

**NORTH COLONIE CENTRAL SCHOOL DISTRICT
91 FIDDLERS LANE
LATHAM, NEW YORK 12110**

August 2016

Dear Parent/Guardian:

I hope you are enjoying the last days of summer. In anticipation of the new school year starting, I would like to share some important information with you.

Achievement continues to be a high priority at Shaker High School. Students once again have demonstrated outstanding academic performance. This past June, 99% of our students received Regents diplomas. A total of 65% received a Regents diploma with advanced designation. Two hundred ninety-seven students sat for 587 Advanced Placement examinations, with 95% scoring 3 or higher. This was the highest number of AP exams written in my years as principal. A total of forty-nine percent of students enrolled in a college-level course with the opportunity for college credit. In addition, the historically low dropout rate for Shaker High School continues. The North Colonie Central School District was ranked number 3 out of 93 school districts in the Greater Capital District Region by the *Business Review*. The *Business Review* also ranked Shaker High School as the number 3 high school in the Greater Capital Region. *US News and World Report* magazine and the *Washington Post* both named Shaker High School one of the nation's top high schools in their annual rankings. The Times Union "*Best of the Capital District*" designated Shaker High School as "*Best High School of the Capital District*".

This past year, our teachers continued to examine their practices in terms of student engagement through innovative teaching and use of instructional technology. We are helping students develop the skills to become learners who can think and analyze concepts and information that will support them in higher education and their chosen careers. At the same time, we have continued to recognize that students should not be at a disadvantage in their learning due to their socio-economic status. Last year, we began a pantry for students whose families may not be able to fully financially support themselves. Hours for the library were increased to allow students access to available educational and technology resources they may not have available to them at home. Student technology mentors will continue to be available to support students throughout the day in the library.

I would like to remind you of several other building practices, which are in place in order to maintain an optimal learning environment. Students must use after-school bus passes for the 3:55 p.m. and 5:00 p.m. runs. Passes will be made available by teachers and coaches supporting students after school. All students riding a 3:55 p.m. bus must have a pass. The 5:00 p.m. late buses will run only Tuesdays, Wednesdays, and Thursdays. There will be no 5:00 p.m. late buses on Mondays and Fridays. In addition, rules against plagiarism will be enforced. Please remind your child about this important information. For more information, please refer to the attachments. I have also included other important practices and procedures. They can also be found in our Student Code of Conduct located at www.northcolonie.org. The hall principals will be discussing these items with students during class assemblies at the beginning of the year.

Students will be able to have school pictures taken through Lifetouch. Portraits are scheduled for Monday, Tuesday, and Wednesday, September 12th, 13th, and 14th. Please go to www.lifetouch.com for more details. These pictures will be used for Shaker High School I.D. cards.

OFFICE OF THE PRINCIPAL
Shaker High School
445 Watervliet-Shaker Road, Latham, New York 12110



(518) 785-5511
FAX (518) 783-5905

I would like to note some important dates for your calendar. On September 1st, students will be able to view their schedules on the Infinite Campus Portal. The 2016-2017 school year will begin for all students on Thursday, September 8th, at 7:30 a.m. and end at 2:17 p.m. Schedules for the tenth, eleventh, and twelfth graders will be distributed in homerooms that morning. If you received this by mail, you will receive your child's home room assignment for the first day of school.

The annual Welcome to North Colonie Picnic for students and parents, who are new to the district, will be held on Thursday, September 1st, from 5:30 p.m. until 8:15 p.m. at Shaker High School. **The New Student Orientation Program will be held at 9:30 a.m. on Wednesday, September 7th.** The school store will be open prior to and after this orientation. School supplies and planners will be available; you can find the school supply list on line at <http://www.northcolonie.org/shaker-high-school/inside-shs/>. The Guidance Department will send separate notifications about these events to involved families.

The annual Back-to-School Night Program will be held on Thursday, October 6th, at 7:00 p.m. The Student Government will be serving coffee beginning at 6:15 p.m. in the LaFollette Dining Room. During this program, you will have an opportunity to meet teachers and to begin to establish relationships. Parking will be available at the Our Lady of Assumption Church parking lot. Beginning at 6:30 p.m., shuttle buses will bring parents from the church to Shaker High School. Shuttle buses will return parents at the end of the evening. This will help mitigate parking problems during the evening.

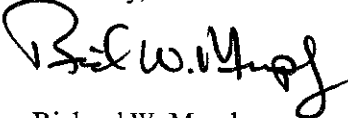
For 9th and 10th grade classes, the annual magazine fundraiser will kick off with an assembly on Monday, October 24th during periods 3B and 4B. This drive is a long standing tradition and is very important for each class treasury to provide funds for prom and other activities. We are hosting a Club Fair for all 9th and 10th grade students on Wednesday, October 19th during period 6. The Club Fair will give students an opportunity to sign up or receive information about Shaker High School clubs. The 9th grade assembly, *What I Wish I Knew as a Freshman*, will take place on November 4 during period 7. This assembly will be student led by Student Government and will highlight the importance of a well-rounded, four-year experience at Shaker. Topics such as the following will be included: freshman grades count, the importance of extracurricular activity participation, who to go to when problems arise, how and where to get academic assistance, community services.

For the rest of the year, I will continue to send newsletters through the School News Notifier (SNN). If you wish to receive this information through regular mail, please contact my office.

Each new year it is my hope that we can provide a better educational environment that is even more conducive to our students' learning. The upcoming year will be one where we will continue to successfully instruct and support students through our collaboration with them and you. High school is the stepping stone that helps define the direction our students will go, and the value they will hold for their education. We look forward to partnering with our students and you in this important voyage.

Thank you for your continued support.

