

SHAKER HIGH SCHOOL

The Student Handbook



2022-2023

North Colonie Central Schools
Latham, New York

THE STUDENT HANDBOOK

North Colonie Central School District

SHAKER HIGH SCHOOL

2022-2023

Latham, New York 12110

(518) 785-5511

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

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2022-2023

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Foreword

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

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

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

My best wishes for a productive and enriched school year.

James Wager
Shaker High School Principal

SHAKER HIGH SCHOOL VISION

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

STUDENTS' RIGHTS AND RESPONSIBILITIES

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

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

- show respect for themselves and others;
 - be regular and punctual in attendance;
 - be self-controlled, participatory, reasonably quiet and non disruptive in classrooms, buildings, on school buses, and at school activities
 - strive for mutually respectful relationships with teachers, administration and staff;
 - keep their language and gestures respectful and free of profanity or obscenities;
 - respect private, public, and school property
 - be knowledgeable about and abide by rules and regulations of the district and school
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I. HISTORY AND TRADITION

A. Philosophy and Objectives

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

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

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

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

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

Objectives:

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

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

11. to encourage students to adopt attitudes of self-discipline, be responsible citizens and to avail themselves of the opportunity for self-expression in all activities;
12. to develop simultaneously the resources of body and mind and to encourage students to understand so thoroughly the concepts involved in good physical and mental health that they will recognize the necessity for their continuing development.

B. History

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

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

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

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

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

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

In the space of a few years, Shaker High School has achieved prominence in academic achievement, educational leadership, and extracurricular activities. It is our desire – students and faculty alike – that we continue to do so in the future.

In 1985, Shaker High school was selected as an exemplary school both nationally and in New York State. This honor was bestowed by the U.S. Office of Education, Washington, D.C. In 2001, the J Wing was built. This was in response to space needs for our varied programs in our comprehensive high school. Shaker High School was named a reward school by the New York State education department in 2013, 2014, 2015, and 2018. This honor recognized Shaker's success in student achievement at all levels and all groups of students.

C. Alma Mater

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

D. School Motto

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

E. School Colors

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

F. School Mascot

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

II. Students

A. Role of the Student

Students should strive for academic excellence. In doing so, students should be in regular attendance and punctual. They should be self-controlled, participatory, and non-disruptive in classrooms, buildings, study areas, school buses, on school property and at school activities; be reasonable, self-controlled, and considerate in their relationships with other students; strive for mutually respectful relationships with teachers, administrators and staff; keep their language and gestures respectful and free of profanity, obscenities, ethnic or racial slurs; respect private, public, and school property; and be knowledgeable, and abide by rules and regulations of the district and school. When concerns or complaints arise, students should contact their teacher, counselor, hall or building principal.

B. Academic Achievement

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

C. Suspension of Students from Regular Attendance

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

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

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

student have had an opportunity for a hearing before the Superintendent of Schools or Board of Education. At such a hearing, the student has the following rights:

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

An audio record of the hearing must be made.

D. Internal Restriction Rules

SHAKER HIGH SCHOOL INTERNAL RESTRICTION RULES 2022-2023

Room K216

10:08 AM – 3:00 PM

- Students must report to room K216 by 10:08 AM and will remain in K216 until 3:00 PM.
- Students are to report to IR prepared to work with their Chromebook, necessary assignments, textbooks, notebooks and writing utensils. It is the student's responsibility to inform the teachers that they have IR and to ask for the work that they will be missing.
- Students will be respectful to the teacher in charge. Rude responses or lack of cooperation will not be tolerated.
- Students in Internal Restriction should bring their lunch to school. If a student needs to buy lunch, they will be escorted to the cafeteria by a hall monitor.
- Chromebooks are allowed for school work completion as permitted by the IR teacher. Cell phones, earbuds and Smart watches are not allowed and must be placed in a location away from the student.
- No students may visit the restricted students. Nor should students in the restriction room try to contact those outside the room. If this occurs, please notify the office with the names of the students.
- Seats will be assigned and bathroom privileges will be at set times as designated by the IR teacher.

Students that violate these rules will be subject to further disciplinary consequences.

E. Student Leaders – Ethical Guidelines

Statement of Ethics for Student Leaders

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

Student Leader:

1. Avoids infractions of the rules of conduct of Shaker High School as stated in the Student Handbook.
2. Avoids infraction of local, state, and federal laws.
3. Carries out responsibilities of his/her office in a conscientious manner. For example:
 - a) Is punctual and reliable in his/her obligations to attend meetings, conferences, etc.
 - b) Fulfills the stated and/or implied duties of his/her position.
 - c) Is courteous, honest and respectful of his/her dealings with members of the school community and the community as a whole.
 - d) Does not ask for, or accept special treatment, consideration, or favors because of his/her position.
4. Behaves with integrity and honesty in his/her academic performance. For example:
 - a) Student does not give or receive assistance on tests.
 - b) Student does not plagiarize.
5. Makes every effort to successfully meet academic expectations.
6. Behaves with courtesy, integrity, and honesty in all extracurricular athletic and school-related activities.

All students running for leadership positions, and those appointed to such positions, will be asked to review these guidelines before accepting the position. In the event that a student violates any of the guidelines, the advisor and/or an administrator, reserves the right to remove a student leader from office.

III. ATTENDANCE PROCEDURES

A. Attendance

The school laws of New York require all children to attend school on a regular basis until the completion of the school year in which they become 16 years old. School begins on July 1 and concludes in June of the following year. Beyond this age students are not required to attend public school, but if they do attend they are to observe the attendance rules of their school. A daily email will be sent to parents/guardians if their child has been marked absent for more than 3 consecutive periods. Immediately following an absence, parents/guardians must send in a written note or an email to the attendance office explaining the reason for the absences. The handwritten note can be dropped off at the student's hall office (Lafollette 9th/10th, Taft 11th/12th).

B. Class Attendance

Students are expected to attend all classes for which they are scheduled. When half or more of the class period is missed, the student will be registered as absent. If the class absence is deemed a class cut progressive disciplinary action ranging from detention to Saturday detention will be enforced.

C. Excused Absence

The following list represents absences, tardiness, and early departures that shall be deemed "excused." This list is not exhaustive:

- Personal illness or injury (up to ten (10) school days)
- Serious illness or death in immediate family (including absences to attend a funeral service)
- Medical appointment
- Required court appearance/legal obligation
- Academic activity/program recognized by the District to be an educationally equivalent experience (Take Your Child to Work Day, with completed essay)
- Religious Holiday observance
- Out-of-school suspension (where tutoring is arranged for and attended)
- In school internal restriction
- Military obligations
- Pre-approved college visit (up to three (3) school days per year. Visit must be approved by the Building Principal or designee prior to absence).

Additionally, the High School must receive a written excuse signed by the parent/legal guardian for the absence within ten (10) school days of return from the absence. Excused absences totaling more than five (5) consecutive days must be documented with a doctor's note. Students that are absent more than 10 (10) consecutive days may be placed on Homebound instruction as per Board of Education Policy #4328.

D. Unexcused Absence

The following list represents absences, tardiness, and early departures that shall be deemed "unexcused." This list is not exhaustive:

- Absences for illness or injury in excess of ten (10) school days* without a doctor's note
- Personal/family vacation
- Sporting activity not part of the interscholastic athletic program
- Activity not recognized by the District to be an educationally equivalent experience
- Absences for which written documentation is not provided within five (5) school days of a student's return
- Academic activity program not recognized/sponsored or required by the school district
- Overslept/tired
- Missed bus/ride/traffic/weather
- College visit without prior approval
- Road test
- Suspension (where tutoring is arranged for but not attended)
- Homebound instruction (where tutoring is arranged for but not attended)
- Other absences not otherwise deemed "Excused"

*In situations involving student absences for illness or injury in excess of ten (10) school days, the building principal or designee shall have the discretion to classify some or all of such days in excess of

ten (10) as “excused” upon receipt and review of appropriate medical documentation and a determination that extenuating circumstances are present. Students who are absent from school for more than ten (10) consecutive days as the result of a physical and/or psychological condition may be placed on Homebound instruction.

