

Shaker Middle School will be a collaborative, innovative, and equitable community that prioritizes growth, learning, inclusivity and wellness as we model and foster lifelong learning.

Each student at Shaker Middle School is assigned a hall. 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 they can. One of the hall principal's main tasks is to support you in making good decisions. 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 you will meet is your school counselor. The counselor will help you plan your school career, and, more importantly, is always available to discuss challenges or concerns you may have.

THE SCHOOL DAY

Students who arrive between 7:45-7:55 a.m. will enter the cafeteria as they are dropped off from their busses or by car. Breakfast will be grab and go. Students may eat in the cafeteria or carry breakfast to homeroom. Students may not eat in the halls. When the first bell rings at 8:05 a.m., students are able to move into the building and report to homeroom. Students must be in their homeroom class by 8:15 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 8:19 a.m. and end at 3:00 p.m. Each day at Shaker Middle School begins with the pledge of allegiance followed by morning announcements. **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 classrooms 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 7:45 a.m. or after 3:00 p.m. unless supervised by a teacher. Please note carefully: **Students are not to arrive early or stay late at school and then leave the school grounds and return to school. Students are not to stay after school without a reason.** Students who violate these rules will face disciplinary action.

PHONE CALLS

Parents/guardians, in an effort to minimize message requests to be delivered to students during the day, if at all possible, make arrangements with your student before they arrive at school. Communicate travel arrangements before your student leaves home. If leaving early, the student must bring a note to the attendance secretary in their hall office, during homeroom, to get an early dismissal pass. This system reduces class interruptions and maximizes instructional time.

Students, if you call to request a forgotten item, tell your parent/guardian to deliver the item to the main entrance, and 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 to 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. All calls should go through the hall office telephone. Students should not be making calls or sending texts from cell phones during the school day.**

SUBJECTS

In grades 6, 7 and 8 you are part of a "block" of approximately 110-120 students. English, social studies, math and science are each taught by different teachers.

6th Grade

In addition to the above classes, students in 6th grade will take the following courses:

- World Language Exploratory. Students will take Spanish and will choose from either French, Russian, or German as a second language to explore. Each World Language class will meet every other day for one semester.
- Art will be offered every other day for one semester opposite World Language.
- PE will be offered every other day opposite health for one semester and music for the other semester.
- Innovation Labs will be a daily period for Grade 6 students, which involves about 5 week courses in each of the six labs.
- Band, chorus and orchestra are also available, if you are interested in being part of a performing group.

7th & 8th Grade

In addition to the above classes, students in 7th and 8th grade will take the following courses:

- Exploratory courses in the fields of art, family & consumer science skills and technology education are studied at ten or twenty-week intervals by all 7th and 8th graders.
- French, German, Russian and Spanish are offered on a full-year 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 every other day all year for the year coupled with health or music which meets every other day for one semester opposite physical education.
- Band, chorus and orchestra are also available, if you are interested in being part of a performing group.

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 1 for 6th graders, period 2 for 8th graders, and period 4 for 7th graders.** Students are encouraged to join one or more of these organizations. Students are pulled from classes, on a rotating schedule, for lessons.

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 using a citation. Include 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.
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 examination. Even the appearance of dishonesty may undermine your teacher's confidence in your work.
5. **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.
6. **NEVER FALSIFY A RECORD** or permit another person to do so. Falsifying records may be a criminal act.
7. **NEVER FABRICATE** data, citations, or experimental results. Many professional careers have ended in disgrace, even years after the fabrication first took place.
8. **DON'T DESTROY TRUST.** Tell the truth when discussing your work with your teacher.

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 Middle School. Extracurricular activities include all athletic teams (middle and senior high school level), dances, clubs, field trips, assemblies, inter-hall competitions, and any other event offered outside of the normal school program.

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

An individual's academic performance and behavior will be taken into consideration for participation in an extracurricular activity.

Administrators and teachers will work together in considering a student's nonparticipation 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 nonparticipation in advance of an event.

Privileges will be lost for continued discipline problems or for a problem that arises during an extracurricular activity. Building administrators will determine the privilege of attending succeeding activities. We at the middle school feel positive citizenship and acceptable academic performance are the responsibilities of the individual student.

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. 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 their hall principal, then the student will be allowed to take part in after school and/or evening events the day that they are absent from school and do not meet the three-hour requirement. Please plan ahead for any such eventualities.

Training Rules for Athletes (*Please read very carefully*):

Athletics are considered extracurricular activities; therefore, they follow the same guidelines. **Rules #4 and #5 are especially noteworthy for 6th, 7th and 8th grade middle school 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, e-cigarettes, etc.
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 removed 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.

Penalties for violation of the training rules range from being suspended from a team for a period of time, to being removed 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. **(Refer to BOE Policy #5280 for additional specific information.)**

Activities

Clubs and other activities will be offered within the school schedule and in some cases after school. Students may be informed of the activities available, meeting dates and times via morning announcements during homeroom, class announcements, on our website or through the office. As with all extracurricular activities, student participation is contingent upon academic achievement and/or behavior.

