Each internal suspension earns:	4 points
Each external suspension earns:	5 points

Note that there are consequences when a student reaches a benchmark point level (5, 10, 15, 20 and 25). (See 'Consequences for Particular Point Totals' below.)

To Reduce Points

Students can do services to work off points. It is the student's responsibility to know how many points he/she has accrued. The information is available in the hall office. It is the student's responsibility to set up a service project with a faculty or staff member. The service does not have to be performed for the faculty or staff member who gave the white card. **Service projects are to be completed outside of the regular school day.**

It is the student's responsibility to complete and return the signed paperwork to the hall office to receive credit for services. One service is equal to a minimum of one-half hour of supervised work and eliminates one point. If a student works for one hour, **two** service record forms **must** be filled out to receive proper credit.

Note: Once a student accumulates 25 points, a service cannot be performed to reduce points.

Examples of Services

Clean desks, stamp books, tutor other students, clean technology rooms, work in the library, pick up papers, clean unused lockers, clean storerooms, perform music department duties or complete tasks assigned by any faculty or staff member in the building.

Consequences For Particular Point Totals

It should be noted that the school administrators reserve the right to bar a student from participating in any or all activities regardless of the student's point total.

5 points parent/guardian letter sent
 loss of all mid-morning breaks

If a service is done and points are reduced below 5, the student will still lose the next scheduled mid-morning break.

10 points parent/guardian letter sent
 loss of privilege of attending all student activities, such as dances, talent/ variety
 show, musical productions, etc.

If a service is done and points are reduced below 10, the student will still lose the next scheduled event.

Consequences For Particular Point Totals: (continued)

15 points student conference
 parent/guardian contact
 loss of all field trips, and participation with clubs, organizations, assemblies and other school activities until the student does services to reduce his/her point total **to zero**
 loss of privilege to eat in cafeteria; will be assigned to restricted lunch; will be offered the opportunity to purchase a bag lunch **only** from the cafeteria, which includes a sandwich, fruit and milk, or may bring lunch from home.

Note that the student must order a cafeteria lunch by 9:00 every day from the hall secretary. They must bring the money with them to the hall office unless they are using their student account.

Once a student reduces his/her point total to zero, a contract will be developed to insure that the student's positive behavior continues.

20 points loss of participation in all other extra-curricular activities, including athletics and the school musical, until the student performs services to reduce his/her point total to zero
 parent/guardian letter including a conference request and a warning about reaching 25 points and the loss of **all privileges** for the remainder of the school year.

Once a student reduces his/her point total to zero, a contract will be developed to insure that the student's positive behavior continues.

25 points loss of all above listed privileges for the remainder of the school year **plus** students will also lose:
GR 8: awards program/dance, all end-of-year activities including awards assemblies, track meet, etc.
GR 7: all end of year activities including awards assemblies, track meet, etc.

Note that there will be no opportunities to reduce points through services once a student reaches 25 points.

Student Dress

The manner of dress reflects on our school and on us; it plays a significant role in setting the tone for the learning environment. While the Board of Education does not establish a specific dress code, students will be expected to maintain dress and appearance that 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.

Students often dress as they see others dress on television or at the mall. Being fashionable, however, is not always the same as being appropriate for school. Young adolescents often do not see how their appearance is perceived by their peers and by adults. This is most particularly true for young girls who are 12 or 13 years old but who want to dress like they're 19 or 20.

We stress to all students that school is a place of **business** and that they need to dress as they would on a job. Most students dress appropriately on a daily basis; some need regular reminders.

Some guidelines we would like everyone to follow include:

- no bare midriffs showing
- shorts and skirts have to be a 'decent' length; ultra short is not appropriate
- no underwear should be visible
- thin spaghetti strapped tops or tank tops should not be worn
- no pajama pants

Student Dress: (continued)

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

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

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:

- Health and safety to the student and others (e.g., long haired sweaters worn near open flames and heating elements, or loose parts of clothing worn near machinery).
- Possibility of damage to school property (e.g., metal cleats or shoes, long chains or straps, or clothing containing hardware which may scratch or gouge furniture).
- Indecency.
- 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, field trips or extra-curricular activities until the matter has been resolved.

Classroom teachers have an educational obligation to encourage neat, clean and 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., home economics, technology education, science, art and physical education). Students also may be excluded from field trips and extra-curricular activities and programs due to inappropriate dress or appearance as determined by school administrators.

We want to impress upon our children what constitutes appropriate clothing for a work environment, and we ask for your help. A concerted message from home and school will be most effective. Please be sure to check your child's clothing before he/she leaves for school in the morning.

Thank you in advance for your support and assistance.