Sincerely,



Richard W. Murphy
Principal

RWM/jb
Attachments

LaFollette Hall Summer Letter
Shaker High School
2016-2017

As we continue to prepare for the start of the 2016-2017 school year, I am pleased to welcome back our returning sophomores. I would also like to welcome our incoming freshman and transfer students as you begin your journey at Shaker High School. Mr. Garrett Couture will continue to serve as the Administrative Dean working primarily with 10th grade students. We are asking for your collaboration as we emphasize responsibility and good citizenship. I am confident that, as a team, we can help each student reach their individual potential. Our educational community is dedicated to making the environment at Shaker High School one in which all students feel part of a supportive learning community. Thank you in advance for your support of our educational programs and opportunities. The information provided in this newsletter is intended to supply foundational information as you begin your Shaker High School experience. If you have any questions or concerns that are not answered in this letter, please feel free to contact me at any time: (518) 785-5511 ext. 3399 or at crystalfox@ncolonie.org. I hope you enjoy the remaining days of summer.

Sincerely,

Crystal Fox

Mrs. Crystal Fox
 LaFollette Hall Principal

NEW STUDENT ORIENTATION

We'll be welcoming 9th grade/transfer students and their families to Shaker High School on Wednesday, September 7, 2016 from 9:30 am –11:30 am. In addition to the student's attendance, we would also be happy to have parents and/or guardians attend.

The program for parents/guardians will begin with a welcome in the **auditorium** by Mr. Richard Murphy, Principal, Mr. Brian Spofford, Taft Hall Principal, Mrs. Crystal Fox, LaFollette Hall Principal, Mr. Garrett Couture, LaFollette Dean and Mrs. Lauren Sheeler, Taft Dean. The formal introduction will then be followed by a question and answer period. Students will report directly to the room assigned to them based on the spelling of their last name. **Please see the chart below for your student's assigned room:**

Counselor	Room	GR 9	GR 10	GR 11	GR 12
Russell	Chorus Room	A-B	A-Cal	A-Cho	A-Br
Larkin	J201/202	C-Dt	Cam-Fi	Chr-Gon	Bu-Faz
Bruni	J209/210	Du-Ht	Fi-Joh	Gor-Kis	Fe-I
Birnbach	J111/112	Hu-Maq	Joi-Marc	Kit-Me	Ja-Maq
Galarneau	J101/102	Mar-Pj	Mard-Pas	Mi-Pir	Mar-Pi
Anderson	Media Center	Pl-Sm	Pat-Sm	Pis-So	Pl-Su
Hayes	Counseling Center	Sn-Z	Sn-Z	Sp-Z	Sw-Z

The counselors will welcome students to the high school and distribute class schedules (students who are unable to attend the orientation program will receive their schedule in homeroom on the first day of school).

The program will conclude with the students rejoining their parents and/or guardians in the LaFollette Dining Room.

BACK-TO-SCHOOL NIGHT

October 6, 2016 - 7:00 to 9:30 PM

Shuttle buses will be available in the Our Lady of Assumption parking lot beginning at 6:30 PM. Return shuttles from Shaker High School to Our Lady of Assumption end at 9:30 PM.

PROGRESS REPORTS AND REPORT CARDS

Report cards are available on the Parent Portal at the conclusion of each quarter and an interim progress report will be available at the midpoint of each quarter. If you have concerns regarding your student(s) academic progress, you are encouraged to contact the teacher directly. Every effort is made to remediate problems by maintaining contact between the school and home. If you would like to sign up for Portal Access, please call the main office at 785-5511 to make arrangements. You may also call the Registrar at 785-8591 for sign up information and procedures.

ATTENDANCE POLICY FOR MIDTERM AND FINAL EXAMINATIONS

Shaker High School has two major testing periods every year. The first is for midterm and final examinations in January and the second is for final examinations in June. **Student attendance is mandatory for all examinations, including those given in class.** Students are required to take tests on given dates and given times. The scheduling of personal appointments, vacations, or meeting obligations other than those of an emergency nature will not constitute a valid reason for missing an examination and **will result in a grade of zero.** Valid reasons include: illness or injury confirmed by a physician's note; death in the family; court appearance confirmed by court documentation, or placement in a facility. Notification to the Hall Principal and/or Department Supervisor is mandatory. The Hall Principal and Department Supervisor will determine eligibility for make-up examinations. Once the absence has been approved, it is the student's responsibility to contact the Department Supervisor and reschedule the exam.

MIDTERMS:	In class:	January 11, 2017- January 20, 2017
	Formal:	January 23, 2017 -January 27, 2017
FINALS:	In class:	June 2, 2017- June 9, 2017
	Formal:	June 12, 2017-June 22, 2017

THE SCHOOL DAY AND TRANSPORTATION

School will open September 8th, 2016 with homeroom beginning at 7:34 AM. Your homeroom can be viewed on the Portal. If you would like to sign up for Parent Portal Access, please call the main office at 785-5511 to make arrangements. You may also call the Registrar at 785-8591 for sign up information and procedures. The school day officially concludes at 3:08 PM; however, academic classes conclude at 2:17 PM. Those students who have no mandatory obligations (academic, social, athletic, or disciplinary) may leave on the 2:27 PM buses. Those students remaining will be provided a 3:55 PM bus, which will run Monday through Friday and a 5:00 PM activity bus which will run Tuesday through Thursday from the high school. Students who intend to ride a North Colonie Central School District late bus must secure a bus pass from a staff member.

- The passes will be used by students to show to after school monitors and staff/administrators to validate their reason for being after school and to be admitted to ride on a late bus.
- Students without passes will be deemed after school without permission and will be required to obtain an administrative pass to ride the bus. These students may also receive progressive disciplinary consequences.

Information regarding bus transportation is being mailed in a separate letter from the Transportation Department. If you do not receive a bus schedule by the last week of August, please call the Transportation Department at 785-9486.

STUDENT DRIVING/PARKING

Due to limited parking facilities, LaFollette Hall students do not have parking privileges. Over the past few years, more students have driven their cars to school and parked on adjacent streets. This has created some problems for our neighbors and we ask for your support in this area. Please do not allow your LaFollette Hall student to drive to school. If you drive your child to school, it is recommended that you arrive by 7:10 AM since the main driveway becomes very congested after that time.

ATTENDANCE

Absenteeism

Regular attendance at Shaker High School is expected of everyone. All students should be in homeroom each morning by 7:34 AM. In case of absence, please contact the Attendance Office at 785-5511, ext. 3410 or 3404 and report the reason for your child's absence. As mandated by the New York State Education Law, a parental or doctor's excuse explaining the reason for a previous absence must be presented to the homeroom teacher on the day of return. If your child is absent for a religious holiday, please notify our office.