Field Trips and Assemblies

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, cannot attend. If we have already paid the entrance charges for the trip, we cannot refund the money as 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.) Refunds will be given to students for a canceled 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.

Activity Nights

Activities for middle school students are held periodically throughout the school year for Shaker Middle School students only. The Shaker Middle School Student Council, Builder's Club, PTA, or other organizations interested in providing a social activity for our students sponsor these events. The events will be held only on nights prior to nonattendance days for students. Students should note the ending time of the events and be sure to have transportation available as close to that time as possible. All of the activities are for **Shaker Middle School students only**. We cannot allow students who do not attend Shaker Middle School to attend our activities.

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

When a student purchases a ticket, the student's name is recorded along with the ticket number. Upon entering the activity the student and ticket number will be checked. (No student will be admitted to an activity 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 prior to the activity. 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 middle school and will be rigorously followed. Students who are found to violate the rules will lose the opportunity to attend subsequent activities.

As with all activities, attendance at any event 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 5 and 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.

Criteria for Candidates to Student Council (continued):

- 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 their 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 call the hall secretary or complete the district attendance Google form. Otherwise the hall secretary will contact the parent/guardian at home or work during the day to check on the reason for absence. Call **every** day your student is

out. Students **must** be in attendance for at least three hours during the day to participate in extracurricular activities, such as club meetings, field trips, athletic practices or contests, musical rehearsals, etc. A written absence/tardy excuse must be submitted to the attendance secretary for each occurrence.

Absentee Assignments

Students are given time to make up work when absent. If you have an excused absence for **three** or more consecutive school days, your parent/guardian may request absentee assignment, if assignments are not already posted digitally. Arrangements for delivery of absentee assignments will be made through the hall secretary. No absentee assignments will be given if your absence is unexcused.

Excused Absence

An excused absence is for an 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.

We will not 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. 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 cannot 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.

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 or email school the morning of your child's absence, you can let us know at that time if the absence will be for more than one day, if you know that is the case. Otherwise, call or email **every** day your student is out. If we do not receive a call or email from you, the hall secretary will attempt to contact you. You may also report an absence using the district attendance Google form, available on the Shaker Middle School and District website. We call home first; if we receive no answer we

next try to call you at work, and then on your cell. If you can, please call or email us with absence information. *Contact information is on the next page.

To report absences, late arrivals, or early dismissals for **Algonquin and Skylight Halls**:

- Email: SMSASAttendance@nccsk12.org
- Call: (518) 785-1341 EXT 4530

To report absences, late arrivals, or early dismissals for **Haystack and Wright Halls**:

- Email: SMSHWAttendance@nccsk12.org
- Call: (518) 785-1341 EXT 4536

To reach the **nurses office**, call: (518) 785-1341 EXT 4544 or 4510

Tardiness

Unless there is a legitimate reason or unforeseen circumstance, students are expected to attend school on time. This means that all students must be in their homeroom by 8:15 a.m. for attendance. In the event you are tardy, you **must** report to the main office, with a written excuse for being tardy. You will be issued a tardy pass and should then report to class. 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 for any reason, **including medical/dental visits, personal reasons, participation in school events including athletics, etc., your parent/guardian must send an email to the hall secretary or you must bring a note** from your parent/guardian and present it to the hall secretary during homeroom. You will be given an early dismissal 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 entrance. When listing the dismissal time, please allow time for the student to leave class, stop at their locker, and get to the main entrance.

If a student becomes ill during the school day, the student cannot call home to release themselves to be picked up. The student must go to the nurse's office.

In the event of an early dismissal due to illness, the nurse will call home and 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 Form.**

HOMWORK 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 shall be defined as an **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
 - b. Review of work learned over longer periods
 - c. Research and discovery
 - d. Creativity
 - e. Preparation of class activities
 - k. Development of responsibility
 - f. Adherence to form
 - g. Promptness
 - h. Neatness and orderliness of work
 - i. Planning of time
 - j. Development of good study skills
- 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 ensure 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:
 - Practice and drill on work recently learned
 - Review of work learned over longer periods
 - Research and discovery
 - Creativity
 - Preparation of class activities
 - Adherence to form
 - Promptness
 - Neatness and orderliness of work
 - Planning of time
 - Development of good study habits
 - 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.

Homework Regulation: (continued)

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

INSTRUCTIONAL TECHNOLOGY AND NETWORK USE

The North Colonie Central School District Board of Education is committed to providing maximum opportunities for teaching and learning. Locating and sharing of research information and ideas is encouraged. The Board considers information technology, including computer networks, valuable tools for education and employment, providing for local, state, national and international collaboration.

