

## 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 be knowledgeable about and abide by rules and regulations of the school and district. They should be regular and punctual in attendance and show respect for themselves and others.

When concerns or complaints arise, students should contact their counselor, department supervisor, hall or building principal.

## STUDENT DRESS CODE

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.

The use of any attire bearing an expression or insignia 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, creed, color, age, national origin, sex, sexual orientation, religion, disability or any group;
- is harassing or discriminatory;
- displays or advocates the use of alcohol, tobacco, or controlled substances, or
- displays known gang colors or identification.

The Commissioner of Education has held certain categories of clothing based on other factors to be impermissible:

- Health and safety to the wearer and others,
- Possibility of damage to school property,
- Indecency,
- Distraction so as to interfere with the learning and teaching process.

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 also may be excluded from field trips and extra-curricular activities for inappropriate dress or appearance.

## STUDENT CONDUCT AND DISCIPLINE

Productive, satisfying, and wholesome learning environments depend upon relationships which permit students to learn and teachers to teach.

Each student is responsible for his/her own behavior. The district's rules of conduct, focusing on personal safety and respect for the rights and property of others, apply throughout the school, on field trips and at any function sponsored by North Colonie schools. Students who violate school rules will be subject to appropriate disciplinary action.

Disciplinary action will be firm, fair, and consistent in order to be most effective in changing behavior, and will be appropriate to the seriousness of the offense.

**A single flagrant violation or continued violation may result, depending on the seriousness of the offense, in immediate suspension, referral to police, Family Court, or Superintendent. A Superintendent's Hearing may result in a long-term suspension or expulsion.**

The administration reserves the right to assess disciplinary actions based upon particular situations. Disciplinary action, which may include the teacher removing the student from class or the student's suspension by the principal from school, will occur when a student behaves in a manner which constitutes:

1. conduct dangerous to the health, safety, morals or welfare of others, including but not limited to:
  - a) fighting or behaving violently,
  - b) threatening another with bodily harm,
  - c) intimidating or harassing students or school personnel,
  - d) discrimination or discriminatory actions,
  - e) making unreasonable noise,
  - f) using inappropriate language or gestures,
  - g) inappropriately displaying affection in public,
  - h) dressing inappropriately,
  - i) engaging in misconduct on bus or at school activities,
  - j) creating a hazardous or physically offensive condition,
  - k) using walkmans, ipods, portable radios, beepers, pagers, cellular phones, during the school day; except for Shaker High School where the following Regulations apply: Cell phones are strictly prohibited from being used during a student's assigned instruction time. Any cell phone is strictly prohibited in the Media Center, locker rooms and bathroom at any time. Students are not permitted to use cell phones in the hallways except for mid-morning.
  - l) using slurs based on race, creed, color, age, national origin, gender, sexual orientation, religion, disability, marital status, genetic disposition, or HIV or Hepatitis Carrier status.
  - m) cyberbullying, which is prohibited in any of its forms, can subject the offending student to appropriate disciplinary action, consistent with the student discipline code.

2. insubordination, that is, failing to comply with the lawful directions of teachers, school administrators or other school employees in a supervising capacity or leaving school without permission, being in a school area that is unsupervised.
3. academic misconduct, including but not limited to:
  - a) academic fraud or cheating,
  - b) tardiness to school or class,
  - c) failure to attend class,
  - d) plagiarism,
  - e) inappropriate use of technology,
  - f) disruption of teaching and/or learning.
4. conduct which violates Board rules and regulations for the maintenance of public order on school property, including but not limited to:
  - a) vandalism or any destruction of real and/or personal property (including graffiti or arson),
  - b) theft,
  - c) truancy (the district will file a Person in Need of Supervision (PINS) petition for students who are chronically truant),
  - d) possession/use/sale/or under the influence of drugs or alcohol,
  - e) possession, use or threatened use of weapons or fire works,
  - f) possession or use of tobacco or tobacco products,
  - g) hazing, harassment, fighting, or
  - h) using walkmans, ipods, portable radios, beepers, pagers, cellular phones, during the school day; except for Shaker High School where the following Regulations apply: Cell phones are strictly prohibited from being used during a student's assigned instruction time. Any cell phone is strictly prohibited in the Media Center, locker rooms and bathroom at any time. Students are not permitted to use cell phones in the hallways except for mid-morning.

### **Athletic Training Rules**

The athlete has a responsibility to uphold athletic training rules and conduct codes which apply during the school year, whether in season or out of season. Parents of athletes must review and sign the training rules and consequences for violations before their children can participate in interscholastic sports.

### **Trespassing**

A student is not permitted in any school building, other than the one that he/she regularly attends, without permission from the administrator in charge of the building. Should a student be found in a building without permission, the necessary authorities may be called and trespassing charges may be lodged against the student.

## **USE OF TECHNOLOGY**

Student use of school computers is for school related use only. Internet use by students is a privilege, not a right. The Superintendent and Board have established regulations governing the use of technologies, including access, acceptable equipment and software use of copyrighted material and sanctions for inappropriate use.

**Network etiquette**, consistent with expected school behavior, should be observed at all times. Inappropriate network usage when using electronic mail, chat rooms, instant messaging and other forms of direct electronic communication is prohibited. Proper Internet behavior includes the following:

- Do not misrepresent yourself or North Colonie Central Schools.
- Assume that all materials over the Internet are copyrighted for citation purposes. (The school district has no responsibility for the accuracy or the quality of information obtained through Internet services.)
- Do not give out personal identifying information such as home address, age, telephone number or physical location.
- Do not use Internet/email to access obscene or pornographic materials.
- Do not use Internet/email to transmit obscene or objectionable materials.
- Do not use Internet/email to send hate mail or to harass other users.
- Inappropriate network usage when using electronic mail, chat rooms, instant messaging and other forms of direct electronic communications is prohibited.
- Do not engage in unauthorized access to network usage including so called "hacking."
- Do not disrupt Internet/online/email services or its supporting hardware and software.
- Report any Internet security problems to a supervising adult.