Each absence must be coded as an Excused Absence or an Unexcused Absence

o **Excused Absences**

- Excused absences include reasons such illness, death in the immediate family; court appearances confirmed by court documentation, or placement in a facility.
- The High School must receive a written excuse signed by a parent/legal guardian for the absence within ten (10) school days of return from the absence
- Excused absences totaling more than 5 consecutive days must be documented with a doctor's note
- Students who are absent more than 10 consecutive days may be placed on Home-Bound Instruction as per Board of Education Policy #4328
 - Requires medical documentation and administrative approval
 - Home Instruction excused and unexcused absences will be tracked

o **Unexcused Absences**

- An absence will be deemed unexcused if the attendance office does not receive a written excuse signed by a parent/legal guardian within ten (10) school days of the absence
- Absences of more than five (5) consecutive days that are not coupled with a doctor's note will be unexcused

Tardies

If a student is tardy, he or she must report to homeroom if arriving between 7:34AM and 7:40AM. The homeroom teacher will mark the student tardy. If a student arrives after 7:40AM, the student must report directly to the Hall Office to sign in and present a parental excuse to the Hall Office. Please note that the excuse does not necessarily condone tardiness, especially if the tardiness is due to missing a bus, oversleeping, car trouble, or traffic. Unexcused tardiness will result in lunch detention on the fourth unexcused tardy and each tardy thereafter.

Early dismissals

We ask that you please try to schedule your child's appointments after school. In cases where this is not possible, we require a note signed by a parent/guardian indicating the dismissal time, the reason, and a phone number where you can be reached to be presented to the Attendance Secretary before 7:34 AM that day. A phone call will be made by the Attendance Secretary to verify the early dismissal. A student may not leave the building without parental verification of the request. If you cannot be reached on the day of the early dismissal, please call 785-5511, ext. 3410 or 3404 on the previous day and leave a detailed message, including the time and the reason for the early dismissal.

EMERGENCY INFORMATION FORMS

During the first two weeks of school, emergency forms will be distributed in homeroom. These phone numbers are very important to us especially if an emergency arises. A copy of this form is also forwarded to the school nurse. Furthermore, we will only release your student to persons that you have listed on the emergency form.

SCHOOL CLIMATE

Ongoing objectives of our school are to improve school climate and the physical condition of the building and grounds. Faculty, students and parents will continue to work together to ensure success in this regard. Students have the right to be part of a safe and respectful learning environment which is free of profane language, harassment of any kind, and behaviors which threaten the safety of our school community. Fighting, the possession or use of tobacco/nicotine products, the possession of weapons, and the possession or use of drugs or alcohol are all unacceptable at Shaker High School and will result in a suspension on the first occurrence. We have a student assistance counselor, Mr. Stephen Hallock, available to assist students with strategies to minimize negative behaviors and/or destructive decisions.

STUDENT DRESS CODE

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

- Items that promote alcohol or drugs
 - Jewelry or clothing that contains comments or illustrations that are construed as obscene or sexual in nature
 - Clothing that contains messages or illustrations depicting violence, hate and denigration of a particular race or group
 - Garments that are extremely brief, such as (but not limited to) tube tops, net or mesh tops, plunging necklines (front and/or back), cutoff shorts or “short” shorts, extremely short skirts or dresses, low-rider pants, sleeveless athletic shirts, garments that expose the midriff or undergarments and see-through garments
 - Sleep wear
 - Sunglasses and hoods worn on the head
 - Items of clothing such as (but not limited to) chains longer than 6”, spiked bracelets or necklaces or sharp items protruding from the skin.
-
- All coats and jackets must be put away in the lockers upon entering school and may not be worn during the school day
 - Shirts and shoes must be worn at all times

Shaker High School - Taft Hall

2016-2017 Summer Letter to Students & Parents

I would like to extend a welcome to our new and returning upperclassmen to Taft Hall for the upcoming school year. I am very excited for the school year to begin and I look forward to working closely with students, faculty and parents/guardians to promote a safe, successful and rewarding educational and social experience at Shaker High School. We have an outstanding group of educators, counselors and support staff that are eagerly anticipating the upcoming school year and the opportunity to work with your children. I encourage you to review the information provided in this letter with your student(s) and take the opportunity to familiarize yourself with the SHS Student Handbook. If you have any questions or concerns, please feel free to call me at 785-5511.

I would like to take this opportunity to welcome Mrs. Lauren Sheeler into Taft Hall Administration. Mrs. Sheeler will be serving as a .6 Taft Hall Administrative Dean and a .4 Spanish teacher. She will be assisting with discipline and with the general supervision of the building. We are extremely fortunate to have her join our administrative team!

I hope the remainder of your summer is relaxing and restful and I look forward to seeing you in September.

Sincerely,



Brian Spofford
Taft Hall Principal

THE SCHOOL DAY AND TRANSPORTATION INFORMATION

The school year will commence on Thursday, September 8th, with homeroom at 7:34 A.M.

- Students may access their schedules for Homeroom location on the Portal beginning on September 1st
 - If you do not already have Portal access, please call the main office at 785-5511 x0 to make arrangements
- Student schedules will also be distributed in homeroom on the first day of school
- Our school day begins at 7:34 A.M. and concludes at 3:08 P.M. Students who are not participating in activities and have no other obligations are dismissed at 2:17 P.M.
- Information regarding the bus transportation is being mailed to you from the Transportation Department. If you do not receive a bus schedule by the last week of August, please call the Transportation Department at 785-9486.

BACK TO SCHOOL NIGHT

Thursday, October 6th from 7:00 to 9:00 p.m.

Shuttle buses will be available in Our Lady of Assumption parking lot beginning from 6:30 p.m. and end at 9:30 p.m. from SHS.

ATTENDANCE

Please alert the Taft Hall Office (785-5511, ext. 3439) in the event your child is or will be absent.