Internet and Intranet use is a privilege, not a right. The Superintendent and Board have established regulations and guidelines governing the use of technologies, including access, acceptable equipment and software, use of copyrighted material and sanctions for inappropriate use. This policy and related guidelines is available upon request to all staff, parents and students.

Use of District technology is intended to support instruction, learning, and the use of data to drive decision-making. The Internet and other electronic research materials are available to staff and students to support the instructional environment and to meet administrative information requirements and regulations. However, the District takes no responsibility for losses sustained by staff or students as a result of system or network failures.

All users must comply with The North Colonie School District Board of Education Policy and Administrative Regulations for use of these technologies. Failure to comply will result in disciplinary action including but not limited to loss of computer privileges, formal disciplinary actions, and where warranted, other civil and/or criminal proceedings.

Policy # 4550

Policy Adopted: August 26, 1999

Amended: May 19, 2008

Administrative Regulations

Anyone accessing published materials via the Internet is responsible for determining if the materials are copyrighted. The North Colonie School District has no responsibility for the accuracy or the quality of information obtained through Internet services.

Any district network security problems must be reported immediately to the Network Administrator. E-mail is not confidential and messages related to or in support of illegal activities will be reported to the appropriate authorities. Network accounts are confidential to the user and should not be revealed to other users unless expressly authorized by the Superintendent. Use of another individual's account, staff or student, is strictly prohibited unless expressly authorized by the Superintendent. The district provides the capability for faculty and staff to electronically share documents and resources through network file storage. There should never be a need for any individual to use the network account of another individual.

General Guidelines

Access to and use of district technology resources is limited to district employees and students, and to community members who are participating in on-site coursework, as needed. The use of district technology resources is intended for district-related use only, to support instruction, learning, administrative office requirements, and the use of data to drive decision-making. The District will determine what software may be installed on district-owned computers. Software that is not owned by the district, and is not reviewed and approved for installation, is not permitted on district computers. The District retains the right to review the contents of stored files and e-mail of any users. The District takes no responsibility for losses sustained by users as a result of system or network failures. Network etiquette, consistent with expected civil behavior should be observed, e.g., no abusive language, inappropriate behavior or illegal activities.

Users must not misrepresent themselves or The North Colonie Central School District. Users should never give out personal identifying information such as home address, age, telephone number or physical location.

Release of Student Directory Information – Opt Out

From time to time, student directory information (name, grade, awards, activities, photograph, etc.) is published on the North Colonie Web site, in school publications or released to the media to recognize student achievement or depict activities of the North Colonie School District.

Parents/Guardians who object to the disclosure of their child's directory information should notify the Central Registrar's Office in writing by September 25th of each school year, or at the time of student registration. Parents/Guardians may rescind their objection, at any time in the school year, by notifying the Superintendent of Schools in writing.

Instructional technology and Network Use: (continued)**Prohibited Activities –****Prohibited use of North Colonie Information Network includes:**

- Theft, vandalism, or malicious acts involving school district hardware or software.
- Hosting of UseNet groups and listservs without authorization from the District Director of Information Technology including the lending, selling or copying of licensed software.
- Attempts to access accounts of other users or restricted software applications.
- Any personal use that detracts from or interferes with the performance of the student's responsibilities.
- Any malicious attempt to destroy material of another user including creating and/or installing of computer viruses.
- Harassment of others or discrimination, as prohibited by law and the North Colonie prevention of harassment & Internet safety policies by e-mail or other software applications.
- Uncivil and unprofessional language on any part of The North Colonie Information Network.
- Private use of The North Colonie Information Network for commercial or for profit purposes including product advertisement.
- Use of North Colonie Information network e-mail account to espouse a partisan political viewpoint or position or to advocate for approval or favorable votes in support of a particular candidate(s) for a political or a school district office or position.
- Use of North Colonie Information network e-mail account to espouse or support Union activities. Distribution of religious or other materials that could potentially violate the Establishment Clause of the First Amendment.
- Using the Internet/e-mail to engage in illegal activity.
- Using the Internet/e-mail to access obscene or pornographic materials.
- Using the Internet/e-mail to transmit obscene or pornographic materials.
- Using the Internet/e-mail to send hate mail or to harass other users.
- Using the Internet/e-mail to violate copyright or other intellectual property rights.
- Disrupting Internet/online/e-mail services or its supporting hardware and software, interrupting information, vandalizing data, introducing or using computer viruses, and attempting to gain access to restricted information or networks.
- Cyberbullying is prohibited

Consequences of Inappropriate Use of District Hardware and/or Software

Failure to comply with these Administrative Regulations may result in disciplinary action including, but not limited to sanctions established as part of student guidelines or staff contracts. In the event that a law or district policy has been violated, the matter may be referred for legal action to include suspension or expulsion from school (for students), or legal penalties pursuant to law.

