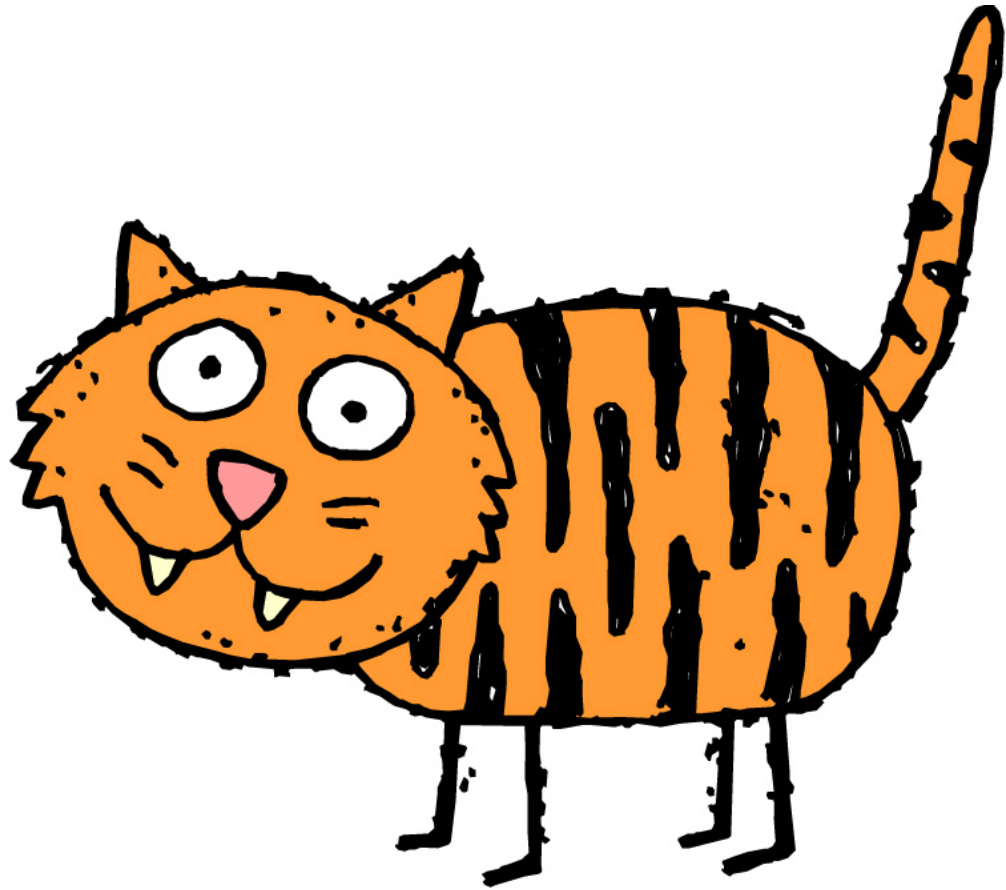


# Cohoes Elementary Schools'



## Code of Conduct

for the Tiger Cubs at

Abram Lansing Elementary School † Harmony Hill School † Van Schaick Grade School



## **Cohoes Elementary Schools**

Dear Parents/Guardians:

Our Board of Education for Cohoes City Schools has worked hard with parents, staff and administrators to put this Code of Conduct in place.

The purpose of the Code of Conduct is to make certain that your child is safe at school and behaves in a way that guarantees everyone else's safety. Throughout the next several pages you will read rules and regulations that will assist all of us in providing good learning time for our students while they are at school. The full document approved by the Cohoes City Schools Board of Education is available for your review at any of the elementary school offices. This document is a short form that has the rules for elementary schools only.

Please remember that our schools are large buildings with hundreds of children in attendance. Rules are very different when they are for large groups compared to what you might do at home with only one or two.

Take the time to read this booklet with your child(ren). Talk over the rules with them.

The last few pages have two (2) forms:

- Code of Conduct Review
- Internet Acceptable Use Policy

Please sign all forms and return them to your child's classroom teacher no later than the third Friday in September. We need each child in your family to return the signed forms.

Thank you.