DISCIPLINE

Prohibitions

- Students are not to smoke in the school building or on school grounds. The Board of Education has implemented severe restrictions against smoking in school or on school grounds. (**See Board Policy #5312.3 on pg. 26.**) Students are also not allowed to possess tobacco products on school grounds. Any tobacco products will be confiscated and discarded.
- Drugs and alcohol are prohibited on school grounds. (**See Board Policy #5312.1 on pgs. 24-25 and #5312.1-R on pgs. 25-26.**)
- Laser pointers are prohibited on school grounds.

Prohibitions: (continued)

- Fabricating a bomb scare orally or in writing is a serious offense. There will be school and legal consequences.
- There is absolutely no talking allowed during emergency drills.
- Running or dangerous conduct in the corridors is prohibited.
- Students are not permitted to use radios, tape decks, CD players or other electronic entertainment units once students leave the cafeteria in the morning. This includes the use of headphones.
- Students are not permitted to have beepers or cell phones on school grounds.
- Candy and gum are prohibited at Shaker Junior High School.
- Students are not permitted to wear hats of any type during the school day. Only head apparel worn for religious reasons is permitted.
- Garments worn as outer clothing are not to be worn during the school day for the health and safety of each student. Students should dress appropriately for building temperatures during the various seasons.
- The use or possession of weapons on school premises is prohibited.
(See Board Policy #5312.2 on pgs. 26 & 27)
- Students are prohibited from possessing or sharing prescription and/or non-prescription medication while on school property.
- Students are prohibited from taking photographs, videos, and audio recordings in school or at school programs without teacher/administrator permission.

Detention

Teachers or hall principals may have students report after school, provided the students are given the opportunity to notify their parent/guardian – generally 24 hours is considered sufficient, although in most cases students remain the same day that a contact is made with the parent/guardian.

Internal Suspension

The Shaker Junior High School internal suspension program exists to help students change negative behavior through the implementation of a highly structured environment. The goal of the program is to improve student behavior, increase personal awareness of the consequences of one's actions and to develop personal responsibility and better decision-making skills in those students identified as chronic violators of the student code.

A. Before reporting to the internal suspension room:

- Report to the hall principal's office upon entering the school.
- Order lunch in hall office. Bring money with you unless you are using your student account.
- Gather school materials as directed and wait for teacher escort.

B. While in the internal suspension room:

- Stay in the assigned seat.
- Do not talk to other students - no exceptions.
- Work on school subjects at all times. Otherwise, work will be assigned.
- Keep track of assigned work. It will be checked periodically.
- Full cooperation with supervisors and tutors is expected.
- Students must bring their own bag lunch, including a drink from home, or order a bag lunch from the cafeteria for \$1.75. This precludes the regular choice of menu.

Internal Suspension: (continued)

- There are to be no snacks.
- There will be one bathroom break in the morning, one in the afternoon.
- During the period of your suspension, you are not allowed to participate in extra-curricular activities. If this suspension period includes a weekend or a holiday, then this time is also included in the activities ban.
- Follow all instructions and directions as given.

C. At 2:17 p.m. students can be dismissed or directed to report to the hall principal until 3:25 p.m. per the hall principal's direction.

Violations of these rules will result in additional after-school detention time or internal suspension time. The time period for internal suspension is from 7:45 a.m. to 3:25 p.m. Parent/guardian may either provide transportation home or the students may ride the late bus at 3:40 p.m.

BOARD OF EDUCATION POLICY ON DISCIPLINE

The Board believes that the maintenance of order and decorum are essential to the effective operation of the school system, and that a proper respect for authority should be fostered in every member of the student body. To further these objectives, the Board has adopted the following policy with respect to the use of physical restraint.

Physical Restraint

The district staff is authorized to use reasonable means of restraint on any student or students to maintain order (as noted in Board Policy #1520, Public Conduct on School Property, see Board Policy #5314A, adopted April 26, 1976, amended January 28, 2002) or to prevent physical injury or property damage.

All cases of physical restraint shall be reported to the Superintendent of Schools within 24 hours of such occurrence.

NOTE: A single flagrant violation such as assault, abuse to a teacher, vandalism, or fabricating a bomb scare orally or in writing can result in immediate referral to police, Family Court, or Board of Education.

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.

NOTE: These are guidelines for disciplinary procedures. The administration reserves the right to assess disciplinary actions based upon particular situations. Discipline may result in any one or combination of consequences, depending upon the seriousness of the act.