- We ask you to make every effort to schedule appointments after school. We must verify all early dismissals. A student may not leave the building without us contacting a parent, so please include a phone number where you can be reached on the written request. Parents are welcome to call ahead to verify early dismissals, especially if you cannot be reached on the day of the early dismissal.
- During the first two weeks of school, emergency forms will be distributed in homerooms. If your child does not bring one home, please call the Hall Office and we will send you one or we will fill it out over the phone with you. These phone numbers are very important to us. The nurse gets a copy for emergencies and the Hall Office keeps a copy for attendance purposes.

EARLY RELEASE / LATE ARRIVAL

Applications for Early Release and Late Arrival will go out to seniors after the first full week of school. Once submitted, the applications must be approved by the Taft Hall Principal (along with parental permission). Early Release and Late Arrival are based on "open periods" which result from student course selections, course placement in the Master Schedule and balancing of class enrollment per class period. **Student schedules will not be changed to accommodate Early Release or Late Arrival.**

PREPARATION PERIOD

Within some student's schedule is a period of time that does not contain a class. The time, referred to as "prep", offers the student an opportunity to practice time management in the completion of assignments. Students on prep may also visit the Media Center or snack bar. **STUDENTS ARE NOT ALLOWED TO LEAVE THE PREMISES unless they receive an early dismissal with confirmed parental permission or they have been granted Early Release privileges by the Taft Hall Principal.**

SENIOR STUDENT PARKING

Driving to school is a senior privilege. Approximately 200 spaces are available for a Senior Class of 500 students. Those seniors wishing to drive must complete an application which is reviewed by the Hall Principal. If permission is granted, a parking sticker is affixed to the student's vehicle. The sticker must always be visible and is non-transferable to other students.

IMPORTANT PARKING INFORMATION:

- ALL Student Parking spaces will be INDIVIDUALLY NUMBERED and seniors will receive their own parking spot
 - Seniors approved to park must park only in their assigned spot
 - Students who park in a parking spot not assigned to them will have their cars towed at the owner's expense
- On Wednesday, August 31st between 9:00 A.M. and 12:00 P.M., parking permits will be issued to approved seniors in the parking lot
 - Students must have: license, registration, insurance card and \$50.00 fee (check made out to SHS)
 - Students unable to attend on 8/31 will have until 9/14 to register their vehicle and claim their spot
- Students may not drive to school without a permit.
- Parking rules and guidelines are provided to each student along with the application – please review carefully
- Failure to comply with the rules of the Student Parking Regulations will result in a student parking privilege suspension and/or revocation without a refund
 - The complete set of Student Parking Regulations was attached to the Senior Parking Permit Application
- There is a \$15 fee for replacement parking permit stickers

SCHOOL CLIMATE

An ongoing objective of our school is to improve school climate as well as the physical condition of the building and grounds. Faculty, students and parents will be working together to ensure success in this endeavor. Areas of focus include, but are not limited to: respect for one's self and others, student dress, profanity free language, appropriate use of electronic devices, harassment, bullying and cyberbullying of any kind. We encourage students to speak with their teachers, Guidance Counselor, Student Assistance Counselor or Hall Principal whenever a problem arises. We also encourage parents/guardians to contact an adult at school in the event that you need assistance with an issue that impacts school readiness, focus and comfort level in school. Working together, we can develop a plan to diminish the chances of a negative situation occurring or continuing.

DRESS CODE

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

MIDTERM AND FINAL EXAMINATION SCHEDULE

MIDTERMS: In class: January 11 - January 20
Formal: January 23 - January 27

FINALS: In class: June 2 - June 9
Formal: June 12 - June 22

All students are expected to be in attendance during these examination periods. Please do not schedule trips or vacations during these dates, as absences may result in a zero on the exam.

SHAKER HIGH SCHOOL
Latham, New York 12110

NEW FACULTY 2016-2017

Foreign Language	Erica Collier April Mead
Guidance	Michael Bruni
Math	Michelle Connolly
Internal Restriction	Laura Haley
Media Center	Judith Peyton
Music	Amy Kimbler
Physical Education	Mark Ambrosio
Psychologist	Andrew Petsche
Reading	Angela Mautone Mayhew
Science	Angela Bisnett Colleen Vignola Megan Hoffman
Special Education	Paige Goldberg

RETIREES:
Karen Amedio
Craig Collins
Weldon Culp
Maria Holland
Roxanne Lawrence
Fran Royo
Mary Ellen Topian

**NORTH COLONIE CENTRAL SCHOOL DISTRICT
91 FIDDLERS LANE
LATHAM, NY 12110**

Shaker High School Electronic Device Rules

While the use of electronic devices is allowed at certain times within the school day, we strongly advise against our students bringing these expensive devices into school. Shaker High School is not responsible for any lost, stolen, or damaged electronic devices.

- Between 7:30 AM and 2:17 PM, students may use electronic devices during non-instructional time. This includes:
 - Hallway and Courtyard passing time
 - Mid-morning
 - Lunch
 - Prep time for upperclassmen
 - Gold card release time for underclassmen

- Between 7:30 AM and 2:17 PM, students may use electronic devices during instructional time only if permitted by their teacher (and approved by Supervisor/Hall Principal).
 - All electronic devices (including earbuds & headphones) should be put away within the classroom setting unless directed by the teacher for students to use for instructional purposes.

- Students may not use electronic devices in the following locations:
 - Bathrooms
 - Hall Offices
 - Locker Rooms
 - Main Office
 - Media Center
 - Health Office
 - Study Hall

Students in violation of the electronic device rules or students using an electronic device for inappropriate communication or behavior will be assigned progressive disciplinary consequences ranging from detention to suspension. The electronic device will be confiscated and turned in to the hall office. Failure to relinquish the device will result in further disciplinary consequences. Parents may be required to retrieve the confiscated electronic device from the hall office.

Students are expected to comply with any adult requests concerning use of electronic devices. Failure to follow adult directives will result in student disciplinary consequences.