Policy # 4550R

Policy Adopted: June 21, 1999

Amended: May 19, 2008

Policy # 4560

Policy Adopted: January 25, 2010

NOTE: Examples of possible consequences of inappropriate use of district hardware and/or software include but are not limited to loss of school privileges including computer privileges, detention, suspension from school, where warranted, other civil or criminal proceedings.

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.

The Family Educational Rights and Privacy Act (FERPA), a Federal law, allows schools to disclose appropriately designated "directory information" without written parental consent, unless the parents have advised the school district to the contrary. The primary purpose of directory information is to allow the school district to include this type of

information from a child's education records in school publications, on the school Web site or for appropriate release to the media or other outside organizations such as companies that make school rings or publish yearbooks. Examples include:

- A school playbill, showing your child's role in a drama production;
- School yearbooks, school newspapers;
- Honor roll or other recognition lists (released to the media, posted on the district Web site, etc.);
- Graduation programs;
- Concert programs;
- Newsletters;
- Sports stories in the local newspaper including photos of athletes and/or team statistics showing weight and height of team members;
- A photo of, and/or information pertaining to your child in the district newsletter depicting him or her at work in their classroom or engaged in out-of-classroom experiences.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can be disclosed to outside organizations, by law, without a parent's prior consent.

While the District will honor the request of any parent/guardian who has submitted written notification opting their child out of publicity efforts, the district is not responsible for, and parental request does not apply to media that cover news stories, sporting events or school events.

LOCKERS

Shaker Middle School provides an individual locker for your convenience in your hall; you will be assigned another in the locker room for use during physical education 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.**

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. **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 are not behind the threshold. Keep non-school items to a minimum. Magnetic pencil holders and mirrors that completely fill the width of the inside of the locker door 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. The inside locker door cannot be completely "wallpapered" or it will jam. Paper and tape need to be kept away from the mechanism and the locker glide. The locker glide, on the right side of the inside door, runs the entire height of the locker. There needs to be an uncovered/untapped inch around the entire inside door. Non flat magnets will cause the locker to jam. There is a shelf 9" from the top.

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 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 Lost and Found when they lose items. The Lost and found is between the library and cafeteria.

LOST AND FOUND

Found articles should be sent to the hall office so they may be turned over to lost and found (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 / BREAKFAST

Breakfast will also be offered through a grab and go model. Students can pick up a breakfast at a grab and go station upon school arrival. Breakfast will be consumed in the cafeteria or students may carry it to homeroom. A concerted effort should be made to maintain neatness and cleanliness. Students may not eat in hallways.

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.

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 and snacks are also available.

We employ lunchroom aides to assist in supervision during the lunch times. These aides are here to ensure 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.

***Please check the district website for posting of current lunch and breakfast prices.**

Alternate Lunch

Students who cannot behave appropriately, follow the dining room guidelines or directions of the cafeteria supervisors, or who owe substantial amounts of school work, 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. If assigned to alternate lunch, students report directly to another location designated by the hall principal. Students may bring a bag lunch from home or purchase a school lunch.

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 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

Students are expected to be safe, responsible, and respectful while riding the bus. 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 address the behavior. 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 may result in automatic suspension for up to five days. Parent/guardian will be notified and invited in for consultation with District administrators.
- 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/Vaping
- Drug/alcohol possession
- Bringing weapons on bus
- Sexual harassment
- Intimidation
- Insubordination

A late bus run is available from the high school at approximately 4:00 p.m. daily. Students will not be allowed to ride the late bus unless they have stayed after school for a teacher or school activity. To ride the 4:00 p.m. bus, middle school students are required to have a bus pass completed and signed by a teacher or administrator.

HIGH HONOR, HONOR AND MERIT ROLLS

<u>Numeric Grade</u>	<u>Letter</u>	<u>Grade</u>	<u>Grade Point Conversion</u>
97.0+		A+	4.0
93.0+		A	4.0
90.0+		A-	3.7
87.0+		B+	3.3
83.0+		B	3.0
80.0+		B-	2.7
77.0+		C+	2.3
73.0		C	2.0
70.0+		C-	1.7
68.0+		D+	1.3
65.0+		D	1.0
<65.0		F	0.0

HONOR ROLLS CRITERIA

High Honor Roll = Achievement grade average 3.7 or higher = All Effort and Conduct grades are E or G

Honor Roll = Achievement grade average of 3.3 – 3.69 = All Effort and Conduct grades are E or G

Merit Roll = Achievement grade average of 3.0 – 3.29 = 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 affect grades.

EFFORT

The effort grade is a means of positively recognizing a student's effort. Effort grades are categorized as follows:

E = Excellent Effort: Homework, class work and projects are consistently on time and meet or exceed described criteria. Student actively engages in class activities.

G = Good Effort: Homework, class work and projects meet established criteria. Assignments are rarely late or incomplete. Student actively engages in class activities.

N = Needs Improvement: Homework, class work, and projects frequently do not meet established criteria or have not been submitted. Engagement in class activities may be inconsistent.