<u>STUDENT MISBEHAVIOR</u>	<u>RULE VIOLATION</u>	<u>POSSIBLE CONSEQUENCES</u>
<i>Academic Fraud and Cheating</i>	<i>Admin. Regulation Regents Regulation</i>	<i>Reduce grade or '0', parental contact</i>
<i>Threat of/or Assault of school personnel or other students</i>	<i>BOE Policy #1520 Admin. Regulations</i>	<i>Superintendent Hearing, suspension, internal restriction, parental contact, warning</i>
<i>Attendance/Truancy</i>	<i>BOE Policy #5100 Commissioner's Reg.</i>	<i>Family Court, internal restriction, detention, loss of course credit, loss of participation in school activities, parental contact</i>

<i>Bus Discipline</i>	<i>Extension of all school rules</i>	<i>Suspension, internal restrictions, loss of bus privileges, detention, parental contact, warning</i>
<i>Class Cutting</i>	<i>Admin. Regulation</i>	<i>Internal restriction, detention, parental contact</i>
<i>Tardy</i>	<i>Admin. Regulation</i>	<i>Family Court, detention, internal restriction, parental contact, warning</i>
<i>Conduct Endangering Safety, Morals or Welfare of Self or Others</i>	<i>Admin. Regulation BOE Policy #5300</i>	<i>Family Court, police involvement, Superintendent Hearing, suspension, internal restriction, detention, parent contact, warning</i>
<i>Disruptive Action</i>	<i>Admin. Regulation</i>	<i>Suspension, internal restriction, detention, parental contact, warning</i>
<i>Dress-Inappropriate</i>	<i>Commissioner's Decisions</i>	<i>Suspension, removal from class, parental contact, warning</i>
<i>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</i>	<i>Board of Education Policies #5010 or #5020.1</i>	<i>Superintendent. Hearing, suspension, internal restrictions, detention, parental contact</i>
<i>Field Trips – Misconduct</i>	<i>Admin. Regulation</i>	<i>Suspension, detention, loss of trip privileges, parental contact, warning</i>
<i>Fighting</i>	<i>Admin. Regulation</i>	<i>SHS/JHS: Superintendent Hearing, automatic suspension, elementary schools: suspension, internal restriction, detention, parental contact, warning</i>
<i>Harassment</i>	<i>Board of Education Policies #5010 and #5020.1</i>	<i>Superintendent Hearing, suspension, internal restriction, detention, parental contact, warning</i>
<i>Homework - Failure to Complete</i>	<i>Board of Education Policy #4730</i>	<i>Grade reduction, detention, deny privileges, parental contact, warning</i>
<i>Inappropriate Language</i>	<i>Admin. Regulation</i>	<i>Superintendent Hearing, suspension, internal restriction, detention, parental contact, warning</i>
<i>Insubordination</i>	<i>Admin. Regulation</i>	<i>Superintendent Hearing, suspension, internal restriction, detention, parental contact, warning</i>
<i>Misuse of Technology</i>	<i>Board of Education Policy #5300</i>	<i>Superintendent Hearing, police, suspension, loss of use of technology, detention, warning</i>
<i>Privileged Activities – Violation</i>	<i>Board of Education Policy #5210.1</i>	<i>Suspension, internal restriction, detention, parental contact, warning, verbal explanation</i>
<i>Public Display of Affection</i>	<i>Admin. Regulation</i>	<i>Internal restriction, detention, parental contact, warning</i>
<i>Sexual Harassment</i>	<i>Board of Education Policy #5020.1</i>	<i>Superintendent Hearing, suspension, detention, internal restriction, parental contact, warning</i>
<i>Smoking/Tobacco Products</i>	<i>Board of Education Policy #5312.3</i>	<i>Superintendent Hearing, suspension</i>
<i>Substance Abuse: Under the Influence of, Use, Sale, Possession</i>	<i>Board of Education Policy #5312.1</i>	<i>Superintendent Hearing, police, suspension</i>
<i>Substantial Disruption of Classes</i>	<i>Board of Education Policy #5314.4</i>	<i>Suspension, internal restriction, teacher removal from class for up to 2 days, detention, parental contact, warning</i>
<i>Theft</i>	<i>Admin. Regulations</i>	<i>Police involvement, restitution, suspension, internal restriction, detention, parental contact</i>
<i>Vandalism</i>	<i>Admin. Regulations</i>	<i>Restitution, police, suspension, internal restriction, detention, parental contact</i>
<i>Weapons</i>	<i>Board of Education Policy #5312.2</i>	<i>Police, Superintendent Hearing, Suspension</i>

NOTE: EVEN WHERE SUSPENSION IS NOT LISTED, A SINGLE FLAGRANT VIOLATION OR CONTINUED VIOLATION, DEPENDING ON THE SERIOUSNESS OF THE OFFENSE, CAN RESULT IN IMMEDIATE SUSPENSION, REFERRAL TO POLICE, FAMILY COURT, OR BOARD OF EDUCATION. A SUPERINTENDENT HEARING MAY RESULT IN A LONG-TERM SUSPENSION OR EXPULSION.