Additionally, an absence will be deemed unexcused if the attendance office does not receive a written excuse signed by a parent/legal guardian within ten (10) school days of absence. Absences of more than five (5) consecutive days that are not coupled with a doctor’s note will be unexcused. Students will be allowed the opportunity to complete missed assignments/assessments from unexcused absences. If the unexcused absence is deemed to be truancy or a class cut, missed assignments/assessments for that day will be graded as a zero.

E. Absentee Assignments

If a student is to be absent from school for three or more school days, he/she may request absentee assignments through his/her hall office. Home instruction shall be furnished to pupils whose physical condition necessitates absence from school exceeding ten school days. All home instruction will be approved by the Director of Pupil Services. The school shall have the right to require examination by the school physician. Home instruction should be requested by parents through the student’s school counselor. If Home Instruction is granted, a tutor will be assigned and a schedule will be made for those sessions.

F. Tardiness

1. School Tardiness

The school day starts at **7:34am**. All students must be present in their period 1 classroom at that time. Tardiness to first period is considered tardiness to school and will be reported to the hall office. Students arriving to school between **7:34am – 8:15am** must report to the front desk by the Lafollette cafeteria to sign in through Raptor. Students that enter the building **after 8:15am** should check into Raptor in the Main office by the F-gym. Failure to sign into Raptor may result in a class cut referral. Consistent tardiness to school and to classes will impact student learning and may result in a disciplinary consequence. A parental note/email is required for each tardy and should be brought or sent to either Taft or Lafollette Hall office, depending on the grade level of the student.

2. Class Tardiness

Students have 5 minutes to travel in between classes. If a student is late to their classroom without a pass, the teacher will mark them tardy in Infinite Campus. If a teacher must keep a student after class and that student will be late for their next class, the teacher must provide a late pass to the student. Students that are consistently tardy without a pass lose instructional time and cause disruptions to the class environment. A disciplinary referral may be issued if a student continues to be late to class without a pass.

G. Truancy

Truancy is absence without the knowledge or consent of the parent or the school. Such absence is a serious infraction of school regulations and will result in disciplinary action. Detentions/internal restriction ranging from counseling to external suspensions may be assigned and a grade of zero will be recorded for tests, quizzes, or assignments missed.

H. Leaving the Building/Early Dismissal

Since the school is responsible for all students during school hours, **no student will be allowed to leave the building without permission from the hall principal and the student's parent or guardian.** To obtain an early release, a parent/guardian may email the hall office stating when and why the student is to be excused. The email will be verified and an early dismissal pass will be written by the hall office. If the student returns before the end of the school day, they must report to the Main office to sign in through Raptor. The Raptor system will provide the student a pass to class with a time stamp. The student should give this pass to their teacher. Leaving Shaker High School property without first receiving permission will be considered TRUANCY. **Seniors** may leave the school building following their last scheduled class.

I. Early Release/Late Arrival (Seniors Only)

A privilege that we extend to our Shaker High School Seniors is Late Arrival or Early Release. If a parent/guardian does not want their child to have this privilege, **please email the Taft Hall office.**

Please note:

1. The administration reserves the right to deny or rescind the Early Release/Late Arrival if the student is not performing well academically or whose behavior is poor.
2. School and disciplinary obligations will have priority over Early Release/Late Arrival.
3. When leaving the building, Early Release students must be out of the corridors by the beginning of the next period and exit using non-classroom areas.
4. When an 8th period class is scheduled and period 8 replaces period 1 or period 7, Early Release/Late Arrival students must attend class.
5. If a student has a prep period that is not at the beginning or end of their school day, they must stay in Shaker High School during that prep period.
6. Schedules cannot be changed to accommodate late arrival or early release.

Check in times/Release times:

- Period 1 prep: Your child signs in to school by 8:21 AM
- Period 1 & 2 prep: Your child signs in to school by 9:13 AM
- Period 7 prep: Your child may leave at the conclusion of their period 6 class (12:55 PM or 1:25 PM)
- Period 6 & 7 prep: Your child may leave at 12:03 PM
- Period 8 prep: Your child may sign in at 8:21 AM when 8 takes 1 or they may leave at the conclusion of their period 6 class (12:55 PM or 1:25 PM) when 8 takes 7.

J. Inclement Weather

In the event of heavy snow or impassable roads necessitating the closing of our schools, an announcement to this effect will be posted on the website: www.northcolonie.org.

K. Illness or Injury

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

L. Administration of Medication During School Hours

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

M. Participation in Extracurricular Activities

In order to be eligible for participating in extracurricular activities on a school day, students must be in attendance prior to the beginning of third period (9:18 A.M.). Students suspended from school may not participate in any extracurricular activities during the suspension. Alcohol sensors may be utilized by school administrators during extracurricular activities.

IV. SCHEDULES

A. Class Schedule

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

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

2 nd Class	2	2	(8)	2	2	2	2	2
3 rd Class	3	3	3	(8)	3	3	3	3
4 th Class	4	4	4	4	(8)	4	4	4
5 th Class	5	5	5	5	5	(8)	5	5
6 st Class	6	6	6	6	6	6	(8)	6
7 nd Class	7	7	7	7	7	7	7	(8)

Each subject meets 7 times every 8 school days as the notations on period one illustrate. Physical education classes meet every other time a subject period occurs. Science laboratories meet every fourth time a subject period occurs. Each student is assigned to either the A/C rotation or the B/D rotation for physical education. Science labs, study halls, and preparation periods are assigned during the alternate rotations.

Illustration:

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

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

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

	A		B	C	D	A	B	C
1 st Class	1A (lab)	(8A)	1B (PE)	1C (SH)	1D (PE)	1A (lab)	1B (PE)	1C (SH)
2 nd Class	2A	2B	(8B)	2C	2D	2A	2B	2C
3 rd Class	3A	3B	3C	(8C)	3D	3A	3B	3C
4 th Class	4A	4B	4C	4D	(8D)	4A	4B	4C
5 th Class	5A	5B	5C	5D	5A	(8A)	5B	5C
6 st Class	6A	6B	6C	6D	6A	6B	(8B)	6C
7 nd Class	7A	7B	7C	7D	7A	7B	7C	(8C)

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

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

Copies of the daily schedule will be prepared in advance and made available to faculty and students. The official school day for all students begins at 7:34 A.M. with period 1 and concludes at 2:06 P.M.

B. Daily Time Schedule

Warning Bell:	7:30	
Period 1:	7:34 – 8:21	(47 min)
Period 2:	8:26 – 9:13	(47 min)
Period 3/HR:	9:18 – 10:08	(50 min/3 for Homeroom)
Period 4:	10:13 – 11:00	(47 min)
Period 5:	11:05 – 11:52	(47 min)
Period 6:	11:52 – 1:14	(77 min)
-	1 st Lunch: 11:57 – 12:27	(30 min)
-	2 nd Lunch: 12:21 – 12:51	(30 min)
-	3 rd Lunch: 12:44 – 1:14	(30 min)
Period 7:	1:19 – 2:06	(47 min)
	2:13 (Buses depart from the high school) *	
Extra Help:	2:06 – 3:00	(T,W,T) **
Detention	2:11 – 3:00	(T,W,T) **

There is a 5 minute pass time in between classes. Chimes will ring at the beginning and the end of each class period.