U = Unacceptable: Homework, class work and projects do not meet established criteria or are not submitted. Engagement in class activities may be inconsistent or not evident.

5. Conduct Grades

As the school has the obligation to encourage good citizenship and the development of positive social attitudes, students are evaluated on their progress toward these goals. Conduct grades are categorized as follows:

E = Excellent Conduct: Student is consistently courteous, helpful and respectful towards others. Meets the expectation of a role model for behavior. Student follows school rules.

G = Good Conduct: Student is generally respectful towards others. Student follows school rules.

N = Needs Improvement: Student may communicate inappropriately, including minor transgressions of inappropriate language. May be occasionally disrespectful to adults, peers, or school property. The student may occasionally break school or class rules and/or may exhibit disruptive behavior.

U = Unacceptable: Student frequently exhibits behaviors that are inappropriate. Student engages in several of the following behaviors: disrespectful towards peers or adults, breaking school or class rules and/or exhibiting disruptive behavior.

CITIZENSHIP

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
- 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. In so doing, attendance should be regular and punctual. Students should be self-controlled, participatory, reasonably quiet and nondisruptive in classrooms, buildings, study areas, school buses, on school property, and at school activities; be respectful 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.

Student Dress

All students are expected to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance.

The dress code will be enforced in a manner that does not reinforce marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size.

All students should be able to dress comfortably for school and engage in the educational environment without fear of or actual unnecessary discipline or body shaming. All students and staff should understand that they are responsible for managing their own personal “distractions” without regulating individual students’ clothing.

Student attire shall not interfere with health or safety, contribute to a hostile or intimidating atmosphere for any student, or substantially disrupt or materially interfere with the educational process.

A student’s attire shall:

1. Include a top (with opaque fabric in the front, back, and on the sides under the arms) and bottoms (made from opaque fabric).
2. Include footwear at all times. Footwear that is a safety hazard will not be allowed.

A student's attire shall not include:

3. Swimsuits (except as required in class or athletic practice).
4. Accessories that could be considered dangerous or could be used as a weapon.
5. Items that are vulgar, obscene, or libelous or that denigrate, harass or discriminate against others on account of real or perceived race, color, weight, national origin, ethnic group, religion, religious practice, economic status, disability, sexual orientation, gender, gender identity, gender expression, or sex in an expressed or implied manner.
6. Images or language that promote or endorse the use of alcohol, tobacco, marijuana, controlled substances, or illegal drugs or encourage other illegal or violent activities.
7. Items that represent gang affiliation.

Students who are in potential violation will be reported to administration. If in violation, the student may be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item.

Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including suspension.

Each building principal or designee shall be responsible for informing all teachers, staff, students, and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

Nothing in this policy will be construed to limit the ability of students to express their gender identity through clothing, jewelry, makeup, or nail color or styles or to discipline students for doing so. Likewise, nothing in this policy will be construed to restrict students from wearing hairstyles as a trait historically associated with race (such as hair texture and protective hairstyles like braids, locks, and twists) or to discipline them for doing so.

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 Updated Board Policy #5312.3 on pg. 29.)**

- Students are also not allowed to possess tobacco or nicotine products, electric cigarettes, vaping devices, and all associated products on school grounds. Any tobacco or nicotine products, electric cigarettes, or vaping devices will be confiscated and discarded, and disciplinary consequences will ensue.
- Drugs and alcohol are prohibited on school grounds. **(See Board Policy #5312.1 on pg. 27 and #5312.1-R on page 28.)**
- Laser pointers are prohibited on school grounds.
- Skateboards are prohibited on school grounds.
- 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 I-pods, I-phones, CD players or other electronic entertainment units (including the use of headphones) once students leave the cafeteria in the morning. (Exceptions apply only to teacher directed class activities.)
- Candy and gum are prohibited at Shaker Middle School.

- 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. 29-30.)**
- Students are prohibited from possessing or sharing prescription and/or nonprescription 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.
- All electronic devices (including cell phones) should be turned off and kept in lockers once students leave the cafeteria in the morning. Any electronic devices that are out when they are not supposed to may be confiscated. The student may receive a referral. Depending on circumstances, a parent may need to pick up the device from school.

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 Middle 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.
- 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 pick up a lunch from the cafeteria.
- 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 extracurricular 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 3:00 p.m. students can be dismissed or directed to report to the hall principal 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 8:05 a.m. to 3:00 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/Tuancy</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, removing the offending item</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>
<u>STUDENT MISBEHAVIOR</u>	<u>RULE VIOLATION</u>	<u>POSSIBLE CONSEQUENCES</u>
<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/SJHS: Superintendent Hearing, automatic suspension, elementary schools: suspension, internal restriction, detention, parental contact, warning</i>
<i>Harassment/Bullying</i>	<i>Board of Education Policies #5010, 5020.1, and 5312.4</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>Information Technology & Network Use/Misuse</i>	<i>Board of Education Policies #4550, 4550R, and 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/Vaping</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 #5313.4</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, have 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. STEIN, DIRECTOR OF ATHLETICS, WILL CONTACT THE PARENTS OF SUSPENDED ATHLETES TO IMPOSE AN ATHLETIC PENALTY.