Cliff Bird, Jacqueline De Chiaro, and Mark Perry  
Principals of the Elementary Schools

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# Elementary Code of Conduct

## I. Definitions

For Purposes of this code of conduct, the following definitions apply.

“Disruptive student” means an elementary or secondary student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher’s authority over the classroom.

“Parent” means parent, guardian or person in parental relation to a student.

“School property” means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school, or in or on a school bus, as defined in Vehicle and Traffic Law #142.

“School function” means any school-sponsored extra-curricular event or activity.

“Violent student” means a student under the age of 21 who:

1. Commits an act of violence upon a school employee, or attempts to do so.
2. Commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at school functions, or attempts to do so.
3. Possesses, while on school property or at a school function, a weapon.
4. Displays, while on school property or at a function, what appears to be a weapon.
5. Threatens, while on school property or at a school function, to use a weapon.
6. Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function.
7. Knowingly and intentionally damages or destroys school district property.

“Weapon” means a firearm as defined in 18 USC 921 for purposes of the Gun-Free Schools Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, electronic stun toy, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, metal or substance that can cause physical injury or death.

## **II. Student Rights and Responsibilities**

### **A. Student Rights**

The district is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all students have the right to:

1. Take part in all school activities on an equal basis regardless of race, color, creed, national origin, religion, gender, sexual orientation or disability.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school rules and, when necessary, receive an explanation of those rules from school personnel.

### **B. Student Responsibilities**

All students have the responsibility to:

1. Help maintain a safe and orderly school environment and to show respect to other persons and to property.
2. Be familiar with and follow all school policies, rules and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular activities and strive to do their best.
5. Follow directions given by teachers, administrators and other school personnel.
6. Ask questions when they do not understand.
7. Seek help in solving problems that might lead to discipline.
8. Dress appropriately for school and school functions.
9. Accept responsibilities for their actions.
10. Conduct themselves as representatives of the district when participating in or attending school sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship. Students who are absent from school for any reason will not be permitted to attend after school or evening activities. This includes leaving school early due to illness.

### **III. Essential Partners**

#### **A. Parents**

All parents are expected to:

1. Recognize that the education of their child (ren) is a joint responsibility of the parents and the school community.
2. Send their children to school ready to participate and learn.
3. Ensure their children attend school regularly and on time.
4. Ensure absences are excused.
5. Insist their children be dressed and groomed consistent with the student dress code.
6. Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
7. Know school rules and help their children understand them.
8. Convey to their children a supportive attitude toward education and the district.
9. Build good relationships with teachers, other parents and their children's friends.
10. Help their children deal effectively with peer pressure.
11. Inform school officials of changes in the home situation that may affect student conduct or performance.
12. Provide a place for study and ensure homework assignments are completed.

#### **B. Teachers**

All teachers are expected to:

1. Maintain a climate of mutual respect and dignity, which will strengthen students' self-concept and promote confidence to learn.
2. Be prepared to teach.
3. Demonstrate interest in teaching and concern for student achievement.
4. Know school policies and rules, and enforce them in a fair and consistent manner.
5. Communicate to students and parents:
  - a. Course objectives and requirements
  - b. Marking/grading procedures
  - c. Assignment deadlines
  - d. Expectations for students
  - e. Classroom discipline plan.
6. Communicate regularly with students, parents and other teachers concerning growth and achievement.

### **C. Principals**

Principals are expected to:

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
2. Ensure that students and staff have the opportunity to communicate regularly with the principal and approach the principal for redress of grievances.
3. Evaluate all instructional programs on a regular basis.
4. Support the development of and student participation in appropriate extracurricular activities.
5. Be responsible for enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.

### **D. Superintendent**

The Superintendent is expected to:

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
2. Review, with district administrators, the policies of the board of education and state and federal laws relating to school operations and management
3. Inform the board about educational trends relating to student discipline.
4. Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.
5. Work with district administrators in enforcing the code of conduct and ensuring that any cases are resolved promptly and fairly.