* Buses depart from the high school at 2:13. **If students have no obligations to faculty or activities, they must leave the building after the last class period at 2:06 P.M.**

** Students that **must** stay for after school obligations may catch the bus run at 3:07. **These buses will depart from Shaker High School.**

C. Time Schedule for School when Opening Two Hours Late

TIME SCHEDULE WHEN OPENING TWO HOURS LATE 2022 - 2023

PERIOD 1	27 Min.	9:34 – 10:01
PERIOD 2	27 Min.	10:06 – 10:33

PERIOD 3/HR	30 Min.	10:38 – 11:08
PERIOD 4	27 Min.	11:13 – 11:40
PERIOD 5	27 Min.	11:45 – 12:12
PERIOD 6 (LUNCH)	77 Min.	12:17 – 1:34
PERIOD 7	27 Min.	1:39 – 2:06
BUSES DEPART FROM THE HIGH SCHOOL:		2:13

D. Emergency School Closings

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

V. BOARD OF EDUCATION POLICIES

A. Conduct and Discipline

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

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

Student Misbehavior	Rule Violation	Possible Consequences
Academic Fraud and Cheating	Admin. Regulation/ Regents/Regulation	Suspension, internal restriction, detention, parental contact, grade of "0," removal from course
Assault/threat of school personnel or other students	BOE Policy #1520 Admin. Regulations	Police involvement, hearing, suspension, probation, internal restriction, parent contact, warning
Attendance/Truancy	BOE Policy #5100 Commissioner's Reg.	Family Court, internal restriction, detention, parental contact, loss of participation in school activities
Bus Discipline	Extension of all school rules	Suspension, internal restriction, detention, parental contact, warning, loss of bus privileges
Class Cutting	Admin. Regulation	Suspension, internal restriction, detention, parental contact
Conduct Endangering Safety, Morals or Welfare of self or Others	Admin. Regulation BOE Policy #5300	Police involvement, hearing, Family Court, suspension, probation, internal restriction, detention, parental contact, warning
Disruptive Action	Admin. Regulation	Suspension, probation, internal restriction, detention, parental contact, warning
Dress – Inappropriate	Commissioner's Decision	Suspension, internal restriction, parental contact, warning, removal from class
Discrimination and/or Slurs Based on race, Religion, Color, Sex, Sexual Orientation, Natural Origin, Age, Marital Status, Disability, Genetic Status, HIV or Hepatitis Carrier Status	BOE Policies #5010 or #5020.1	Hearing, suspension, probation, internal restriction, detention, parental contact
Electronic Devices	Admin. Regulation	Suspension, internal restriction, detention, parental contact, warning
Field Trips – Misconduct	Admin. Regulation	Suspension, detention, loss of participation in school activities and privileges, parental contact, warning
Fighting	Admin. Regulation BOE Policy #5300	Hearing, automatic suspension, probation, internal restriction, parental contact

Gambling	Admin. Regulation	Suspension, detention, loss of participation in school activities and privileges, parental contact, warning
Harassment	BOE Policies #5010 and #5020.1	Hearing, suspension, probation, internal restriction, detention, parental contact, warning
Homework – Failure to Complete	BOE Policy #4730	Detention, parental contact, warning, loss of participation in school activities and privileges, grade reduction
Inappropriate Language	Admin. Regulation	Hearing, suspension, probation, internal restriction, detention, parental contact, warning
Inappropriate Sexual Conduct	Admin. Regulation	Suspension, internal restriction, detention, parent contact, warning
Insubordination	Admin. Regulation	Hearing, suspension, probation, internal restriction, detention, parental contact, warning
Misuse of Technology	BOE Policy #5300	Police involvement, hearing, suspension, probation, warning, loss of use of technology
Privileged Activities – Violations	BOE Policy #5210.1 Admin. Regulation	Suspension, internal restriction, detention, parental contact, warning, verbal explanation, loss of future privileged activities
Sexual Harassment	BOE Policy #5020.1	Hearing, suspension, probation, internal restriction, detention, parental contact, warning
Smoking/Vaping Nicotine	BOE Policy #5312.3	Hearing, suspension, probation
Substance Abuse: Under the Influence of, Use, Sale, Possession, Possession of Paraphernalia	BOE Policy #5132.1	Police involvement, hearing, suspension
Tardy	Admin. Regulation	Internal restriction, restriction, detention, parental contact, warning
Theft	Admin. Regulation	Police Involvement, hearing, suspension, probation, restitution, parental contact

Vandalism	Admin. Regulation	Police involvement, suspension, internal restriction, restitution, detention, parental contact
Weapons	BOE Policy #5312.2	Police involvement, hearing, suspension

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

B. Detention

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

After-School Detention Student Rules

1. Report to the designated detention room by 2:11 P.M. A teacher will have the door open and the students seated.
2. Attendance should be taken on the detention list. Please log students in by signing your initials next to the student's name.
3. Students are NOT to be admitted after 2:15 P.M. *The teacher(s) on duty should indicate "late-not admitted" with the time next to the student's name.*
4. A seating chart has been provided. It is recommended that the teacher fill out the seating chart to help identify students and to discourage disruptions.
5. Student misbehavior is not to be tolerated. Students will be given one warning. If the behavior continues, the student should be removed from detention and a disciplinary referral should be written.
6. Students should be released at 3:00 P.M. Please instruct the students to take the 3:07P.M. bus or to move to the LaFollette cafeteria if they are staying for an athletic event.
7. Students are expected to remain silent and complete their school work.
8. Students are not allowed to go to their lockers. They have been told to bring enough work to last the entire time and that they will not be allowed to go to their lockers.
9. Trips to the bathroom should be for emergencies only. The students have been previously informed that the bathroom should be used before the detention period begins
10. All bags should be placed on the floor or in the basket under the desk.
11. Cell phones and other electronic devices are not to be used in detention.
12. All other rules of the school (according to the Student Handbook) should be followed while in detention.

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

The Board of Education, recognizing health hazards associated with smoking, prohibits smoking, or any other use of other tobacco products 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 3-day external suspension;
2. Reinstatement conference with student, parent(s), and student assistance counselor, Hall Principal, and school counselor;
3. Mandatory one-hour instruction session, with student assistance counselor to discuss the harmful effects of using tobacco; and
4. Recommend counseling sessions with student assistance counselor.

Second Violation (same school year)

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

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

Potential disciplinary hearing before the Superintendent

D. Student Parking

Student parking privileges are reserved for seniors only. Juniors who park illegally or have disciplinary infractions risk losing their privileges as a senior in the following school year.

Student Parking Regulations

1. Student cars with permits may park in the Student Parking Lot only. Cars without permits or cars with student permits parked illegally in the Faculty or Visitor Lot will be towed at the owner’s expense. Cars with student permits are not visitors and should not be in a visitor parking area at any time.
2. To receive a permit, **the car must have insurance and be registered either in the name of the student or another family member**. The student must have a valid driver’s license to receive a parking permit. Students with an approved application need a valid license by September 1st or the student’s application moves to the waiting list.
3. Transferring a permit to another car without an updated approved application will result in the loss of the permit. **Students MAY NOT allow other students to park in their spot at any time**. A nonregistered, non-family member car is subject to tow.