Policy # 5300

Policy Adopted: November 11, 1963

Amended: June 18, 2012

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, prescription drugs, or drug paraphernalia 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, prescription drugs, or drug paraphernalia 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.

Possession With Intent to Sell or Distribute

The possession of controlled substances, imitation controlled substances, alcoholic beverages, marijuana or its derivatives, prescription drugs or drug paraphernalia on school premises by a student with intent to sell or distribute shall subject the offender to immediate suspension from school pending a Superintendent's hearing which could result in a long-term suspension.

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, prescription drugs (except when taken as directed by a physician) or drug paraphernalia by a student on school premises shall subject the offender to an immediate suspension from school for a five day period, counseling with the student assistance counselor will be recommended followed by a reinstatement conference with the student and parent(s). 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), drug paraphernalia, 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: October 27, 2008

Drug and Alcohol Abuse Regulation**I. Sale or Distribution of Dangerous Drugs, Drug Paraphernalia, or Alcoholic Beverages on School Property or in School-sponsored Activity**

In the event a student is found to be distributing, selling or providing controlled substances, imitation controlled substances, marijuana or its derivatives, prescription drugs, drug paraphernalia, over the counter drugs or alcohol on school property, he/she will be referred to the appropriate administrator. Such student will be suspended, parents will be informed, and the Colonie Police will be contacted in order that appropriate legal action may be instituted. The Superintendent will be requested to conduct a formal hearing in order to determine guilt or innocence and how the District's educational responsibility to the student, if any, will be met.

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

- A. In the event a student is found to be in possession of or under the influence of controlled substances, imitation controlled substances, marijuana or its derivatives, prescription drugs (except when taken as directed by a physician, and with a doctor's note on file in the nurse's office), over the counter drugs, drug paraphernalia, or alcohol, he/she will be suspended, and the police will be contacted. At the student/parent reinstatement conference, the administrator will outline the steps which will be implemented should there be a recurrence of the problem. The student will be placed on probation for the period of one year. The purpose of the probation is to document the student's and family's understanding of the consequences should a

second incident occur. Referral services will be made known and available to the parents. The student will be recommended for counseling with the Student Assistance Counselor.

- B. If a student is involved an offense addressed by this policy a second time, the student will be suspended from school, parents will be informed and the Colonie Police will be contacted.*

The Superintendent will conduct a formal hearing to determine guilt or innocence and how the District's educational responsibility to the student, if any, will be met.

III. 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 is involved with drugs or alcohol, but is not necessarily under the influence at that time, he/she has the responsibility to notify the hall principal or guidance counselor. The referring teacher will be asked to complete a form which 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 to establish intervention strategies. The referring teacher is invited to the second meeting, but attendance is not mandatory. If in an unusual instance, parents 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 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. School at-risk services/programs may be involved.

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

Note: Prior regulations, Students – Dangerous Drugs and Alcohol, 5131.9 and Faculty Procedure for Students Suspected of Attending School under the Influence of Drugs or Alcohol, 5145(a), (b)

Policy # 5312.1-R

Policy Adopted: June 11, 1973

Amended: November 5, 2009

Board Of Education Policy On Smoking and Tobacco Products

The Board of Education, recognizing health hazards associated with smoking, prohibits smoking or any other use of other tobacco or smoking-related products (e.g. chewing tobacco, electronic cigarettes, etc.) or their possession on school premises.

For the purpose of this policy, school premises shall mean any building, structure and surrounding grounds, including entrances and exits, contained within the District's legally defined property boundaries, as well as all areas within one hundred feet of the entrances, exits or outdoor areas of any district school (excluding private residences or the real property of such residences) and district owned or contracted vehicles used to transport students or school personnel.

First Violation

- 1. Up to a 3-day external suspension;*
- 2. Reinstatement conference with student, parent(s) and student assistant counselor, Hall Principal, and guidance counselor;*
- 3. Mandatory one-hour instruction session, with student assistant counselor, to discuss the harmful effects of using tobacco; and*

4. *Recommended counseling sessions with student assistant counselor*

Second Violation *(same school year)*

1. *Up to a 5-day external suspension;*
2. *Reinstatement conference with student, parent(s), Building Principal/Hall principal, guidance counselor, and student assistance counselor;*
3. *Probation – conditions set by Building Principal; and*
4. *Mandatory weekly counseling sessions with student assistant counselor*

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

Potential disciplinary hearing before the Superintendent.