### **E. Board of Education**

The Board of Education is expected to:

1. Collaborate with student, teacher, administrator, and parent organizations, school safety personnel and other school personnel to develop a code of conduct that clearly defines expectations and the conduct of students, district personnel and visitors on school property and at school functions.
2. Adopt and review at least annually the district's code of conduct to evaluate the codes and effectiveness and the fairness and consistency of its implementation.
3. Lead by example by conducting board meetings in a professional, respectful, courteous manner.

## IV. Dress Code

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, shall:

1. Be safe, appropriate and not disrupt, distract or interfere with the educational process for themselves, the teachers or classmates.
2. Recognize that extremely brief apparel such as tube tops, halter-tops, half-shirts, spaghetti straps, and short shorts are not appropriate.
3. Ensure that underwear is completely covered with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed such as flip flops or shoes without backs. No "heelies" or sneakers/shoes with wheels will be allowed.
5. Not include the wearing of hats or other head coverings (i.e. bandanas) in the schools except for a medical or religious purpose.
6. Not include items that are vulgar, obscene, or offensive to others' race, color, religion, creed, national origin, genders, sexual orientation or disability.
7. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

Each building principal or his/her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year. Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to disciplinary procedures.

## **V. Positive Student Expectations**

All students are expected to conduct themselves in an appropriate and civil manner, with regard for the rights and welfare of other students, personnel and other members of the school community, and for the care of school facilities and equipment. Students must learn to accept responsibility for their own behavior, as well as the consequences of their misbehavior. Students who will not accept responsibility for their own behavior and who violate school rules will be required to accept the penalties for their conduct. Personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

Our district follows the philosophy of Positive Behavior Interventions and Supports. Our common expectations are:

**Be safe.**

**Be respectful.**

**Be responsible.**

Students are taught our expectations periodically throughout the school year.

## VI. Prohibited Student Conduct

The board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct.

Students may be subject to disciplinary action, up to and including suspension from school, when they:

- A. Engage in conduct that is disorderly. Examples of disorderly conduct include:**
  - 1. Running in hallways.
  - 2. Making unreasonable noise.
  - 3. Using language or gestures that are profane, lewd, vulgar or abusive.
  - 4. Obstructing vehicular or pedestrian traffic.
  - 5. Engaging in any willful act, which disrupts the normal operation of the school community.
  - 6. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, or on school property, without permission from the administrator in charge of the building.
  - 7. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate web sites; or any other violation of the district's acceptable use policy.
  
- B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include:**
  - 1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
  - 2. Lateness for, missing or leaving school without permission.
  
- C. Engage in conduct that is disruptive. Examples of Disruptive conduct include:**
  - 1. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.
  
- D. Engage in conduct that is violent. Examples of violent conduct include:**
  - 1. Committing or attempting to commit an act of violence (such as, but not limited to hitting, kicking, punching, pushing, spitting, throwing of any object, and scratching) upon a teacher, school employee, another student or other person lawfully on school property.
  - 2. Bringing a weapon to school. ("Weapon" is defined on page 3.) Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
  - 3. Displaying what appears to be a weapon, including any toy that "looks" like a weapon.
  - 4. Threatening to use any weapon.

5. Bringing “stun toys” to school e.g. shocking packs of gum, flashlights, etc.
6. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
7. Intentionally damaging or destroying school district property.

**E.** Engage in any criminal activity or conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct include:

1. Lying to school personnel.
2. Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.
3. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
4. Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation or disability as a basis for treating another in a negative manner.
5. Harassment, which includes a sufficiently severe action or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning.
6. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
7. Hazing which includes any intentional or reckless act directed against another which creates a substantial risk of physical injury for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club or team.
8. Selling, using or possessing obscene material.
9. Using vulgar or abusive language, cursing or swearing.
10. Smoking a cigarette, cigar, pipe or using chewing or smokeless tobacco.
11. Possession, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. “Illegal substances” include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroine, steroids, look-alike drugs, and any substances commonly referred to as “designer drugs.”
12. Inappropriately using or sharing prescription and over-the-counter drugs.
13. Gambling.
14. Indecent exposure, that is, exposure to sight of the private parts of the body on a lewd or indecent manner.
15. Inappropriate displays of affection.
16. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.