Suspension Of Students From Regular Attendance

Suspension is a serious disciplinary action and will be invoked in all serious disciplinary matters. Every effort shall be made to notify the parent or guardian prior to the end of the day on which the student is suspended. Suspended students will not be sent home before the normal dismissal time without permission from the parent or guardian. In all cases of suspension, a formal notification will be sent to the person in parental relationship explaining the reasons for and dates of suspension.

The Board of Education, and the Superintendent of Schools, has delegated to the Building Principal the authority to suspend a student for a period of up to and including five (5) school days. Prior to the suspended student's return to school, a formal reinstatement conference will be held by the building and/or hall principal with the suspended student and person in parental relationship to the student.

NOTE: SUSPENDED STUDENTS ARE NOT ALLOWED TO ATTEND OR PARTICIPATE IN ANY SCHOOL ACTIVITIES, NOR BE ON ANY SCHOOL PROPERTY, UNTIL THE STUDENT RE-ENTERS HIS/HER DAILY SCHOOL PROGRAM. MR. HERMAN, DIRECTOR OF ATHLETICS, WILL CONTACT THE PARENTS OF SUSPENDED ATHLETES TO IMPOSE AN ATHLETIC PENALTY.

Policy # 5300

Policy Adopted: November 11, 1963

Amended: April 24, 2006

Board Of Education Policy and Administrative Regulations on Controlled Substances and Alcohol Drug and Alcohol Abuse

The sale, use or possession of controlled substances, imitation controlled substances, alcoholic beverages, marijuana or its derivatives, or prescription drugs by students on school premises is prohibited. Medication prescribed by the student's physician must be kept in the nurse's office where it will be dispensed to the student (except that students who are asthmatic or have allergic reactions may self-administer medication so long as the conditions in Policy #5420, Section #5 are satisfied).

Sale or Distribution

The sale or distribution of controlled substances, imitation controlled substances, alcoholic beverages, marijuana or its derivatives, or prescription drugs on school premises by a student shall subject the offender to immediate suspension from school, pending a disciplinary hearing before the Superintendent which could result in a long-term suspension.

Use or Possession

The first offense for use, under the influence of, or possession of controlled substances, imitation controlled substances, alcoholic beverages, marijuana or its derivatives, or prescription drugs (except when taken as directed by a physician) by a student on school premises shall subject the offender to an immediate suspension from school for a five day period, mandatory counseling with the student assistance counselor followed by a reinstatement conference with the student and parent/guardian.

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 long-term suspension.

NOTE: SEE NYS PENAL LAW, SECTION 200.00 FOR DEFINITION OF CONTROLLED SUBSTANCES, OR IMITATION CONTROLLED SUBSTANCES, INCLUDING ANY NARCOTIC, DEPRESSANT, STIMULANT, OR HALLUCINOGENIC DRUG, AND PRESCRIPTION DRUGS, EXCEPT WHEN TAKEN, AS DIRECTED BY A PHYSICIAN, THROUGH THE SCHOOL NURSE.

Policy # 5312.1

Policy Adopted: June 11, 1973

Amended: January 23, 2006

Drug and Alcohol Abuse Regulation

I. Sale of Dangerous Drugs or Alcohol Beverages on School Property or in School-sponsored Activity

Any student found to be distributing, selling or providing controlled substances, imitation controlled substances, marijuana or its derivatives, prescription drugs or alcohol on school property will be referred to the appropriate administrator. Such student will be suspended immediately, parent/guardian will be informed, and the Colonie Police will be notified in order that appropriate legal action may be instituted. The Superintendent will be requested to conduct a formal hearing in order to determine how the District's educational responsibility to the student will be met.

II. Use and/or Possession of Dangerous Drugs or Alcohol on School Property or in School-sponsored Activity

- A. Any student who is found to be under the influence of controlled substances, imitation controlled substances, marijuana or its derivatives, prescription drugs (except when taken as directed by physician) or alcohol or in possession of same will be suspended immediately and the police may be involved. When the student's parent/guardian comes to school for the reinstatement conference, the administrator will meet with him or her to outline the steps which will be implemented should there be recurrence of the problem. School facilities and referral services will be made known and available to the parent/guardian. Mandatory weekly sessions will be scheduled with the Student Assistance Counselor upon the student's return to school. A letter confirming the results of the meeting will be mailed to the parent/guardian.
- B. If a student is involved in a similar offense a second time, the student will be suspended from school, parent/guardian will be informed and, if legal action is called for, the Colonie Police will be notified.

The Superintendent will conduct a formal hearing in order to determine how the District's educational responsibility to the student will be met.