4. Student vehicles parked on school property may be subject to search by school administration if there are reasonable grounds to suspect that they contain contraband in violation of law and/or school rules. The police will be notified if weapons or illegal drugs are found within the vehicle.
5. Unsafe driving or irresponsible behavior in school will result in loss of parking privileges.
6. Repeated tardiness to school **(20 UNEXCUSED TARDIES) WILL RESULT IN LOSS OF THE PARKING PERMIT FOR THE REMAINDER OF THE YEAR. If this occurs, there will be no refunds.**
7. Students must proceed directly to and from their automobiles. No loitering is allowed in the Student Parking Lot. Students are not to be in the Parking Lot during school hours without permission of an administrator.
8. All traffic rules must be obeyed, including, but not limited to, the posted speed on all school roadways. Violations and/or reckless driving will result in loss of permit and privilege. **There will be no refunds.**
9. **No student's automobile may be moved from the lot before the official close of school unless the student has an early dismissal, early release or has been given written permission from a hall principal or the building principal. Students who violate this rule will lose their parking permit.**
10. Making a copy of or selling a parking permit will result in additional consequences and loss of parking privilege. Moving the sticker to a new vehicle without notification and permission from the Taft Hall Principal, will result in loss of privileges.
11. Violation of any parking rules will lead to the immediate suspension of the student's parking permit. The suspension of a parking permit may be appealed within three days, after the rules violation, in writing to the Taft Hall Principal. If a permit is suspended or revoked, there will be **NO REFUND** of parking fees.
12. Students who intend to graduate early or no longer need their permit should notify the Taft Hall Office.

E. Privileged Activities

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

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

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

F. Pledge to the Flag

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

1. A student may stand and pledge.
2. A student may stand and be silent.
3. A student may remain seated and be silent.

Note: Students are expected to remove hats, stop walking in the hallways, and remain silent during the Pledge. Under no circumstances shall the option selected interfere with the right of others to pledge to the flag.

G. Students – Drugs and Alcohol, Based on Board of Education Policy #5312.1

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

The following procedures will be used:

- The principal or his designee will receive notification from the person suspicious of the student's behavior.
- The student will be assessed by the school nurse under the assessment rules adopted by the Health Office.
- If alcohol is suspected, the passive alcohol sensor will be used if deemed appropriate.
- Parent notification will be made to share all findings of the assessment.
- Police involvement will occur if necessary.
- Written referrals will be distributed by the nurse to the referring individual.
- Referrals will be reviewed and the appropriate consequences will be given based on Board of Education Policy 5312.12.

Definition of controlled substances, or imitation controlled substances – (See Sec. 200.00 NYS Penal Law). Any narcotic drug or prescription drug, depressant or stimulant drug or hallucinogenic drug.

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

No person shall bring, possess, or use on school premises, any rifle, shotgun, pistol, revolver, other firearm, knife, dangerous or defensive chemical sprays, explosive, or any object which is not necessary for school activities and which could be used as a weapon. A weapon is defined as any instrument capable of firing a projectile, the frame or receiver of any school 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.

Possession of Weapons

Firearms

No student shall bring a firearm on any portion of the premises of a school owned or controlled by this school district. A firearm is defined, consistent with Section 921 of Title 18 of the United State 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 State 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:

1. the age of the student;
2. the student's grade in school;
3. the student's prior disciplinary record;
4. the Superintendent's belief that other forms of discipline may be more effective;
5. input from parents, teachers and/or others; and
6. 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.

Use of Any 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 for 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.

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

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

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

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

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

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

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

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

Upon receipt of a formal complaint (Level II), the District will conduct a thorough investigation of the charges. If the District has knowledge of or has reason to know of any incidents or allegations of sexual

harassment, however, the District is obligated, even in the absence of a complaint, to investigate such conduct promptly and thoroughly.

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

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

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

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

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

Procedure for Filing Complaints Related to Sexual Harassment

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

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

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

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

The complaint will then be discussed with the alleged harasser in an attempt to resolve the problem. Should the alleged harasser acknowledge the inappropriate behavior, written assurance that such conduct will stop will be obtained. Other appropriate corrective/disciplinary action may also be taken. Should the student (or his or her parents or guardian) be dissatisfied with attempt to resolve the

complaint at Level I, a Level II (formal) written complaint may be filed with the District Title IX Compliance Officer.

J. District Homework Policy

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

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

1. Student use of school computers is for school-related and curriculum use only. Foreign or home software is permitted on school computers only with the express permission of a computer room aide, teacher, or librarian. The district reserves the right to review the contents of disks and e-mail of any users.
2. Network etiquette, consistent with expected school behavior should be observed, e.g. no abusive language, inappropriate behavior or illegal activities.
3. Students may not misrepresent themselves or North Colonie Central Schools. Real time conference uses must be approved and supervised by an adult.
4. Students should never give out personal identifying information or arrange a face-to-face meeting with the Internet user without parental permission or respond to e-mail messages that are threatening or obscene and should seek the supervising adult if any inappropriate messages are received.
5. Students may engage in electronic search if supervised by a responsible adult. Use of on-line services should be preceded by a search plan defining the problem or study and reflecting efforts to use other available sources.
6. All materials over the Internet should be assumed to be copyrighted for citation purposes.

Prohibited Activities

Prohibited use of the computers and computer services includes:

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

Consequences of Inappropriate Use of District Hardware and/or Software

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

L. Guiding Principles for Student Dress

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

Student Dress Code, Board of Education Policy #5311.5

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

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

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

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

1. Health and safety to the wearer and others (e.g. sunglasses, long-haired sweaters worn near open flames and heating elements, or loose parts of clothing worn near machinery).
2. Possibility of damage to school property (e.g. metal cleats on shoes, long chains or straps, or clothing containing hardware which may scratch or gouge furniture).
3. Indecency

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

Students shall be asked to wear appropriate protective gear to certain classes (i.e., Family and Consumer Science, Technology Education, Science, Art, P.E.). Students also may be excluded from field trips and extracurricular activities and programs due to inappropriate dress or appearance as determined by school administrators.

School Regulation

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

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

- Items of clothing/jewelry such as (but not limited to) chains longer than 6", spiked bracelets, necklaces, earrings, or sharp items protruding from the skin are prohibited.
- Examples of prohibited articles of clothing include (but are not limited to) items that promote alcohol or drugs, jewelry that contains comments or illustrations that are construed to be sexual in nature, obscene, or pornographic. Clothing that contains messages, suggestive or otherwise, or illustrations depicting violence, hate, and denigration of a particular race, ethnic, or religious group are prohibited.
- Shirts and shoes must be worn at all times.

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

M. Gambling

Students are not permitted to gamble on school grounds or at school activities. If violated, progressive disciplinary consequences will be assigned.

N. Use of Passive Alcohol Devices

Chaperones/administrators will use passive alcohol devices prior to and/or during selected Shaker High School student events (including but not limited to dances, and after-school social activities) to better determine whether or not a student has consumed alcohol. The passive alcohol device can detect alcohol from a person's breath as they are speaking, from the ambient air surrounding them. Students will be asked to speak into the device as they enter the event. This device will be used to check all students when they enter a student event and periodically during the event. If a student is determined to be under the influence of alcohol, parents/guardians will be called and disciplinary consequences will be administered according to Board of Education Policy #5312.1. If at any time a chaperone or monitor suspects a student may be under the influence of alcohol the student will be removed from the activity and referred to the administrator in charge for assessment and passive alcohol screening.

The Following Procedures Will Be Used:

- All students entering selected after-school events, as determined by administration, will be checked with the passive alcohol device as they enter the school event.

- If a positive indication occurs, the student will be asked if they were drinking alcohol. Student belongings and the person will be searched.
- If a student admits to consuming alcohol, he/she will be subject to the discipline procedures outlined by the Board of Education Policy #5312.1, if reasonable suspicion exists.
- In all cases parents will be contacted and informed of the school's concern for their child.
- If a student is suspected of being under the influence of alcohol and refuses to be screened and/or breathalyzed, they will be sent home with a parent, and be subject to disciplinary consequences. These consequences may also affect a student's participation in future events.

O. Dignity for All Students Act – Student Harassment and Bullying Prevention and Intervention

The goal of the Dignity Act is to provide elementary and secondary school students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment and bullying on school property, on a school bus, or at a school function.

For the complete policy statement, please refer to BOE Policy #5312.4.