**F. Engage in misconduct while on a school bus.**

It is crucial for students to behave appropriately while riding on district buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated.

**G. Engage in any form of academic misconduct. Examples of academic misconduct include:**

1. Plagiarism.
2. Cheating.
3. Copying.
4. Altering records.

**H. Cell phones/camera phones may not be used in school, and must remain in backpacks or school bags during the school day.**

## **VII. Reporting Violations**

Staff will impose disciplinary consequences in a prompt, fair and lawful manner. District staff who are not authorized to impose disciplinary consequences are expected to promptly report violations of the code of conduct to their supervisor, who shall in turn impose appropriate consequences, if so authorized, or refer the matter to a staff member who is authorized to do so.

Any weapon, alcohol or illegal substance found will be taken away immediately, followed by disciplinary action if warranted. Parents will be notified as soon as possible and in some cases the building principal may have to call the police.

## **VIII. Disciplinary Penalties**

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student's age
2. The nature of the offense and the circumstances, which led to the offense.
3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Information from parents, teachers and/or others, as appropriate.

6. Other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the committee on Special Education. Discipline, if warranted, shall be administered consistent with the separate requirements of this code of conduct for disciplining students with a disability or presumed to have a disability. A student identified as having a disability shall not be disciplined for behavior related to his/her disability.

Students who are found to have violated the code of conduct may be subject to the following penalties, either alone or in combination: oral warning, oral or written notification to a parent, detention, temporary loss of privileges- (i.e. recess, intramurals or other extracurricular activities) temporary removal from the classroom, suspension from school.

## **IX. Corporal Punishment**

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any district employee is strictly forbidden. However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used to:

1. Protect oneself, another student, teacher or any person from physical injury.
2. Protect the property of the school or others.
3. Restrain or remove a student whose behavior interferes with the orderly exercise and performance of school district functions, powers and duties, if that student has refused to refrain from further disruptive acts.

## **X. Student Searches and Interrogations**

The board of education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the district code of conduct. Students are not entitled to any sort of "Miranda" – type warning before being questioned by school officials, nor are the school officials required to contact a student's parent before questioning the student. However, school officials will tell all students why they are being questioned. In addition, the board authorizes the superintendent, building principals, the school nurse and district security officials to conduct searches of students and their belongings. Searches may take place if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the district code of conduct. Student lockers, desks, and other school storage places may be subject to search at anytime by school officials.

## **A. Police involvement in Searches and Interrogations of Students**

District officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials, however, have limited authority to interview or search students in school or at school functions, or to use school facilities in connection with police work. Police officials may enter school property or a school function to question or search a student or to conduct a formal investigation involving students only if they have:

1. A search or an arrest warrant; or
2. Probable cause to believe a crime has been committed on school property or a school function; or
3. Been invited by school officials.

Before police officials are permitted to question or search any student, the building principal or his/her designee shall first try to notify the student's parent to give the parent the opportunity to be present during the police questioning or search. If the student's parent cannot be contacted prior to the police questioning or search, the questioning or search shall not be conducted. The principal or designee will also be present during any police questioning or search of a student of school property or at a school function.

Students who are questioned by police officials on school property or at a school function will be afforded the same rights they have outside the school. This means:

1. They must be informed of their legal rights.
2. They may remain silent if they so desire.
3. They may request the presence of an attorney.

## **Child Protective Services Investigations**

Consistent with the district's commitment to keep students safe from harm and the obligation of school officials to report to child protective services when they have reasonable cause to suspect that a student has been abused or maltreated, the district will cooperate with local child protective services workers who wish to conduct interviews of students on school property relating to allegations of suspected child abuse, and/or neglect, or custody investigations.

All requests by child protective services to interview a student on school property shall be made directly to building principal or his/her designee. The principal or his/her designee shall decide if it is necessary and appropriate for a school official to be present during the interview, depending on the age of the student being interviewed and the nature of the allegations. If the nature of the allegations is such that it may be necessary for the student to remove any of his/her clothing in order for the child protective services worker to verify the allegations, the school-nurse or other district medical personnel must be present during that portion of the interview. No student may be required to remove his/her clothing in front of a child protective services worker or school district official of the opposite sex. A child protective services worker may not remove a student from school property without a court

order, unless the worker reasonably believes that the student would be subject to danger of abuse if he/she were not removed from school before a court order can reasonably be obtained. If the worker believes the student would be subject to danger of abuse, the worker may remove the student without a court order and without the parent's consent.