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

The district prohibits inappropriate uses of computers and computer services such as:

- Hosting of UseNet groups and listservs without authorization from the District Director of Technology including the lending, selling or copying of licensed software.
- Malicious Acts involving district hardware/software, attempting to destroy material including uploading or creating computer viruses or harassing others by email or other actions.
- Attempts to access accounts of other students.

**The North Colonie Schools have zero tolerance for drugs, alcohol, smoking, weapons, fighting, harassment and discrimination on school premises or in school sponsored activities.** School premises are defined as any building, structure and surrounding grounds within the district's property boundaries and vehicles used to transport children or school personnel.

### **Smoking and Tobacco Products**

Possession of tobacco products, smoking or any other use of other tobacco products is prohibited on school premises.

Penalties for student violations of this policy include:

#### **First Violation**

1. 3-day external suspension
2. Reinstatement conference (parent(s), student assistance counselor, Building principal in attendance)
3. Recommended one hour instruction session with student assistance counselor to discuss harmful effects of using tobacco
4. Recommended counseling sessions with student assistance counselor.

#### **Second Violation (same school year)**

1. 5-day external suspension
2. Reinstatement conference (parent(s), student assistance counselor, Building principal, guidance counselor in attendance)
3. Probation - conditions set by Building principal
4. Recommended weekly counseling sessions with student assistance counselor.

**Third Violation (same school year) OR Violation of Probation Conditions: Disciplinary hearing before the Superintendent.**

### **Fighting**

We teach students that there are other ways, such as discussion and mediation, to resolve disagreements. Students and faculty members are available as mediators if students cannot resolve their own disputes. If someone is harassing a student, the student should find an adult who will see that the aggressor is disciplined. **If students in the secondary schools do participate in a fight, all participants will be suspended.**

### **Drug and Alcohol Abuse**

North Colonie Schools are Drug Free Zones. Possession, use, distribution or sale of alcoholic beverages, marijuana or its derivatives, controlled substances, imitation controlled substances or prescription drugs by students on school property or in school sponsored activities is prohibited. Medication prescribed by 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.

Any student who is found under the influence of or in possession of drugs or alcohol will be suspended immediately. Any repeated offense for possession and/or use shall subject the offender to a disciplinary hearing before the Superintendent and a possible long-term suspension.

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

### **Dangerous Weapons in School**

No student shall bring, possess or use any weapons, including small pocket knives, on school property or in school-sponsored activities.

No student shall bring, possess or use a firearm on school property or in school-sponsored activities. Any student found guilty of bringing, possessing or using a firearm on school property or in school-sponsored activities may be subject to a long term suspension from school the length of which shall be determined by the Superintendent.

Bringing or possessing any weapon other than a firearm on the person of a student or on the premises of a school but not on the person shall subject the offender to a minimum of an immediate suspension from school for a five day period for grades 7-12 and two to five days for grades K-6. The Superintendent of Schools will review the matter and determine whether to conduct a disciplinary hearing that could result in a long-term suspension.

If a student uses or threatens to use any weapon, the student shall be suspended immediately, pending a disciplinary hearing before the Superintendent which could result in a long-term suspension.

The Colonie police will be notified any time a student brings a weapon to school so that criminal proceedings, if appropriate, may be instituted.

## **Discrimination and Harassment**

The district prohibits discrimination and harassment by employees and students based upon age, race, creed, color, national origin, gender, sexual orientation, religion, disability, marital status, genetic disposition, or HIV or hepatitis carrier status.

Discrimination is the showing of partiality or prejudice in the treatment of a student based on the student's membership or perceived membership in one of the aforementioned groups. Harassment is a course of conduct that is unwelcome and has the effect of causing torment or worry, thereby creating a hostile learning environment. Discrimination and harassment are prohibited on school district premises, while students are being transported to and from school on district buses, and during school or district sponsored events and activities.

Any student who believes that he/she has been the subject of harassment or discrimination or who believes that discrimination has occurred is encouraged to report the incidents to the building principal, unless the Principal is the offender, in which case the report should be made to the immediate supervisor of the Principal.

If an investigation concludes that a student is guilty of harassment or discrimination, appropriate disciplinary measures will be taken, up to and including a Superintendent's Hearing and possible suspension.

### **Student Privacy**

Surveys that reveal information on the personal behavior or political beliefs by any student will be conducted only upon receipt of written approval from a parent/guardian. Parents/guardians must be provided information about activities that include gathering of personal information about students that could be used for marketing purposes. They must be offered the chance to exclude their child.

### **Prayer in School**

District policies do not prevent or deny participation in constitutionally protected prayer.

## *Students'*

## *Rights and*

## *Responsibilities*

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The North Colonie Central School District has a tradition of care and respect for the individual student and holds high expectations for all. Each student is encouraged to grow intellectually, emotionally, physically, and socially.

All members of the community are entitled to feel safe and to expect that their person, property and opinions will be respected. Of equal importance is the expectation that everyone shares the responsibility for creating an atmosphere of trust. School must be a setting in which respect for rules and common decency are accepted by all as the necessary structure for learning and community.



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North Colonie Central Schools  
Latham, New York