Faculty Procedure for Students Suspected of Attending School Under the Influence of Drugs or Alcohol

SHOULD A STAFF MEMBER HAVE REASON TO SUSPECT THAT A STUDENT IS UNDER THE INFLUENCE OF A CONTROLLED SUBSTANCE, DRUGS, OR ALCOHOL, HE OR SHE SHOULD CONTACT THE (HALL) PRINCIPAL WHO WILL ARRANGE FOR A PHYSICAL APPRAISAL BY THE NURSE OR DOCTOR. SHOULD IT BE SUBSTANTIATED THAT THE STUDENT IS UNDER THE INFLUENCE, THE (HALL) PRINCIPAL WILL CONFRONT THE STUDENT AND THEN PROCEED ACCORDING TO SECTION II ABOVE.

Secondary Schools

When a faculty member suspects that a student has a drug or alcohol related problem, but is not necessarily under the influence at the present, he/she has the responsibility to notify the hall principal or guidance counselor. At this time the referring teacher will be asked to complete a form that is intended to gather information about student behavioral characteristics (5312.1-E). The guidance counselor will then distribute to and collect the form from the student's teachers. A meeting will then take place among the referring teacher(s), the guidance counselor, the (hall) principal and other appropriate staff including outside resources assigned to the school.

The purpose of this meeting is to examine data and facts and to make a determination whether the student is involved with drugs or alcohol. If so determined, another meeting should be scheduled, which includes the parent/guardian, to establish intervention strategies. The referring teacher is invited to the second meeting, but attendance is not mandatory. If in an unusual instance parent/guardian are not included in the second meeting, reasons should be listed and reviewed with the Director of Pupil Services. Minutes of the meetings and a record of intervention strategies should be kept in the hall principal's office, and not in the cumulative folder. After the second meeting, teachers who completed forms and provided information will be contacted and informed of the outcome of the meeting.

If the situation/observation continues, the team and the parent/guardian will reconvene to determine what other agencies or individuals should be involved. Counseling sessions provided by the guidance counselor, school psychologist or outside agency personnel are recommended. The Pupil Services Team may be involved.

The ultimate objective is to provide effective intervention to eliminate the substance use and abuse.

Policy # 5312.1-R

Policy Adopted: June 11, 1973

Amended: January 23, 2006

Board Of Education Policy On Smoking and Tobacco Products

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

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

1. 3-day external suspension
2. Reinstatement conference with student, parent/guardian and student assistant counselor, hall principal, and guidance counselor

First Violation: (continued)

3. Mandatory one-hour instruction session, with student assistant counselor, to discuss the harmful effects of using tobacco
4. Recommended counseling sessions with student assistant counselor

Second Violation (same school year)

1. Five-day external suspension
2. Reinstatement conference with student, parent/guardian, building principal/hall principal, guidance counselor, and student assistance counselor
3. Probation - conditions set by building principal
4. Mandatory weekly counseling sessions with student assistant counselor

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

Disciplinary hearing before the Superintendent.

Policy # 5312.3

Policy Adopted: November 10, 1960

Amended: January 23, 2006

Board Of Education Policy On Dangerous Weapons In School

No student shall bring, possess, or use, 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 firing a projectile, the frame or receiver of any such weapon, a firearm muffler or silencer, any explosive device, or any other 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.

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.

Any student found guilty of bringing or possessing a firearm (as defined in section 921 of Title 18 of the United States Code) onto school property after a hearing has been provided pursuant of section 3214 of the Education Law, will be subject to a one-year suspension or expulsion from school. However, after the student has been found guilty, the Superintendent may review the penalty and may modify such suspension on a case-by-case basis. If the Superintendent believes a one-year suspension penalty to be excessive, the Superintendent may modify the penalty based on criteria including but not limited to:

- the age of the student
- the student's grade in school
- the student's prior disciplinary record
- the Superintendent's belief that other forms of discipline may be more effective
- input from parent/guardian, teachers and/or others
- other extenuating circumstances

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

Other Weapons

Bringing or possessing a 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 review the matter and determine whether to refer the student to a disciplinary hearing with the Superintendent that could result in a long-term suspension. Reinstatement will occur only after a reinstatement conference with the student and parent/guardian 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 or expulsion. The Colonie Police will be notified so that criminal proceedings, if appropriate, may be instituted.

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 or expulsion. The Colonie Police will be notified so that criminal proceedings, if appropriate, may be instituted.

Other Weapons: (continued)

Students with disabilities can be suspended consistent with the provisions of the Individuals with Disabilities Education Act and Article 89 of the Education Law.

Unless approved by the Board of Education, authorized law enforcement officers are the only people permitted to have a weapon in their possession while on school property.