## **XI. Visitors to the Schools**

The board encourages parents and other district citizens to visit the district's schools and classrooms to observe the work of students, teachers and other staff. Since schools are a place of work and learning, however, certain limits must be set for such visits. The building principal or his/her designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors to the school must report to the main office upon arrival at the school. There they will be required to sign the visitors' register and will be issued an identification badge, which must be worn at all times while in the school or on school grounds.
3. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
4. Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher(s), so that class disruption is kept to a minimum.
5. Teachers are expected not to take class time to discuss individual matters with visitors.
6. Any unauthorized person on school property will be reported to the principal or his/her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
7. All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct.

## **XII. Public Conduct on School Property**

The district is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of this section of the code, "public" shall mean all persons when on school property or attending a school function including students, teachers and district personnel.

The restrictions on public conduct on school property and at school functions contained in this code are not intended to limit freedom of speech or peaceful assembly. The district recognizes that free inquiry and free expression are indispensable to the objectives of the district. The purpose of this code is to maintain public order and prevent abuse of the rights of others. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property

or attending a school function are expected to be properly attired for the purpose they are on school property.

#### Prohibited Conduct

No person, either alone or with others, shall:

1. Smoke on school property
2. Intentionally injure any person or threaten to do so.
3. Intentionally damage or destroy school district property or the personal property of a teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
4. Disrupt the orderly conduct of classes, school programs or other school activities.
5. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
6. Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability.
7. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
8. Obstruct the free movement of any person in any place to which this code applies.
9. Violate the traffic law, parking regulations or other restrictions on vehicles.
10. Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
11. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the school district.
12. Loiter on or about school property.
13. Gamble on school property or at school functions.
14. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
15. Willfully incite others to commit any of the acts prohibited by this code.
16. Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.

Visitors who violate this code will be asked to leave school premises.

# COHOES CITY SCHOOL DISTRICT ELEMENTARY SCHOOL/HOME COMPACT

## The School

The staff and parents/guardians at the Cohoes elementary schools (Abram Lansing, Harmony Hill, and VanSchaick) have high expectations for themselves and the their students. To provide the highest quality instructional program at our schools and to show how the schools and our families are working together, the staff and parents/guardians of our schools agree to implement the following programs and activities:

- The Cohoes elementary schools will provide an **academic program** that is rigorous and challenging and aligned with New York State learning standards.
- Staff will **communicate with families** on an on-going basis regarding students' academic progress.
- The Cohoes elementary schools will implement a **homework program** that emphasizes meaningful practice of instructional content and writing in all content areas.
- The Cohoes elementary schools will include **parents and guardians in the governance of the schools.**

## The Home

The staff and families of the Cohoes elementary schools agree that the expectations listed here are necessary to strengthen the communication and commitment between home and school. It is also recognized that the schools will support the community and its families in whatever manner is necessary and reasonable. Likewise, it is the family's responsibility to support the child and the school community.

- Parents/Guardians at the Cohoes elementary school will send their children to school appropriately dressed, prepared to learn, and on time.
- Parents/Guardians at the elementary schools will read to their children at least 15 minutes at night.
- Parents/Guardians at the elementary school will attend at least two parent/teacher conferences a year to discuss academic progress of their children.
- Parents/Guardians at the elementary schools will assist their children with their homework assignments on a regular basis to ensure completeness and accuracy.

# COHOES CITY ELEMENTARY SCHOOLS

## INTERNET ACCEPTABLE USE GUIDELINES

I accept responsibility for my actions in using online services

I will use the Internet for school-related work only, and will not use inappropriate sites.

I will use appropriate language and never send insensitive, abusive or offensive messages.

I will give credit to others for the use of their material obtained off the Internet.