1. Definitions

Harassment

Harassment has been defined in various ways in federal and state law and regulation. The Board recognizes that these definitions are important standards, but the Board's goal is to prevent misbehavior from escalating in order to promote a positive school environment and to 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
- 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

Bullying is understood to be a hostile activity which harms or induces fear through the threat of further aggression and/or creates terror. In order to facilitate implementation of this policy, 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”).

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 in the Definitions section above).

2. Reporting and Investigation

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.

3. Disciplinary Consequences/Remediation

While the focus of this policy 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 development age of the student, and the student’s history of problem behaviors, and must be consistent with the district’s Code of Conduct.

False reporting or embellishing of facts could subject the person reporting incidents of bullying or harassment to progressive disciplinary consequences.

4. 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.

5. Dissemination, Monitoring, Review, and Reporting

A complaint form will be available on the district's website and in the following Shaker High School offices: Main office, hall offices, and Counseling Department.

VI. GENERAL INFORMATION

A. Identification Card

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

B. Corridor Passes – LaFollette Hall

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

C. Preparation Period – Taft Hall

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

1. Areas of prep:
 - a. Taft Dining Room
 - b. Library

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

D. Student Government

The Student Government represents the student body before the administration and faculty. It assists in the maintenance of the school sign while also managing the student finances. Open elections are held every year for the co-chairs, and a new executive committee is selected through an application process.

E. Facilities

1. Pool – The pool is not to be used without prior supervision. Students found in this area without proper authorization may be suspended.

2. Courtyards – The upper and lower courtyards are for student use. Quiet activities should take place without disturbance to classrooms adjacent to these areas.
3. Outside areas – Students are only able to use outside areas supervised. The bus canopy area is an area off limits to students, unless administrative permission has been given, or at dismissal time.

F. Shaker Middle School

Shaker High School students are not to enter the middle school while it is in session. Arrangements to visit the middle school must be made in advance through the principal's office.

G. Lockers

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

H. Bus Regulations

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

I. After School Guidelines/Late Bus Privileges

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

Pass System

The following guidelines are for the students in the building after 2:06 P.M.

1. The Activity Period (2:06 – 3:00 P. M.) will be considered part of the regular school day.
2. Daily rules of conduct will be in effect during this period of time.
3. All corridors and lobby areas must be free of students unless they are moving to a scheduled activity or are leaving the building.

Student Responsibilities

1. No student is to remain in Shaker High School after the buses leave except those students who have a valid responsibility involving an after-school activity.

2. No students are to loiter in any wing of Shaker High School after 2:06 P.M.
3. All students who have legitimate reasons for staying after school must go to their assigned wing locker to get the clothing and books necessary and then go directly to the designated area of activity, or dining room.
4. All students who participate in late practice must go directly to the LaFollette Dining Room until it is time for their scheduled activity;
5. Those students who begin an activity immediately after school but whose participation in such an activity ends prior to their actual leaving time from Shaker must report to the LaFollette Dining Room until they leave the building
 - a. to go home by one of the late buses
 - b. to go out to their cars; or
 - c. to walk home
6. Students waiting to attend an athletic event must remain in the LaFollette Dining Room.

The privilege to use the bus transportation provided at 3:07 and 4:15 P. M. is extended to all students in good standing who are **PARTICIPATING IN A SCHOOL-SPONSORED ACTIVITY**. The general bus regulations apply.

Penalties

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

J. Fraternities and Sororities

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

K. Visitors, Board of Education Policy #1240

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

Parents, by appointment, are encouraged to visit the schools as a means of gaining greater understanding and knowledge of the school program. Parents that do not have an appointment will be asked to leave and to set up future appointment with the person they wish to meet. All visitors will be asked to present a valid ID and must sign in through the Raptor system. A visitor's pass will then be issued. Violators may be prosecuted as provided under State statutes. All visitations should be arranged through the building principal or designee.

L. Working Papers

Working papers should be obtained through the secretaries in the Counseling Department office.

M. Assembly Procedures

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

MANDATORY ASSEMBLIES

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

VOLUNTARY ASSEMBLIES

1. On other occasions where the type of program may be of value to individual students within a particular grade, course, class, etc. the assembly will be designated as voluntary in nature and open to interested students within the physical capacity of the assembly room. Such audiences will not necessarily be inclusive of all students within that designated group.
2. Where assemblies are voluntary, student passes of admission are made available by the student's teacher or through the hall office principal.
3. In such instances it shall be the responsibility of the student to:
 - a. Obtain the pass.
 - b. Present the pass to the teacher from whose class he/she will be absent. Teacher must sign denoting approval.
 - c. Present the pass for admittance to the assembly.
4. Students must understand that where request is being made for permission to be absent from class, that make up work may be necessary since the teacher may elect to proceed with classwork for those who remain in class.
5. Students who avail themselves of the opportunity to attend a voluntary assembly must bear responsibility for their attendance and adhere to established policy. Students must be punctual in arriving for the program, fully cooperative and attentive toward those presenting the program, and courteous in remaining until the program has been concluded.
6. Initiation of either type of program may be made by students and/or teachers working in conjunction with the hall or building principal as appropriate.

N. Public Displays of Affection

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

O. Public Address Announcements

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

P. School Sign

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

Q. Information Center

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

R. Student Attendance in Examinations

Shaker High School has two major testing periods every year. The first is for midterm examinations in January and the second is for the final examinations in June. Student attendance is mandatory for all examinations including those given in class. Students are required to take tests on given dates and given times. The scheduling of personal appointments, vacations, or meeting obligations other than those of an emergency nature do not constitute a valid reason for missing an examination. In the event that a student misses a scheduled local exam with a valid excuse (illness, death in the family, court dates, placement in a facility), the student should contact the classroom teacher to reschedule the exam. If a student is truant or cut class, a grade of zero will be given for the exam.

A student that misses a New York State Regents exam for any reason, will have to take it the next time it is offered by the state. Regents exams are given in January, June and August.

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

The following will be read to all students prior to all midterm and final exams:

“You may not use any communications device while taking an examination, either in the room, during the test administration, or during a supervised break. Such devices include, but are not limited to CD and audiocassette players, radios, cell phones, pagers, MP3 players, Personal Digital Assistants, video devices and associated headphones, headsets, microphones, or earplugs. If your cell phone rings, you may not look at it or answer it. If your pager beeps or vibrates, you may not look at it. **You must,**

therefore, turn off these devices right now and secure them underneath your desk, away from you and your desktop. No cell phones or other electronic devices may remain on your person. If a cell phone should ring or a pager should beep during an examination, you must raise your hand to indicate to a proctor that the phone or pager needs to be turned off by the proctor. You may not, under any circumstances, touch or look at the cell phone or electronic device. Doing so will be considered use of the device and your examination may be invalidated.”

S. Grade Reporting

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

1. Final School Mark (FM)

The final school mark is the average of the four quarters and a final exam that counts for 5% of the student’s overall average. Any semester average or FM which computes as .5 or higher will automatically be raised to the next higher whole digit.