Ref: Gun-Free Schools Act of 1994

Policy # 5312.2

Policy Adopted: June 29, 1992

Amended: January 23, 2006

Board of Education Policy On Prohibition Of Sexual Harassment

Sexual harassment is a violation of the law and stands in direct opposition to District policy. The Board of Education, 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
- 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 or adult 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 building principal or non-instructional supervisor. 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 that a student disciplinary hearing be held to determine the findings of guilt and the recommended punishment.

Should the offending individual be a school employee, appropriate disciplinary measures will be applied, up to and including termination of the offender's employment in accordance with contractual and legal guidelines.

Policy # 5020.1

Policy Adopted: October 24, 1988

Amended: January 23, 2006

PROMOTION POLICY**Junior High School - (Grades 7-8)**

Each block team will implement appropriate intervention and support for students who qualify for these services as per criteria set forth in the Academic Intervention Services (A.I.S.) plan. Assessments in math and English Language Arts are administered in grades 3 through 6. Individual student performance on such assessments determine required academic Intervention Services in grades 7 and 8. Additionally, some students are recommended for participation in such services by teachers, based upon student performance in the classroom.

Promotion Policy: (continued)

1. After the end of the first semester each academic team of teachers will identify students at risk for retention who have not demonstrated sufficient mastery of skills to achieve at the next grade level. The counselor will notify the parent/guardian at this time.
2. Mastery of skills to achieve at the next grade level shall be defined as follows:

A. Grade 7:

- A passing achievement average of five quality points earned in all four academic areas in grade seven. Quality points may be earned during both the four quarterly assessments and the final examination, which is weighted in equal fashion.
- At least two quality points must be earned in the second half of the school year for each academic core course, i.e., at least two points must be earned based on grades for the third quarter, fourth quarter and final exam.
- Any of the four academic core courses failed must be repeated in summer school. Students who fail all four academic core courses may not be allowed to attend summer school. The Building Principal will make a decision in each individual situation.
- Students must earn three quality points in the art/tech/home & careers sequence.
- Students must earn three quality points in the phys ed/music/health sequence.
- Students must earn three quality points in the foreign language sequence, unless exempted from foreign language by an IEP.
- Students who, by the fourth quarter, have not earned the required three quality points in a special area sequence, will be required to complete extra project(s) to earn the required quality points.

B. Grade 8:

- A passing achievement average of eight quality points earned in four of the five, academic areas (including foreign language). Students exempted from foreign language must earn eight quality points in three of the four academic courses.
- Quality points may be earned by grades assigned for the four quarters, the mid-year exam and the final exam.
- At least four quality points must be earned in the second half of the school year for each academic core course.
- Any of the four academic core courses failed must be repeated in summer school.
- Students who fail all four academic core courses may not be allowed to attend summer school. The Building Principal will make a decision in each individual situation.
- Students must earn three quality points in the art/tech/home & careers sequence.
- Students must earn three quality points in the phys ed/music/health sequence.
- Students who, by the fourth quarter, have not earned the required three quality points in a special area sequence, will be required to complete extra project(s) to earn the required quality points.

C. Quality points are assigned each marking period in each academic area as follows:

A = 4	D = 1
B = 3	F = 0
C = 2	

Promotion Policy: (continued)

- D. Students in grade 8 who fail one course, and are thereby eligible for promotion, will be recommended very strongly to retake the course in summer school if the course failed was math, science, social studies or English, and/or if the course failed was foreign language, the students will be required to repeat the course or pursue a different language at the entry level in high school
3. By the beginning of the fourth quarter the guidance counselor will insure that the following information is collected: standardized test scores, report card grades, and written assessment by each academic teacher, reading teacher and counselor. In addition, written assessments by appropriate Pupil Services personnel should be provided for all identified youngsters. Communication with the parent/guardian of at-risk students will continue.
 4. By June 1, the building principal will receive the tentative recommendations of the academic teachers, counselor, appropriate Pupil Services personnel and hall principal concerning the student's progress, academic alternatives and future placement options. For identified students, recommendations should be obtained from the Pupil Services team.
 5. As required in Administrative Regulation #5100R, if a student's absence reaches 40 days, the required case conference will be held to consider the student for possible retention.
 6. Attendance at a summer program approved by the building principal may be utilized in order to meet promotion requirements.

CONCLUSION

This handbook has outlined the opportunities available at Shaker Junior High School and also some of the school's expectations. Not every rule has been mentioned; the major areas have been highlighted.

The rules are based on common sense and consideration for the rights of others. We do not want anyone infringing on your right to an education nor do we want you interfering with anyone else's. If you conduct yourself properly and strive to attain academic excellence, your opportunities are limitless.