Policy # 5312.3

Policy Adopted: November 10, 1960

Amended: June 29, 2015

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, taser, knife, dangerous or defensive chemical sprays, explosive (including ammunition) 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 or property of the 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 to 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 which could result in a long-term suspension. Reinstatement will occur only after a reinstatement conference with the student and parent(s)/guardian(s) is held. The Family Court or Colonie Police will be notified, if appropriate, so that criminal proceedings may be instituted.

Subsequent offenses for bringing or possessing a weapon shall subject the offender to immediate suspension from school, pending a disciplinary hearing before the Superintendent, which could result in a long-term suspension 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.

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: August 27, 2012

Board of Education Policy On Prohibition Of Sexual Harassment

NOTE: Students and parent(s)/guardian(s) should read the entire BOE policy related to this topic. Following are portions of this policy.

Prohibited Discrimination of Students

Prohibited discrimination of students can take the form of any negative treatment of a student by either a fellow student, District employee, or third party engaged in school-sponsored activities which: (a) negatively impacts a student's educational opportunities; and (b) is based upon the student's race, color, gender, creed, religion, national origin, disability, or sexual orientation. Prohibited discrimination of students can also take the form of harassment even where there is no tangible impact upon the student's educational opportunities. The phrase "prohibited discrimination" as used in this Policy includes all forms of "prohibited harassment" (defined next).

Prohibited Harassment

Harassment can constitute a form of prohibited discrimination under this Policy if it is unwelcome, offensive, and has the purpose or effect of unreasonably interfering with a student's educational opportunities, or creating an intimidating, hostile or offensive educational environment. Such harassment of students is prohibited by this Policy if it is based upon race, color, gender, creed, religion, national origin, disability, or sexual orientation. In this regard, individuals subject to this Policy should be mindful that conduct or behavior that is acceptable, amusing or inoffensive to some individuals may be viewed as unwelcome, abusive or offensive to others.

Further, harassment based on a student's gender, called "sexual harassment," is included in this Policy's "prohibited harassment." Sexual harassment can consist of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct of a sexual nature when: (1) submission to that conduct is made a term or condition, either explicitly or implicitly, of obtaining an education; or (2) submission to or rejection of that conduct by an individual is used as a factor in decisions affecting a student's education; or (3) that conduct has the purpose or actual effect of substantially or unreasonably interfering with an individual's education by creating an intimidating, hostile or offensive educational environment, but not limited to:

- *unwelcome verbal harassment of a sexual nature or abuse, including unwelcome sexual advances or flirtations; or*
- *unwelcome pressure for sexual activity; or*
- *unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact; or*
- *unwelcome sexual behavior or words, including demands for sexual favors; or*
- *unwelcome behavior, verbal or written words or symbols directed at an individual because of gender; or*
- *unwelcome or offensive electronic displays of a sexual nature (e.g., e-mails or internet displays); or*
- *the use of authority to emphasize the sexuality of a student in a manner that prevents or impairs that student's enjoyment of educational benefits, climate or opportunities; or*
- *other behavior which is based on a person's gender, is not welcome, and has the actual effect of creating a hostile learning environment for that individual.*

SPECIAL NOTE TO STUDENTS REGARDING SEXUAL HARASSMENT

All students in the North Colonie Central School District should be aware that no fellow student, teacher, coach, administrator, or other individual working for the District has the right to:

- *touch you in a sexual way that makes you feel uncomfortable;*
- *request or force you to have any type of personal relationship;*
- *make unwelcome sexual remarks about you, your body or your personal life;*
- *ask, pressure, or force you to have any sexual contact with them;*
- *engage in any other type of behavior toward you which is prohibited by this Policy.*

If another student or an employee of the District does any of the things listed above you should: (1) tell the person who is making you feel uncomfortable to stop and let him or her know that the conduct is not welcome; and/or (2) file a written complaint with one of the District's Compliance Officers in accordance with the complaint procedures described in Section 4, below.

NOTE: Any student who is unsure whether an incident constitutes prohibited discrimination or harassment under this Policy is encouraged to either: (a) contact any one of the Compliance Officers listed in Section 9 of this Policy and on the District's website, www.northcolonie.org/policymanual/5020.pdf, or a Building Principal; or (b) file a complaint in accordance with Section 4 of this Policy. No adverse actions or discipline will be taken against any student who makes a good faith complaint under this Policy. Therefore, any student who honestly believes (s)he has been subjected to conduct which may be prohibited by this Policy or has witnessed such prohibited conduct, even if (s)he is uncertain about the definitions contained in this Policy, is encouraged to contact a Compliance Officer, a Building Principal, and file a complaint.

Policy # 5020.1

Policy Adopted: October 24, 1988

Amended: June 16, 2008

A copy of the entire policy will be made available upon request.