8/2/16

NORTH COLONIE CENTRAL SCHOOL DISTRICT
91 FIDDLERS LANE
LATHAM, NY 12110

SHAKER HIGH SCHOOL INTERNAL RESTRICTION RULES 2016-2017

Room K216

10:15-3:40

- Students must report to room K216 by 10:15 AM and will remain in K216 until 3:40 PM.
- Students are to report to IR prepared to work with the necessary assignments, books, notebooks and writing utensils. It is **your** responsibility to inform teachers that you have IR and to collect the work that you will be missing.
- Students will be respectful to the teacher in charge. Rude responses or lack of cooperation will not be tolerated.
- No eating or drinking is allowed. Students in Internal Restriction should bring their lunch to school. If a student needs to buy a lunch, they will be escorted to the cafeteria during split lunch by a hall monitor.
- Coats must be put away in the lockers. Hoods and hats must remain OFF.
- Electronic devices are not allowed.
- No talking or walking around. Permission to talk or leave the desk must be granted by the teacher in charge. Raise your hand to be recognized. These rules remain in effect through lunch time.
- Students will sit up and not have heads on arms, desks or book bags. Sleeping is not allowed. Feet will remain on the floor and all students will face their own desk.
- Bathroom privileges will be at set times as designated by the Internal Restriction teacher.
- No other students may visit students in the internal restriction room. Nor should students the internal restriction room try to contact those outside the room. If this occurs, please notify the office with the names of those students.
- Seats will be assigned by the Internal Restriction teacher.
- **Students that violate these rules will be subject to further disciplinary consequences.**

8/4/16

**NORTH COLONIE CENTRAL SCHOOL DISTRICT
91 FIDDLERS LANE
LATHAM, NY 12110**

August, 2016

Dear Parents:

SHAKER HIGH SCHOOL - STUDENT NETWORK USE

At Shaker High School, our students and teachers use computers and the Internet as a frequent part of instruction. Each year we review how we can best offer technology resources to students within a safe cyber-environment.

The North Colonie Central School District and Board of Education's n Information Technology and Network Use policy states,

Use of district technology is for school district related use only. The Internet and other electronic research materials are available to staff and students solely for the purpose of completing curriculum and employment requirements. Internet and Intranet use is a privilege, not a right.

The policy includes regulations that detail what is restricted for students, faculty and staff. The regulations cover many different areas of technology use. Each student signs the release form prior to receiving a North Colonie CSD computer account.

With this letter, I would like to more fully explain how those regulations can affect students, and guide what they may or may not do while using district computer resources and our network.

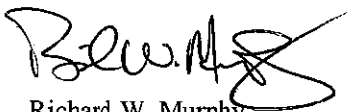
The most important point is that students may not use district technology resources for personal interests, communication or topics that are not related to their school work. Some examples would be:

- Students may not load software programs or applications of any kind onto a school computer resource for any reason. Specifically we prohibit the loading of computer games, or special programs that are not part of our North Colonie software tool kit.
- Students should not be using district technology resources for personal messaging, texting, sharing photos or other multi-media files, or accessing social media sites, such as Facebook, MySpace or YouTube. Students may not create personal web spaces for themselves with district resources.
- Students may not load inappropriate content or files onto district computers, and may not use district resources to search for inappropriate and/or pornographic materials, or display those materials in any way. Students may not use district shared files and workspaces to hold or hide inappropriate materials, programs or passwords.
- Students may not use district resources to send inappropriate material or comments to others, including messages that threaten or bully another student.

We want to make as many resources as possible available for students to support their studies, including a wide variety of Internet resources, journals, opportunities for research, multi-media, animation and video tools, and science and math programs. By following the common sense rules above, we can continue to provide students with the technology tools they need to thrive in our 21st Century workplaces and colleges.

Please go to www.northcolonie.org to review North Colonie Central School District Board of Education network use policies and regulations for further information (Policies #4550, 4550R, 4550-E1, 4550.E2 and 4560.) If you have any questions, please feel free to contact your child's hall principal or me.

Sincerely,



Richard W. Murphy
Principal

NORTH COLONIE CENTRAL SCHOOL DISTRICT
Latham, New York

School Calendar for 2016-2017

JULY						AUGUST						SEPTEMBER					
M	T	W	T	F		M	T	W	T	F		M	T	W	T	F	
				1		1	2	3	4	5					1	2	(-)
4	5	6	7	8		8	9	10	11	12		5	6	7	8	9	(2)
11	12	13	14	15		15	16	17	18	19		12	13	14	15	16	(5)
18	19	20	21	22		22	23	24	25	26		19	20	21	22	23	(5)
25	26	27	28	29		29	30	31				26	27	28	29	30	(5)
					(19)						(17)						(17)
OCTOBER						NOVEMBER						DECEMBER					
M	T	W	T	F		M	T	W	T	F		M	T	W	T	F	
3	4	5	6	*7	(5)		1	2	3	4	(4)				1	2	(2)
10	11	12	13	14	(3)	7	8	9	10	11	(3)	5	6	7	8	9	(5)
17	18	19	20	21	(5)	14	15	16	17	18	(5)	12	13	14	15	16	(5)
24	25	26	27	28	(5)	21	22	23	24	25	(2)	19	20	21	22	23	(5)
31					(1)	28	29	30			(3)	26	27	28	29	30	(-)
					(19)						(17)						(17)
JANUARY						FEBRUARY						MARCH					
M	T	W	T	F		M	T	W	T	F		M	T	W	T	F	
2	3	4	5	6	(4)			1	2	3	(3)			1	2	3	(3)
9	10	11	12	13	(5)	6	7	8	9	10	(5)	6	7	8	9	10	(5)
16	17	18	19	20	(4)	13	14	15	16	17	(5)	13	14	15	16	17	(5)
23	24	25	26	27	(5)	20	21	22	23	24	(-)	20	21	22	23	24	(4)
30	31				(2)	27	28				(2)	27	28	29	30	31	(5)
					(20)						(15)						(22)
APRIL						MAY						JUNE					
M	T	W	T	F		M	T	W	T	F		M	T	W	T	F	
3	4	5	6	7	(5)	1	2	3	4	5	(5)				1	2	(2)
10	11	12	13	14	(4)	8	9	10	11	12	(5)	5	6	7	8	9	(5)
17	18	19	20	21	(-)	15	16	17	18	19	(5)	12	13	14	15	16	(5)
24	25	26	27	28	(5)	22	23	24	25	26	(5)	19	20	21	22	23	(5)
					(-)	29	30	31			(2)	26	27	28	29	30	(-)
					(14)						(22)						(17)