Take advantage of what Shaker Junior High School has to offer. You'll find that the teachers and administrators will do all they can to help you succeed - the rest is up to you.

ALMA MATER

Shaker Junior High we praise you
and the white and blue
With the mighty bison power
always we'll love you
From the hall of Houston, Norris,
Clay and Calhoun, too
We'll remember lessons taught us
when we bid adieu
After all the days of learning
we can reach the sky
Thanks to you, our alma mater,
Shaker Junior High

- John McEnerney

NOTICE OF EQUAL OPPORTUNITY

The North Colonie School District hereby advises students, parent/guardian, 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, sex, sexual orientation, religion, disability, marital status, genetic disposition, or HIV or hepatitis carrier status.

Inquiries regarding this nondiscrimination policy may be directed to Title IX Compliance Officer, Joyce D. Horsman at Shaker High School, Latham, New York, 12110, Telephone (518) 785-5511, ext. 3320 or Section 504 (Disabled) Compliance Officer, Sheila Lucier at Shaker High School, Latham, New York 12110, Telephone (518) 785-5511, ext. 3331.

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

STAFF LISTING – 2007 – 2008**GRADE 7****English****Social Studies****Mathematics****Science****CALHOUN**

Mrs. Basile

Mr. Wallingford

Mrs. Howard

Mr. Gara

HOUSTON

Mrs. Mailloux

Mr. Harris

Ms. Samuel

Mr. Salvi

NORRIS

Mrs. Germinerio

Mr. Rizzo

Mrs. Lindhurst

Mr. Slyer

CLAY

Mr. Bedell

Mr. Myer

Ms. Kuby

Mrs. Strouse

GRADE 8**English****Social Studies****Mathematics****Science****CALHOUN**

Mrs. Patenaude

Mr. Berti

Mrs. Pangburn

Ms. Mangan

HOUSTON

Mrs. Shortell

Mr. Coughlin

Ms. Beach

Ms. Jaffe

NORRIS

Mr. Edgar

Mrs. Kerr

Mrs. O'Donnell

Mrs. Bullis

CLAY

Mrs. Froehlich

Mrs. Peterson

Mr. Luby

Dr. Bisnett

Guidance Counselors

Mrs. Coluccio

Mrs. Demeter

Mr. Spring

Mrs. Roberts

Administration/Clerical

Dr. Moore, Building Principal

Main Office: Mrs. Dawson
Mrs. Marion

Attendance: Mrs. Smith

Mr. Mitchell, Hall Principal
Calhoun & Clay
Mrs. Hooley – Hall SecretaryMs. Savery, Hall Principal
Houston & Norris
Mrs. Oppedisano-Hall Secretary
Mrs. VanAppledorn – Guidance
Secretary**Support Staff**

Mrs. Caputo, Nurse

Mr. Carpentieri, Student
Assistance Counselor

Ms. Daniels, Speech

Ms. Gannon, Speech

Dr. Horowitz, School Psych.

Ms. Noakes, Nurse's Office Aide

Mrs. Sangare, E.S.L.

Pupil Services

Mr. Semo, Assistant Director

Mrs. Potter, Clerical

Block Aides

Ms. Barakat, Houston/Norris

Ms. Knise, Calhoun/Clay

Permanent Subs

Mr. Birge

Mrs. Sirianno

Special Education

Mr. Bell – ASC

Aides:

Ms. Blake

Mrs. Kelsey-Peluso

Mrs. Sennett

Mrs. Carney – ASC
Mrs. Dornan-Hewitt-
TAAides:

Ms. Hiem

Ms. Julien

Mrs. Meyer

Mrs. Monette

Mrs. Quinones

Ms. Schanz

Ms. Thompson

Ms. VanderVolgen

Mrs. Maynard – ASC

Mrs. Mesick – TA

Aides:

Ms. Fitch

Mrs. Guzy

Mr. Pelletier

Mrs. Ring – ASC

Ms. DeFazio - Aide

Mrs. Buff - LRA

Mrs. Dennis - LRA

Mrs. Mahan – LRA

Mrs. Taylor – TA

Mr. Gorman - Aide

**Foreign
Language**

Mrs. Blau

Ms. Burgess

Ms. Cunningham

Ms. Detmer

Ms. Fish

Mrs. Kats

Mrs. Lanni

Mrs. Majewski

Ms. Rubtchinsky

Ms. Sierson

Health

Mrs. Bourgeois

Mrs. Winters-Bona

Home & Careers

Ms. Henry

Ms. Macdonald

Mrs. Virgilio

Food Services

Mrs. Marco-Director

Mrs. France-Clerical

Mrs. Rinaldi-Admin.