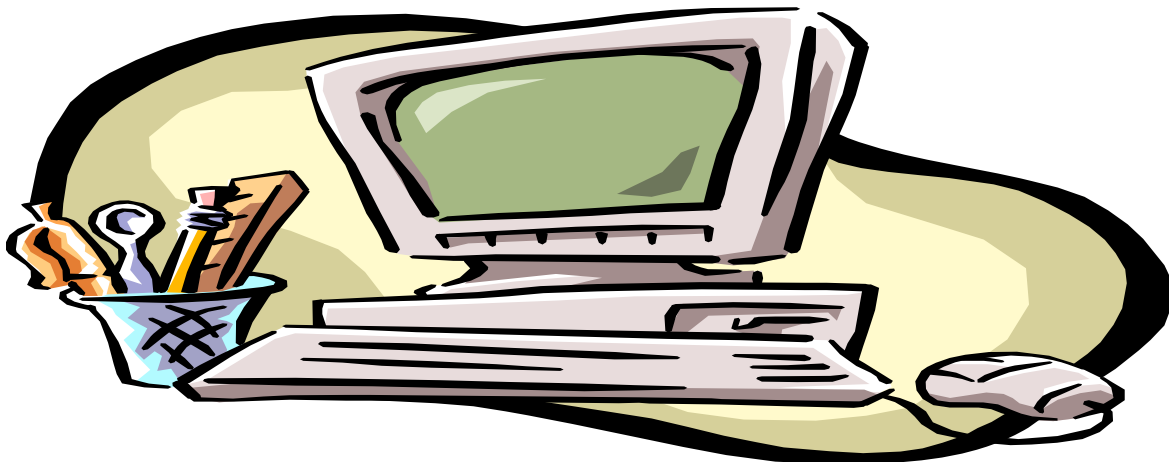
I will only download information to a disk and not to the hard drive.

I will only print copies of what is necessary for the project I am working on.

I will consider the needs of others and will share the use of the computer.

I understand that I may access only my own personal files.

I understand that if I do not follow these guidelines I may lose my computer privileges for a period of time and my name may be given to the principal for further action.



# COHOES ELEMENTARY SCHOOLS

Dear Parent(s) and Student:

Now that you have finished reading this document with your children, please do two things:

- ❖ tear off this page, sign both sections and return it to school no later than the third Friday in September. We will need one form per child attending our elementary schools.
- ❖ place this Code of Conduct in an important place so that you can refer to it when needed.

Our schools are kind, caring and safe place for our children. This happens because we all work together. This makes a difference and our children are the winners.

Thank you.

We have read the **Internet Acceptable Use Policy** and understand the consequences of not using the Internet in an appropriate manner at school.

Date\_\_\_\_\_ Student signature\_\_\_\_\_

Date\_\_\_\_\_ Parent signature\_\_\_\_\_

We have read over this **Elementary Code of Conduct** with our child. We understand the behavior needed to make certain our school is safe and a place where my child can learn.

Date\_\_\_\_\_ Student signature\_\_\_\_\_

Date\_\_\_\_\_ Parent signature\_\_\_\_\_

Teacher\_\_\_\_\_ Grade\_\_\_\_\_

# COHOES CITY SCHOOL DISTRICT MEDIA RELEASE FORM

September 2006

Dear Parents/Guardians:

Throughout the year, there may be opportunities for student photographs and samples of student work to be published in newspapers, shown on TV, used in videos, and/or placed on the website. Please fill out the bottom portion of this sheet so that we know we have permission to publish your child's photograph or work throughout the year.

Thank you for your cooperation.

Sincerely,

Cliff Bird, Principal - Abram Lansing Elementary School  
Kitty Summers, Principal – Harmony Hill Elementary School  
Jacqueline De Chiaro, Principal – Van Schaick Grade School

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I give permission for my child's photo, name and work to be used in publications, videos, on television and on the website during the 2006-2007 school year, September 1 through August 31.

Child's name \_\_\_\_\_

Teacher \_\_\_\_\_

Parent/Guardian's name \_\_\_\_\_

Parent/Guardian's signature \_\_\_\_\_