☐ = All Employee Holiday

☐ = School not in session

○ = Superintendent Conf. Days (no students)

Total Gr. 1-12 180 Attn. Days
 + 4 Conf. Days
 184

Adopted: 3/28/16

July 4 Independence Day
Aug. 17-18 Regents Testing**
Sept. 5 Labor Day
Sept. 6, 7 Supt. Conf. Days
Sept. 8 Classes Begin, Gr. 1-12
Sept. 9 Kdg. Begins
Oct. 7* Early Release Day
Oct. 10 Columbus Day
Oct. 12 Yom Kippur
Nov. 8 Election Day
 Supt. Conf. Day
Nov. 11 Veterans Day
Nov. 23-25 Thanksgiving Recess
Dec. 26 Holiday Recess Begins
Jan. 2 New Year's Day
 Observed
Jan. 3 Classes Resume

Jan. 16 Martin Luther King, Jr. Day
Jan. 24-27 Regents Testing**
Feb. 20-24 Mid-Winter Recess
March 24 Supt. Conf. Day
April 14 Good Friday
April 17-21 Spring Recess
May 29 Memorial Day
June 14-22 Regents Testing**
June 23 Last Day of School
 (Regents Rating Day)**
June 24 SHS Graduation

**Regents testing dates and June Rating Day are subject to change depending on the NYSED Regents Exam Schedule.



SIGN UP FOR SNN TO STAY IN THE KNOW ABOUT NEWS FROM YOUR SCHOOL

School News Notifier (SNN) is an electronic notification system designed to help keep parents and the community in touch with what is happening at North Colonie.

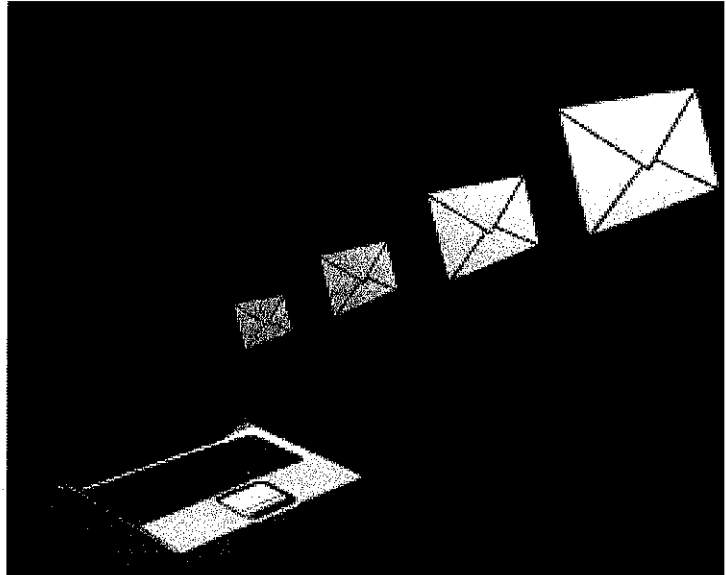
Notifications are currently available for each Elementary School, as well as the Junior and Senior High Schools. A notification for Alumni was also recently added. You will receive information about upcoming school events, closings and delays, alumni notifications and more right in your email inbox. You can also choose to receive school closing and delay announcements via text message on your cell phone.

Parents, residents and staff members are given the option to receive any or all of the alerts and they can unsubscribe at any time.

When signing up for SNN and selecting the notifications you wish to receive, it is recommended that you select your child's school, as well as the district news notification. This way, you will receive important news from your child's school, as well as the latest information from the district level. From there you may select any other notification you'd like.

Those wishing to subscribe to the service can sign up by going to the North Colonie Central Schools website (<http://northcolonie.org>) and clicking on the SNN icon on the right-hand side of the webpage.

The messages will show to the sender as NColonieSNN@ncolonie.org. The notifications are sent through an automated system, so recipients should not respond to the messages by using their "reply" or "reply to" e-mail options. Most notifications will contain details on how you can get more information.



QUESTIONS AND ANSWERS

How often will I receive notifications?

The number of e-mails you receive will depend on which notifications you have signed up for and how often alerts are determined to be necessary by school administrators. The notifications will be time-sensitive and should be read upon receipt.

How do I change the notifications I am subscribed to?

After you log in, your profile page will appear. Click the checkbox next to each notification you would like to receive and then click "Update". If you leave a box blank, you will automatically be removed from that list.

Will my e-mail address and personal information be shared?

Absolutely not.

For more information about the School News Notifier, please call 785-8591.

NORTH COLONIE CENTRAL SCHOOLS

91 Fiddlers Lane
Latham, New York 12110-5349

MEMO TO: Parents of North Colonie Students

FROM: D. Joseph Corr, Superintendent

RE: *S.A.V.E. Legislation*

DATE: August 2016

Project S.A.V.E. is the Safe Schools Against Violence in Education Act, passed by the legislature and signed by Governor Pataki at the end of the 2000 legislative session. The law seeks to improve school safety and ensure a safe and effective learning environment. To achieve this, the law codifies many existing regulatory requirements that are designed to improve school safety. It also provides tools for educators including mandating the development of school safety plans, organizing school safety teams, implementing character and civility education, refining the discipline code and giving teachers the ability to remove students from classes for behavior that is disruptive to the educational process. The North Colonie Board of Education has determined that teachers may remove students from classes for either therapeutic or disciplinary reasons.

Removal for disciplinary reasons includes students who are substantially disruptive. This includes students who are either violent or non-violent. See attached Board Policy #5313.4.

DJC/msc
Attachment

D. Joseph Corr, SUPERINTENDENT

(518) 785-8591
Fax (518) 785-5504

PROTOCOL FOR TEACHER REMOVAL OF A STUDENT FROM A CLASSROOM

Therapeutic Removals

Therapeutic removals are effective means of helping some students to gain their composure and return prepared to learn in an academic setting. In an elementary school, a student may be sent to a counselor, principal or time-out room for therapeutic time-out purposes. In the junior high, a teacher may send a student to the Internal Room. In the high school, a ninth or tenth grader may be sent to the LaFollette Hall Office, a counselor, or to a special education teacher. An eleventh or twelfth grade student may be sent to the Taft Hall Office, a counselor, or a special education teacher. Each school has procedures whereby the teacher documents the reason a student was sent from the classroom. It is expected that the teacher will communicate with both the parents and principal about why the student was sent out of class, unless it is mutually agreed between the principal and the teacher that a call to the parent(s) is not warranted.