Mrs. Tehan-Manager

Aides:

Mrs. DeRizzo

Ms. Hoyt

Ms. Patrizio

Ms. Stack

Ms. Talarico

Physical Education

Ms. Clapp

Mr. DeMarco

Ms. Farrigan

Mr. Holmes

Ms. Stevens

Technology

Mr. Barner

Mr. Christiansen

Mr. Mastaitis

Mr. Uline

Mr. Wheeler

Math

Mrs. Bloomfield

BOCES

Mr. Roman, Principal

Houston & Norris:

Mr. Tapler, Teacher

Mrs. Loeb

Social Worker

Ms. Colter - TA

Ms. Fleshman - TA

Ms. Stearn – TA

Calhoun & Clay:

Ms. Walter, Teacher

Mrs. Read, Teacher

Music

Mr. Austin

Mr. Chouiniere

Ms. Slater

Mr. Suzuki

Mr. Vasilakis

Art

Mr. Haacker

Ms. O'Connell

Mr. Secord

Reading

Ms. Branigan

Mrs. Kittell

Mrs. Sigas

Library

Mrs. Hobden

Ms. Stott

Clerical:

Mrs. Angstadt

Ms. Farrell

Custodial Staff

Mr. Bouleris

Mr. Barno

Mr. Erno

Mr. Gauthier

Mr. Huiest

Mr. Jewett

Mr. Mack

Mr. Markham

GRADE 7**English****Social Studies****Mathematics****Science****CALHOUN**

Mrs. Basile

Mr. Wallingford

Mrs. Howard

Mr. Gara

HOUSTON

Mrs. Mailloux

Mr. Harris

Ms. Samuel

Mr. Salvi

NORRIS

Mrs. Germinerio

Mr. Rizzo

Mrs. Lindhurst

Mr. Slyer

CLAY

Mr. Bedell

Mr. Myer

Ms. Kuby

Mrs. Strouse

GRADE 8**English****Social Studies****Mathematics****Science****CALHOUN**

Mrs. Patenaude

Mr. Berti

Mrs. Pangburn

Ms. Mangan

HOUSTON

Mrs. Shortell

Mr. Coughlin

Ms. Beach

Ms. Jaffe

NORRIS

Mr. Edgar

Mrs. Kerr

Mrs. O'Donnell

Mrs. Bullis

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Mrs. Froehlich

Mrs. Peterson

Mr. Luby

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Mrs. Roberts

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Calhoun & Clay
Mrs. Hooley – Hall SecretaryMs. Savery, Hall Principal
Houston & Norris

Mrs. Oppedisano-Hall Secretary

Mrs. VanAppledorn – Guidance
Secretary**Support Staff**

Mrs. Caputo, Nurse

Mr. Carpentieri, Student
Assistance Counselor

Ms. Daniels, Speech

Ms. Gannon, Speech

Dr. Horowitz, School Psych.

Ms. Noakes, Nurse's Office Aide

Mrs. Sangare, E.S.L.

Pupil Services

Mr. Semo, Assistant Director

Mrs. Potter, Clerical

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Ms. Knise, Calhoun/Clay

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Mrs. Sirianno

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Mr. Bell – ASC

Aides:

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Mrs. Kelsey-Peluso

Mrs. Sennett

Mrs. Carney – ASC
Mrs. Dornan-Hewitt-
TAAides:

Ms. Hiem

Ms. Julien

Mrs. Meyer

Mrs. Monette

Mrs. Quinones

Ms. Schanz

Ms. Thompson

Ms. VanderVolgen

Mrs. Maynard – ASC

Mrs. Mesick – TA

Aides:

Ms. Fitch

Mrs. Guzy

Mr. Pelletier

Mrs. Ring – ASC

Ms. DeFazio - Aide

Mrs. Buff - LRA

Mrs. Dennis - LRA

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Mrs. Taylor – TA

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Ms. Talarico

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Ms. Clapp

Mr. DeMarco

Ms. Farrigan

Mr. Holmes

Ms. Stevens

Technology

Mr. Barner

Mr. Christiansen

Mr. Mastaitis

Mr. Uline

Mr. Wheeler

Math

Mrs. Bloomfield

BOCES**Houston & Norris:**

Mr. Tapler, Teacher

Mrs. Loeb

Social Worker

Ms. Colter - TA

Ms. Fleshman - TA

Ms. Stearn – TA

Calhoun & Clay:

Ms. Walter, Teacher

Mrs. Read, Teacher

Music

Mr. Austin

Mr. Chouiniere

Ms. Slater

Mr. Suzuki

Mr. Vasilakis

Art

Mr. Haacker

Ms. O'Connell

Mr. Secord

Reading

Ms. Branigan

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Library

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Mr. Jewett

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Mr. Markham