2. Interim Progress and Complimentary Report

Interim Progress Reports and Complimentary Reports for students who are failing, working below expected levels, or doing exemplary work are available midway through each marking period on Infinite Campus. ***Parents and students should contact their teacher immediately upon receiving an Interim Progress Report if there are questions or concerns.***

3. Citizenship and Effort Grades

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

4. Honor and Merit Rolls

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

T. Guidelines for Student Conduct when Taking Examinations

a. Guidelines

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

b. The following are three areas of negative student conduct

1. Obvious Cheating (written and/or oral communication concerning subject matter of that specific test).
 - a. A student who is providing or receiving unauthorized information,
 - b. Parents will be notified by the hall principal of the penalty for cheating. (A zero and no make-up).
 - c. If a student has been found guilty of committing, or attempting to commit fraud in a Regents examination, the building principal is authorized to cancel the student's examination and to exclude the student from subsequent Regents examinations until such time as the student has demonstrated by exemplary conduct and citizenship that he is entitled to restoration of this privilege.
2. Suspected Cheating (talking, looking on another paper, signals, etc.)
 - a. Written documentation signed by the proctor and the student will be forwarded to his/her hall principal.
 - b. If a second incident occurs, the student is to be removed from the examination room and the test is to be removed from the examination room and the test is to be invalidated with a score of zero.
 - c. No make-up will be permitted and parents will be notified.
3. Improper Conduct (leaving seat or room without permission, pencil passing, etc.)
 - a. On any occasion when an examination is in progress, a student suspected of improper conduct will be warned once.
 - b. On a second occasion, or one occurring at the conclusion of the testing period, the student will be turned over to the hall principal.
 - c. The penalty will be determined by the hall principal, after consultation with the proctors involved and the department supervisor.

U. Electronic Device Rules

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

- Between 7:34 A.M. and 2:06 P.M., students may use electronic devices during non-instructional time. This includes:
 - Hallway and Courtyard passing time
 - Lunch
 - Prep time for upperclassmen
 - Gold card release time for underclassmen
- Between 7:34 A.M. and 2:06 P.M., students may use electronic devices during instructional time only if permitted by their teacher and approved by the Supervisor/Hall Principal.
 - All electronic devices (including earbuds and headphones) should be put away within the classroom setting unless directed by the teacher for students to use for instructional purposes.

- Students may not use electronic devices in the following locations:
 - Bathrooms
 - Hall Offices
 - Locker Rooms
 - Main Office
 - Nurse's Office

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

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

V. Prohibited Items

Laser pointers, rollerblades, scooters, and skateboards are prohibited on all school properties. Lighters, matches and other incendiary devices are also prohibited.

W. Gold Card Program

Each quarter, students may earn incentives via The Gold Card Program. To be eligible for a Gold Card, students must meet the requirement from the 3 categories below:

Achievement (Must meet 1 requirement)	Involvement (School/Community) (Must meet 1 requirement) (Participation occurs outside of the regular school day and must occur during the quarter applying *)	Behavior (Must meet All requirements)
<ul style="list-style-type: none"> - Achievement on High Honor roll, Honor Roll or Merit Roll. (To qualify for High Honor Roll the student must have an average of 93 in All courses and no grade less than a 90. To qualify for Honor Roll, a student must have an average of 90 in all courses and no grade less than an 85. To qualify for Merit Roll, a student must have an 85 in All courses and no grade less than an 80. - A one point increase in the Term GPA from the previous quarter. (Ex. Term GPA went from a 76 1st quarter to a 77 2nd quarter) 	<ul style="list-style-type: none"> - Participates in a high school or club sport - Participates in a school performance group (Bella Voce, Jazz band, Resolving Suspenders, Marching Band, Pep Band, Shaker Select etc) - Participates in the school play/musical - Participates in a school club - Receives the Student of the Month Award - Performs an active community service <p><i>*All involvement must be verified with a signature from the acting coach or advisor of the event.</i></p>	<ul style="list-style-type: none"> - Student does not receive ANY behavioral referrals during the quarter. <p><i>**A suspension or a referral will revoke a Gold Card.</i></p>

X. Withdrawal from Shaker High School

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

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

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

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

Y. SHAKER HIGH SCHOOL PLAGIARISM PROCEDURE

Over the past several years, teachers have become increasingly concerned about the amount of plagiarism occurring in student work. Much of the plagiarism has developed because of extensive access to the Internet. As a result of our concerns, the department has developed a process for addressing cases of student plagiarism. This plan, which was adopted by the Principal's Council, recognizes that there are different degrees of plagiarism, and as a result, assigns different consequences.

At Shaker High School, we promote an atmosphere of academic integrity, and this is reflected in our Academic Fraud policy, as outlined in the student handbook. Our plagiarism policy is intended to support academic integrity and to reinforce the 21st century research skills students need to develop. According to the Modern Language Association, "plagiarism in student writing is often unintentional, as when an elementary pupil, assigned to do a report on a certain topic, goes home and copies down, word for word, everything on the subject in an encyclopedia. Unfortunately, some students continue to use such 'research methods' in high school and even in college without realizing that these practices constitute plagiarism" (Gibaldi 26).

<u>Level One</u>	<u>Consequences</u>
<ul style="list-style-type: none">• occasionally missing parenthetical documentation• improper citations• sources in works cited but not in student work• relies too heavily on original language in a paraphrase• uses a direct quote without proper punctuation	<ul style="list-style-type: none">• teacher intervention and remediation conference within seven days• student given opportunity to rewrite and the written response is regraded• teacher records the conference on form submitted to English Supervisor• original grade will stand if student refuses to attend conference and make the corrections

	<ul style="list-style-type: none"> • phone call home by teacher (prior to conference with student)
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<p><u>Level Two</u></p> <ul style="list-style-type: none"> • frequently missing parenthetical documentation • failure to acknowledge sources for longer paragraph-length sections • failure to acknowledge the source of a major idea • using the exact thesis/argument from a source as the basis of the paper • repeated level one offenses • interspersing exact language from sources throughout the student response with no acknowledgement 	<p><u>Consequences</u></p> <ul style="list-style-type: none"> • remediation conference within ten school days • teacher regrades the student response and averages the two grades. A student who refuses to attend conference and make corrections receives a zero • phone call home by teacher (prior to the conference) • teacher records the conference on form submitted to the English Supervisor • record in discipline file
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<p><u>Level Three</u></p> <ul style="list-style-type: none"> • purchased text • student response taken from another student/family member, etc. • student response pieced together that is primarily from other sources • repeated level two offenses 	<p><u>Consequences</u></p> <ul style="list-style-type: none"> • teacher gives the assignment an automatic grade of zero • conference with teacher, English supervisor, supervisor in area where student response was written, hall principal, parents • phone call home by teacher (prior to conference) • teacher records the conference on form submitted to the English Supervisor • record in discipline file
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July 2017

Z. Academic Integrity Guidelines

Academic Integrity Guidelines

To ensure the excellence of Shaker High School's educational program, a strict adherence to our guidelines for academic integrity will be enforced. Students are expected to be honest in order to learn and grow as responsible and ethical citizens. Any breach of this standard endangers the learning process and impacts the integrity of the entire school community. The purpose of education is to prepare students to become lifelong learners, and dishonesty undermines and inhibits that process. No forms of personal and/or academic misrepresentation are permitted. A student who cheats, or who helps another person to cheat, is subject to disciplinary procedures.

As part of a school community, students and faculty have the duty and responsibility to promote academic integrity. This means that students are responsible for completing their own original work. **The purpose of assignments is to develop the skills and measure the progress of each student. Students learn more through their own hard work and initiatives.**

Standards of Academic Integrity

A. Basic Standards of Academic Integrity

Registration at Shaker High School requires adherence to the High School's standards of academic integrity. It is paramount that all students are aware of these standards. If there are questions relating to these standards, counseling is available and assistance may be initiated by discussing the issue with any faculty member or school counselor.

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 witness.
2. **CITE YOUR SOURCES.** Whenever you use words or ideas that are not your own, use quotation marks where appropriate and cite your source in a footnote and/or list the sources consulted or cited.
3. **PROTECT YOUR WORK.** Do not allow your neighbors to see what you have written. Do not let others use or copy your work. 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 provide work to a peer. 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.
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 instructor.

B. Procedures:

In cases of suspected violations of academic integrity:

1. In all cases, the teacher will refer the allegation(s) and the evidence supporting the charge to the Department Supervisor and Hall Principal for administrative review.
2. The teacher notifies the parent.