Removal for Disciplinary Reasons

Students Who Are Violent or Substantially Disrupt a Class Endangering the Health and Safety of Others: A teacher may remove from class a student who is violent and substantially disruptive of the educational process. Violent students are defined in the statute as elementary or secondary students under 21 years of age who: commit acts of violence against any school employee; who commit acts of violence on school property against any student or other person lawfully on school grounds; possess, on school property, a gun, knife, incendiary bomb, or other dangerous instrument capable of causing physical injury or death; threaten, on school property, to use any instrument that appears capable of causing physical injury or death; knowingly or intentionally damage or destroy the personal property of any person lawfully on school property; or knowingly or intentionally damage or destroy school property. (School property means in or within any building, structure, athletic field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school, or in or on a school bus.)

The use of call buttons should be limited to those few situations of extreme behavior, such as a student who is violent or substantially disrupts a class by **endangering the health and safety of others**. The office will send someone to assist the teacher and escort the student to the principal's office. The teacher will submit a written statement about what occurred to the principal as soon as possible.

After the student receives due process (see #5300R), the principal will decide on appropriate discipline. If the student is suspended, the principal will notify parents orally and in writing, within 24 hours, the nature of the circumstance that caused the suspension, that the parent/guardian has a right to an informal conference with the principal, and the right to interview witnesses. One of the conditions of a student's reinstatement following a suspension should be a conference attended by the principal, the student and his/her parent/guardian, and when appropriate the teacher and counselor. The purpose of this meeting is to develop a plan to address the behavior that caused the suspension.

Students Who Have Substantially Disrupted the Class But Are Non-Violent:

If the teacher has decided that it is appropriate for the student to leave the classroom because the student has substantially disrupted the class and violated the North Colonie code of conduct, the teacher will need to give an immediate explanation to the student about why he or she is being asked to leave the classroom. This can be accomplished in several ways, including the following: 1) The teacher gives the student a written form on which the student's behavior has been checked off, and asks the student to proceed to the office where the student will write his or her own version of what occurred; or 2) The teacher asks the student to step into the hallway, describes what has occurred, and gives the student an opportunity to express his or her version of the incident. The student will then be sent to the principal's office or an alternative location. It is not recommended that the teacher enter into a dialogue with the student in front of other students.

After a student is removed from the classroom, the teacher will complete a disciplinary referral form, and speak with the principal as soon as possible regarding the incident. After this discussion, the principal will make a determination of whether the student's removal was warranted, and if so, the number of days the student would be removed from class. If the principal does not uphold the removal, the student will attend the next scheduled class meeting. Whether or not the removal is upheld, the principal will send a written communication to parents notifying them the child has been removed from the classroom.

(The principal has several grounds on which to overturn a student removal from class. They are: a lack of substantial evidence to support a removal, if the removal is a violation of law, or if a removal is inconsistent with the district's code of conduct. In these cases, the Principal may return a student to class. If the student's conduct warrants a suspension rather than a removal from class, the Principal will suspend the student. This last situation will not be viewed as a teacher's removal of a student from class.)

It is our expectation that the teacher will contact the parent or guardian within 24 hours of the student's removal from class. (Parents' work numbers are available in the school office.) It is understood by all parties that the most desirable situation is for the teacher and parent to have a dialogue about what occurred in class. If a teacher cannot contact the parent after making a diligent effort, the teacher will communicate with the principal.

A parent may request a conference within 48 hours of the removal from class. If the conference is held, the teacher, parent, student, principal, and counselor when appropriate, should be present. The meeting should be scheduled within the confines of the teacher's contractual day, unless there are extenuating circumstances and teachers have agreed to meet otherwise. Teachers should be relieved from supervision responsibilities, whenever possible, prior to using the teacher's preparation period.

The student is not permitted to return to the classroom and must continue to receive educational programming for the duration of the removal or pending the outcome of a conference if one is held. It is the disciplining teacher's responsibility to provide work for the student who is removed.

Students With Disabilities are expected to adhere to all school discipline procedures. For a student with a disability who has a chronic discipline problem, the case would be referred to the school's Pupil Service Team and the District Committee on Special Education for review. Student suspension or removal from class for more than ten days is "a significant change of placement" under 504 or special education regulations. A school district is required to conduct an evaluation and review of the student's placement prior to any significant change of placement (34 CFE 104.35 (b)). Whenever students protected under 504 or special education regulations have cumulative suspensions or teacher removals from any class approaching ten days, the PST will review the student's standing to determine whether such suspensions or removals from class constitute a significant change in placement.

Policy Amended: May 21, 2001

**North Colonie Central Schools
91 Fiddlers Lane
Latham, New York 12110-5349**

TO: All Building Principals
FROM: D. Joseph Corr, Superintendent of Schools
RE: *Annual Notices to Parents*
DATE: August 2016

Annually, we are required to notify all parents of AHERA (Asbestos Hazard Emergency Response Act) and the Emergency and Severe Weather Plan. Please insert the following messages in your first newsletter of the school year.

NOTICE TO PARENTS

In accordance with the requirements of the federal regulation known as AHERA (Asbestos Hazard Emergency Response Act), the school district has conducted inspections and developed management plans for each of the district's schools. These management plans are available for your review during regular business hours at the individual schools. Included in these management plans is information regarding AHERA inspections, operations and maintenance, period surveillance and response action activities. It is the intention of the North Colonie Central School District to comply with all federal and state regulations controlling asbestos and to take the appropriate steps necessary to ensure students and employees have a healthy and safe environment in which to learn and work. For information contact Mr. Alan Levitus at the Maintenance Department at 785-5771.