DIGNITY FOR ALL STUDENTS ACT **STUDENT HARASSMENT AND BULLYING PREVENTION AND INTERVENTION**

For the complete policy statement please refer to BOE Policy # 5312.4 with related regulations. This policy can be found on the district's website or in the BOE Policy Manual maintained by building administrators. The following are excerpts from this policy.

Reporting

Students who have been bullied, parents whose children have been bullied or other students or staff who observe bullying behavior are encouraged and expected to make a verbal and/or written complaint to any school personnel in accordance with the training and guidelines provided.

While the focus is on prevention, bullying acts may still occur. In these cases, offenders will be given the clear message that their actions are wrong and the behavior must improve. Student offenders will receive in-school guidance in making positive choices in their relationships with others. If appropriate, disciplinary action will be taken by the administration in accordance with the district's Code of Conduct, as applicable. If the behavior rises to the level of criminal activity, law enforcement will be contacted.

This policy is meant to promote progressive discipline and intervention, as opposed to a "zero tolerance" approach. Responses to student violation of the policy shall be age-appropriate and include both consequences and appropriate remedial responses to a student or staff member who commits one or more acts of bullying. Consequences for a student who commits an act of bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors, and must be consistent with the district's Code of Conduct.

Non-retaliation

All complainants and those who participate in the investigation of a complaint in conformity with state law and district policies, who have acted reasonably and in good faith, have the right to be free from retaliation of any kind.

A complaint form is available on the district's website and in the Main, Hall, and Guidance Offices

Definitions:

Harassment

Harassment has been defined in various ways in federal and state law (including the penal law) and regulation. The Board recognizes that these definitions are important standards, but the Board's goal is to prevent behaviors from escalating to violations of law and, instead, to promote a positive school environment and limit liability. The Dignity for All Students Act (§§ 10-18 of Education Law) defines harassment as the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety. The harassing behavior may be based on any characteristic, including but not limited to a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (including gender identity and expression).

For purposes of meeting federal standards, harassment need not rise to the level of creating a hostile environment in order for the district to respond. Harassing behaviors may include verbal acts and name-calling; graphic and written statements, which may include use of cell phones or the Internet; or other conduct that may be physically threatening, harmful or humiliating.

Bullying

In order to facilitate implementation, provide meaningful guidance and prevent behaviors from rising to a violation of law, this policy will use the term bullying (which is subsumed under the term "harassment"), which is understood to be a hostile activity which harms or induces fear through the threat of further aggression and/or creates terror.

Bullying may be premeditated or a sudden activity. It may be subtle or easy to identify, done by one person or a group. Bullying often includes the following characteristics:

1. **Power imbalance** – occurs when a bully uses their physical or social power over a target.
2. **Intent to harm** – the bully seeks to inflict physical or emotional harm and/or takes pleasure in this activity.
3. **Threat of further aggression** – the bully and the target believe the bullying will continue.
4. **Terror** – when any bullying increases, it becomes a "systematic violence or harassment used to intimidate and maintain dominance."

(Barbara Coloroso, *The Bully, the Bullied & The Bystander*, 2003)

There are at least three kinds of bullying: verbal, physical and social/relational.

- Verbal bullying includes name calling, insulting remarks, verbal teasing, frightening phone calls, violent threats, extortion, taunting, gossip, spreading rumors, racist slurs, threatening electronic communications ("cyber bullying"), anonymous notes, etc.

- Physical bullying includes poking, slapping, hitting, tripping or causing a fall, choking, kicking, punching, biting, pinching, scratching, spitting, twisting arms or legs, damaging clothes and personal property, or threatening gestures.
- Social or relational bullying includes excluding someone from a group, isolating, shunning, spreading rumors or gossiping, arranging public humiliation, undermining relationships, teasing about clothing, looks, giving dirty looks, aggressive stares, etc.

The New York State Education Department provides further guidance on bullying and cyberbullying prevention on the following website:

<http://www.p12nysed.gov/technology/internetsafety/documents/cyberbullying.html>

Hazing

Hazing is an induction, initiation or membership process involving harassment which produces public humiliation, physical or emotional discomfort, bodily injury or public ridicule or creates a situation where public humiliation, physical or emotional discomfort, bodily injury or public ridicule is likely to occur.

Discrimination

Discrimination is the act of denying rights, benefits, justice, equitable treatment or access to facilities available to all others, to an individual or group of people because of the group, class or category to which that person belongs (as enumerated under *Harassment* as defined above).

CONCLUSION

This handbook has outlined the opportunities available at Shaker Middle School and also some of the school's expectations. Not every rule has been mentioned; the major areas have been highlighted. Take advantage of what Shaker Middle School has to offer. You'll find that the teachers and administrators will do all they can to help you succeed.

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

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, Mrs.

Bongermino at the North Colonie Central Office, 91 Fiddlers Lane, Latham, New York 12110, or Section 504 (Disabled) Compliance Officer, Mr. Bardin at Central Office, Latham, New York 12110, Telephone (518) 785-8591, ext. 3333.

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