C. Consequences:

For each offense, the administrator shall apply any of the following consequences:

1. Reduced or failing grade on assignment
2. Reduce or failing grade for quarter
3. Reduced or failing grade for the course
4. Record in disciplinary file
5. Detention or suspension from school for a period of up to five (5) days
6. Referral to police for possible criminal prosecution
7. Other action deemed appropriate
8. Referral to the Superintendent of Schools for Superintendent's Hearing for additional consequences
9. Students in UHS (University in High School), SUPA (Syracuse University Project Advance), AP (Advanced Placement) or other courses articulated with outside learning institutions will have their infraction reported in accordance with the articulated institution's procedures.

10. Cases of academic integrity violations may impact a student's eligibility for induction into the National Honor Society and eligibility for school awards, leadership positions and honors.

Counseling is available for students seeking assistance in coping with the issue of academic integrity.

D. Notification:

In order to implement these principles of academic integrity, it is necessary for the faculty and administration to take certain steps that will discourage dishonesty and maintain academic integrity. Those steps include:

1. Publicizing the Policy

The Basic Standards of Academic Integrity and consequences will be included in the Code of Conduct shared with every student. These will also be discussed in grade level meetings by the administration.

2. Establishing Class Standards

Each teacher will, at the start of each course, discuss rules for academic integrity in that class and penalties for failure to abide by them.

3. Reporting

Breaches of academic integrity will be reported to the appropriate administrator. The administrator will investigate charges and recommend appropriate action.

AA. Saturday Detention

SATURDAY DETENTION RULES

8:00 AM - 12:00 PM

Saturday detention is a consequence that is assigned by an administrator due to a variety of disciplinary issues. If a student misses an assigned Saturday detention or violates any of the rules below, a **one day external suspension** will be recommended to the building principal. The one day suspension is expected to be served the Monday immediately following the missed detention.

- **Attendance:**

- Hours are **8:00am - 12:00pm.**
- Students are expected to arrive by 8:00am.
- Any student that arrives after 8:15 will not be admitted.

- Students should report the Administrator in Charge (AIC) at the front desk by the Lafollette cafeteria. Students will then wait in the cafeteria until their assigned tutor arrives to bring them to a classroom.
- **Academic Expectations:**
 - Students are expected to bring all necessary supplies to detention (Chromebook, assignments (handouts), calculator, textbooks, etc.).
 - Students should come prepared to work. If a student refuses to work, the parent will be called and the student will be sent home.
- **Cell Phones:**
 - Cell phones will be collected/placed in a location out of reach of the student. The teacher in charge will give the student breaks, which will include times to check their cell phone. Students should be bringing their Chromebooks to detention. Cell phones may not be used to do school work. If the student refuses to place their cell phone in a location that is away from their person or is found to be using their cell phone when they are supposed to be working, the parents will be called and the student will be sent home.
- **Be Respectful:**
 - Students are expected to be respectful of the adults in charge. Disruptive or disrespectful behavior will not be tolerated and will result in the removal from Saturday detention.

VII. STUDENT USE OF SCHOOL FACILITIES

A. Library

The mission of the Shaker High School Media Center is to promote reading for academic studies and personal enjoyment, to help students acquire the skills necessary to access information from all forms of print and media sources and to critically evaluate the information, to increase their knowledge of themselves and the world, to help students grow, to mature and to become knowledgeable and productive members of society.

1. Library Hours:

Monday	7:00 a.m. - 3:00 p.m.
Tuesday	7:00 a.m. - 3:00 p.m.
Wednesday	7:00 a.m. - 3:00 p.m.
Thursday	7:00 a.m. - 3:00 p.m.
Friday	7:00 a.m. - 2:30 p.m.
2. The Library is to be used for study, research, reading or use of computers. The computers are to be used exclusively for schoolwork. All students are responsible for their own behavior.
3. The Library has a capacity of 173 students. The following equipment is available for student use; laptops, Chrome Books, headsets a black and white printer/copier/scanner, and one color printer.
4. The Library collection contains:
 - a. 23,000 print volumes; 2,642 dvd/videos; 6,600 e-books; 36 audio books

- b. Both fiction and non-fiction books align with the curriculum and the Common Core
 - c. Subscription databases covering all subject areas
 - d. Daily newspapers – *Times Union, Gazette* and an online subscription to the *New York Times*
 - e. The Media Center website is <https://shs.nccsd.opalsinfo.net/bin/home>
5. Students may use the Library during the school day and after school. Passes from the Library are required for students in grades 9 and 10 during study hall. When obtaining a pass to the Library for study hall, students in grades 9 and 10 should have their student ID with them. A pass is **not** required to use the Library before or after school.
 6. All students receive an ID card for free of charge. Each student ID contains a photo of the student, their student number, and year of graduation. If a replacement ID is required, the student must apply for one at the main desk in the Library. The cost of a replacement ID is \$10.00.
 7. Most books may be charged out of the library for a period of two weeks. Exceptions to this are reference materials, which are charged out overnight. Students should have their student ID with them when checking out materials from the library.
 8. 6th period: 11:57 A.M. – 1:14 P.M. (lunch periods): Because of the large number of students entering the Library during 6th period, a pass system is in effect. During this period, three students are permitted at each table. Exceptions will only be made with a note from the student's teacher.
 9. Water is permitted at all times throughout the day and after school.
 10. Seating: When every seat in the Library is taken, 9th and 10th grade students from study halls will be asked to return to their study halls. Students in 11th and 12th grades on a prep will be asked to relocate to the cafeteria.
 11. Before School (7:00 A.M.) to the beginning of first period: If the number of students gathering in the Library before school exceeds the seating capacity, students who are standing will be asked to relocate to the cafeteria.
 12. There are two full-time library media specialists, one part-time teaching assistant, and one educational aide available to help students throughout the day.

B. Dining Room

The Shaker High School dining rooms are well-equipped in order to provide students with a comfortable and wholesome atmosphere while eating. Students will have the choice of a prepared dinner menu or an a la carte selection.

Since all students use the dining room, a concerted effort should be made to maintain dining room neatness and cleanliness at all times. All persons eating in the dining room are expected to clean up their tables, throwing all of their garbage into a container or recycling bin.

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

C. School Store

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

D. Lost and Found

There are three lost and found locations at the High school; the Main Office, Taft Hall Office and La follette Hall Office. If an article is found it should be given to an adult at one of those locations.

E. School Equipment

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

F. Telephones

The telephones in the school offices are not to be used by students for personal business except in an emergency.

VIII. EXTRACURRICULAR PROGRAM

A. Extracurricular Activities

1. Athletic Contests

Information may be found on the Booster Club Website at <https://www.bisonboosters.org/home>. Seasonal sport schedules are printed by the SHS Booster Club listing game dates and starting times.

2. Conduct at Athletic Events

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

3. Section II Code of Behavior for Spectators

- a. Spectators are an important part of the game and are encouraged to conform to accepted standards of good sportsmanship and behavior.
- b. Spectators should at all times respect officials, visiting coaches, players and cheerleaders as guests in the community and extend all courtesies to them.
- c. Enthusiastic cheering for one's team is encouraged.
- d. Booing, whistling, stamping of the feet, and disrespectful remarks shall be avoided.
- e. There will be no ringing of bells, sounding of horns, or other noise makers at indoor contests during play. Anyone who does not abide by this rule will be asked to leave the premises.
- f. Pep bands and school bands, under the supervision of school personnel may play during time outs, between periods, or at halftime. Bands must coordinate their play so as not to interfere with a cheerleading squad on the floor or field.