**ANNUAL NOTICE OF THE
AVAILABILITY OF THE DISTRICT EMERGENCY MANAGEMENT
PLAN**

The North Colonie Central School District has developed Emergency and Severe Weather (formerly Disaster Preparedness) plans as required by State Education Law Section 155.13. It is required that each public school district have emergency plans in place, and that information on emergency procedures be provided to all students and staff. We will conduct at least 12 fire drills throughout the year, and a "go home" drill to test transportation and communications systems. Emergency evacuation information is posted in each classroom. If you desire more information, please contact Mr. Alan Levitus at the Maintenance Department at 785-5771.

PLAGIARISM PROCEDURE

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

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

Level One

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

Consequences

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

Level Two

- frequently missing parenthetical documentation
- failure to acknowledge sources for longer paragraph-length sections
- failure to acknowledge the source of a major idea
- using the exact thesis/argument from a source as the basis of the paper
- repeated level one offences
- interspersing exact language from sources throughout the paper with no acknowledgement

Consequences

- remediation conference within seven school days
- the teacher regrades the paper – averages the two grades – the final grade should be no lower than a 65
- student who refuses to attend conference and make corrections gets a zero
- phone call home (prior to the conference)
- teacher records the conference on form submitted to the English Supervisor
- record in discipline file

Level Three

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

Consequences

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

Level Four

- a second level three offence

Consequences

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

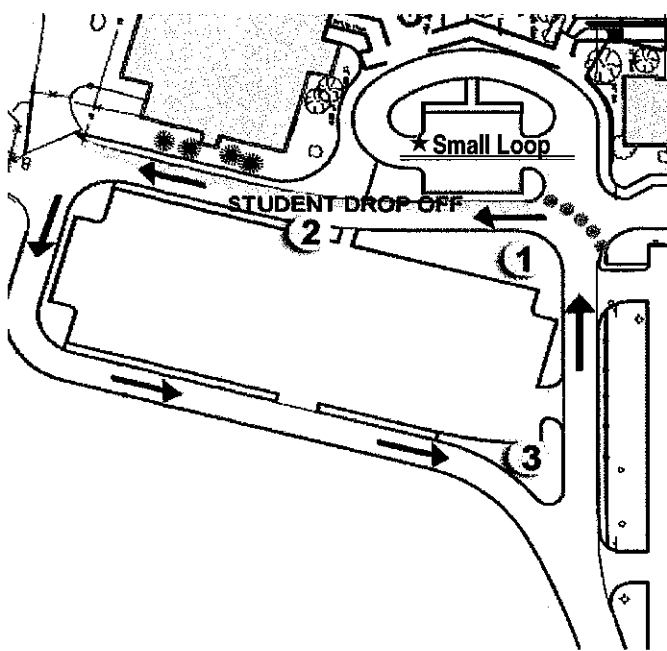
Shaker High School Student Drop Off Procedures

The traffic light at the Shaker High School entrance has helped to improve the flow of traffic in and out of the High School.

However, the improved traffic flow into the school still creates a bottleneck at the small drop off loop, causing traffic to back up down the Shaker driveway and onto Watervliet-Shaker Rd. from 7:05am until 7:30am.

Therefore, in an effort to accommodate the increased traffic flow into the High School, we will implement the following student drop off procedures.

- The small loop will be closed to vehicles from 7:00am to 7:30am on school days.
- Parents dropping off students will be directed into the bus loop, to drop students at the sidewalk, and then continue through the bus loop, back out onto the Shaker driveway to exit the school grounds.
- Access to the small loop will be blocked by traffic cones, and school staff will be present to direct vehicles into the bus loop. Only district-owned vehicles and district staff will be permitted to turn right towards the back of Shaker High School and the bus garage.
- See the following diagram for more information:



- 1 Pull into the bus loop. Use caution, watch for pedestrians crossing from the staff parking lot. Follow the direction of school staff.
- 2 Stay in the left lane, and move up until you find a space at the curb. Pull into the space, parallel to the curb. Drop your student, then pull out into the left lane (CAREFUL!)
- 3 Continue through the bus loop to exit back to the Shaker driveway. Yield to traffic already on the driveway.

Your cooperation and courtesy are greatly appreciated.

If you are intending to park your car and go into the school between 7:00 a.m. – 7:30 a.m., DO NOT park in the bus loop. Use the staff lots on the right or left of the driveway.

★STUDENT PICK UP

If you are picking up your child at the high school, the small drop off loop is closed to traffic from 2:00 p.m. to 2:30 p.m. each day. This allows buses to receive students and leave the school. Cars will be held until all buses have left.

OPT-OUT FORM

Throughout the school year, there are many instances when taking photographs or video of our students arise. Often, these photos and videos are used to capture positive events and happenings within the school district, showcased across a variety of platforms, or used to accompany information sent out to our families and community. We want to be sure parents are comfortable with these instances and therefore have created a detailed "opt-out" form to fill out.

Be certain to fill in all the information for each area so we may accurately record your request. The information you provide will remain in effect only for the duration of the time your child spends at the school. You will need to notify the main office of his or her specific school in writing if you wish to change your opt-out selection(s). Otherwise, you will not need to fill out a new form every year.

Record all children attending the North Colonié Central School District below. If more than three, write their names/grades on the bottom of this form and return it to the main office of the school your child attends. If your children attend more than one building, please return a copy to each building. Thank you!

A. Internal publications (including the yearbook, concert publications, and school newsletters)

- YES, pictures and/or other identifying information about my child may be published by the school district.
- I DO NOT want pictures and/or other identifying information about my child to be published by the school district.

B. Websites (including teacher websites, the district website and social media, including Facebook/Twitter, yearbook media)

- YES, pictures, video, and/or other identifying information about my child may be published by the school district.
- I DO NOT want pictures, video, and/or other identifying information about my child to be published by the school district.

C. Outside Media (television, newspaper or radio)

****NOTE: Your child's name will never be released to the media unless specific parental permission is granted on a case by case basis.**

- YES, pictures and/or video may be taken of my child by the media.
- NO, pictures and/or video may not be taken of my child by the media.

Person Completing Form (Please Print): _____

Signature: _____ Date: _____

Child's name: _____ Grade: _____

Child's name: _____ Grade: _____

Child's name: _____ Grade: _____