- g. The throwing of debris, confetti, or other objects from the stands is prohibited. Offending individuals will be asked to leave the premises.
 - h. During a free throw in basketball all courtesies should be extended.
 - i. Spectators should encourage each other to observe courteous behavior. Improper behavior should be reported to school authorities.
 - j. Spectators will observe the rules of the local school concerning smoking, food and drink consumption, littering, and parking procedures.
 - k. Spectators will respect and obey all school officials and supervisors at athletic contests.
4. Dances – General Responsibilities
- a. Before any class, club, or other organization may use any of the school's facilities, the proper building requests must be obtained from the Main Office, filled out and returned to the Building Principal. Request forms must be submitted seven days prior to the date requested with chaperone signatures and specified number of police.
 - b. Informal dances held in the school must conclude no later than 10:30 P.M., whereas formal and semiformal dances must conclude by 12 midnight. All participants and performers are expected to depart within 30 minutes of the conclusion of the dance.
 - c. At the conclusion of the dance, or at a previously agreed-upon time indicated on the building request form, members of the class, club, or organization who are on the clean-up committee, will report to the advisor in charge of the dance. It is the duty of the advisor in charge to see that the floor is cleaned properly, all decorations and other allied materials removed. Following this, the dining room chairs and tables must be moved back into the entrance of the dining room. The custodian on duty that night will rearrange the chairs and tables, as well as make any other final adjustments.
 - d. Advance sale of tickets should be strongly encouraged by the activity advisor. No ticket may be purchased at the door without producing proper identification. A student is entitled to have one non-Shaker High School student as their guest with advance permission of a Principal.
 - e. There must be a signed contract for all services provided.
 - f. No cash payment to performing groups will be made. A check must be made out prior to the event.
 - g. A "no re-entry" policy is in effect.

B. Extracurricular Organizations

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

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

8VA	Medical Club
Academy of Global Studies	Model United Nations
AFS Intercultural Program	Modern Dance Club
Amnesty International	Muslim Student Association
Battle of the Books Club	Operation Smile
Bella Voce	Peer Mediation Club
Best Buddies	Pep Band
Bison Arcade Machine	Project Lit Book Club
Black Student Union	Psychology Club
Business Club	Red Cross Club
Chamber Players	Resolving Suspenders (Male Barbershop)
Chess Club	Robotics Club
Clay Club	SADD
Coding Club	Science Bowl
Color Guard	Shaker Environmental Awareness Society (SEAS)
Cool 2 Be Kind	Shaker Friends Bowling
Crew Club	Shaker Game Design Club
Cricket Club	Shaker High School Pokemon Club
English Council	Shaker Investors Club
Fabric Creation & Fashion Club	Shaker Politics Club
Fantasy Problem Solving	Shaker Light & Sound
Figure Drawing Club	Shaker Science Olympiad
Foreign Language Clubs:	Shaker Select Chorus
French	Shaker Theatre
German	Ski Club
Latin	Speech & Debate
Russian	Student Government
Spanish	Students Organized for Service (SOS)
Future Career & Community Leaders of America (FCCLA)	TedxShaker
Girls Take Charge	Teens for Refugees
GLASS (Gay, Lesbian & Straight Society)	The Bison Newspaper
History Research & Competition Club	UNICEF Club
Indian Student Association	Visions (literary magazine)
International Club	Water Polo
Jazz Band	Women of Color
Jazz Ensemble	World of Difference
Key Club	Yearbook
Marching Band	Youth Advisory

All extra curricular activities will take place after school hours. No regular evening meetings are to be schedule.

C. Student Activity Accounts

All business involving monies should be conducted with the Central Treasurer located in the Main office at the high school. No student should expect to be reimbursed for any goods purchased by him/her for school use unless the purchase is charged to the school through an official organization which has an activity account. Under no circumstances may a check be drawn to any individual except as the payment for a personal service rendered. Students desiring to purchase items for a school organization must have permission of the sponsor or the hall principal of the hall in which the account is located.

D. Ticket Sales for Athletic Events

The admission price for regular season home football and boys' basketball games is \$3.00. These prices are not valid for tournaments, post-season contests or special events.

E. Eligibility

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

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

F. Shaker High School Player Regulations & Training Rules

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

1. Appearance and Conduct

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

Unbecoming conduct will result in disciplinary action, and/or suspension from the team.

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

2. Equipment, Training Rules and Procedures

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

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

Preface

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

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

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

Athletic Training/ Conduct Rules and Penalties

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

Training Rules Violations

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

4. Games Suspension Formula

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

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

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

5. Conduct Rule Violations

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

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

6. Due Process

Students will be entitled to due process as described in the "Handbook of Students' Rights and Responsibilities". Any appeal must be submitted in writing to the building principal within one calendar week following the receipt of disciplinary action by the student and his/her parents.

7. Self-Reporting

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

ATHLETIC AWARDS SYSTEM

8. General Requirements for All Awards

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

Requirement by Sport

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

G. Parties

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

H. Posters

Posters should originate from the students and illustrate neatness and good artistic qualities. All posters must be approved by the hall principal or a delegated representative. Posters may only be posted in the designated areas (bulletin boards or glass cases). **Posters should not be placed on any glass surface.** Masking tape may be used to hang any poster. Sponsors shall be responsible for removing their posters within one school day after the event.

I. National Honor Society

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

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

Senior candidates must have a cumulative average of at least 90%. Induction of seniors will take place annually in May.

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

J. Field Trips

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

IX. FINANCIAL POLICIES

A. Review Books and Instructional Materials

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

B. Textbook Responsibilities

Textbooks for most subjects are provided by the Board of Education. These books are the responsibility of the students to whom they are issued. Each book is numbered and an identification sticker is provided. Students should write their names and indicate the condition of the book on this sticker. Any misuse of these books will result in a fine which is based upon the age of the book. Students must pay for damaged or lost textbooks before new or replacement texts will be issued during the current or subsequent school years.

C. Financial Responsibility

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

X. EMERGENCIES

A. Fire Drill Regulations

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

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

THERE IS ABSOLUTELY NO TALKING DURING A FIRE DRILL

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

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

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

B. Severe Weather Drill

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

The National Disaster preparedness Committee has reported that high roof areas, such as gymnasiums and auditoriums, are most susceptible to damage during weather storms such as hurricanes and tornados. Although the likelihood of such a storm striking this area is slight, we must be prepared for such an eventuality. With prior warning and the necessary alerts, students will be directed into designated areas. When students arrive at their designated areas they are to stand, face the wall, and remove eyeglasses. Absolute quiet must be maintained.

C. Lockdown Drill

Per Building Safety Plan

D. Shelter-in-Place Drill

Per Building Safety Plan

E. Bus Drills

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

F. Building Evacuation Procedure

Per Building Safety Plan

XI. EQUAL OPPORTUNITY INFORMATION

The Board of Education, its officers and employees, offers equal employment and educational opportunities without regard to age, race, religion, creed, color, national origin, gender, sexual orientation, marital status, disability, genetic disposition, HIV or hepatitis carrier status, or any other category protected by federal, state or local law.

The Board authorizes the Superintendent of Schools to establish such rules, regulations and procedures necessary to implement and maintain this policy.

Inquiries regarding this equal opportunities policy may be directed to:

Employees – Title IX Compliance Officer, Director of Human Resources, Jenna Bongermينو, Central Office, 91 Fiddlers Lane, Latham, New York, 12110, Telephone (518) 785-8591, ext. 3133;

Students – Title IX Compliance Officer, Director of Human Resources, Jenna Bongermينو, Central Office, 91 Fiddlers Lane, Latham, New York, 12110, Telephone (518) 785-8591, ext. 3133;

General Education Students – Section 504 Compliance Officer, Director of Pupil Services, Casey Bardin, Central Office, 91 Fiddlers Lane, Latham, New York, 12110, Telephone (518) 785-8591, ext. 3147.